

APPLICATION NUMBER \_\_\_\_\_

## Application for EEI Safety Achievement Award

**Company Name:** \_\_\_\_\_

**Number of Employees Involved:**

\_\_\_\_\_  
(Must include division, department and other individual group for which this application is made.)

**Name and Department or unit covered by this application**  
(Show name as it should appear on the certificate.)

\_\_\_\_\_

**Number of work-hours with no days away from work:** \_\_\_\_\_

**Total period with no days away from work**

From: \_\_\_\_\_  
Month Day Year

To: \_\_\_\_\_  
Month Day Year

**Submitted by:** \_\_\_\_\_

(Must be an executive of the company)

**Title:** \_\_\_\_\_

**Date submitted:** \_\_\_\_\_

**Send award to:** \_\_\_\_\_

\_\_\_\_\_  
(Street address only, no P. O. Boxes)

\_\_\_\_\_  
**Award Recipient's Phone Number**

**Return to:**

Carren Spencer  
Edison Electric Institute  
701 Pennsylvania Ave., NW  
Washington, DC 20004-2696  
**Fax:** (202) 508-5186  
**Phone:** (202) 508-5166

## RULES AND REGULATIONS

1. **PURPOSE:** The Edison Electric Institute Safety Award is bestowed on electric utility companies in recognition of outstanding and meritorious achievement in accident-free operations.
2. **THE AWARD:** Certificates bearing the signature of the President of the Edison Electric Institute will be awarded to electric companies and combination electric and gas companies with:
  - (a) 100 or more employees for completion of 1,000,000 or more consecutive work-hours with no days away from work.
  - (b) 50 to 99 employees for completion of 500,000 or more consecutive work-hours with no days away from work.
  - (C) 25 to 49 employees for completion of 250,000 or more consecutive work-hours with no days away from work.

Electric companies may make application on behalf of the entire company or (subject to the provisions of Part 4 of these Rules and Regulations) any division, department, or other individual group. Applications by combined electric and gas companies may be made on behalf of (1) the entire company where its operations are predominantly electric, or (2) the entire electric division, or (3) any division, department, or other individual group whose duties are predominantly in electric operations.

3. **ELIGIBILITY:** Any member company of the Edison Electric Institute is eligible.
4. **APPLICATION FOR AWARD:** Application for awards may be made at any time during the year to EEI.

The experience of both operating and non-operating personnel, including hourly workers, office workers, and supervisors, shall be taken into account by the company making the application.

Application may be made on behalf of a department or other individual group (including geographic units such as ~~divisions~~ or ~~districts~~) where a majority of its activity is in electric operations. **It is intended that the award not be available to groups composed predominantly of office workers.**

Combination electric and gas companies should make application to the American Gas Association for an award on behalf of gas-division personnel or groups predominantly concerned with gas operations. Applications to the Edison Electric Institute for an award will be accepted as indication that a similar request on half of the same personnel has not been made to the American Gas Association.

5. **PREPARATION OF AWARDS:** Upon arrival, certificates for Safety Awards will be forwarded to the address on the front of the application stating **End award to.**

7. **DEFINITIONS:** (a) *Lost Workday Case Involving Days Away from Work.* Any work-related injury/illness arising out of and in the course of employment which results in one or more days away from work.

(b) *Days Away From Work.* Those workdays (consecutive or not) on which the injured would have worked but could not because of an occupational injury/illness. Lost workdays should not include the day of the injury or onset of illness or any days on which the injured would not have worked.

(c) *Fatality.* Any death resulting from an occupational injury/illness, regardless of the length of time which elapses between the injury/illness and death.

American National Standards Institute **A**niform Record Keeping for Occupational Injuries & Illness **Z**16.4) may be used as a guideline in classifying injuries and determining days away from work. Debatable cases requiring an unbiased decision should be referred to the EEI Accident Data Subcommittee.

8. **DETERMINATION OF WORK-HOURS:** Work hours of exposure shall be the total number of hours actually worked by all employees in the company, division, department, or group for which the award is made, including hourly workers, office workers, and supervisors.

The number of work-hours shall preferably be calculated from payroll records. If such records are not available, the work-hours should be estimated upon the basis of the average number of employees and the average number of hours worked by each employee during the period covered by the application.

The date of work injury/illness shall be the date of the occurrence (not the date of the report on which the disability began).

9. **ADDITIONAL AWARDS FOR CONTINUING RECORDS:** Companies maintaining their work-hours with no days away from work records after having received one Safety Award can qualify for higher-rated certificates in multiples of 1,000,000, 500,000 or 250,000 man-hours.

For example, a company that has received a 1,000,000 man-hour award can qualify for a 2,000,000 man-hour award certificate; and so on, in multiples of 1,000,000 man-hours, as long as its perfect record is maintained. Similarly a company that has received a 500,000 man-hour award can qualify for a 1,000,000 man-hour certificate by maintaining its perfect record for the required additional time, and so on, in multiples of 500,000 man-hours. The same applies to the 250,000 man-hour certificate.