

United States Department of Agriculture
Animal and Plant Health Inspection Service
Wildlife Services Directive

WS 4.405
9/10/2021

WS SAFETY AND HEALTH INCENTIVE AWARDS PROGRAM

1. PURPOSE

To enhance the Wildlife Services (WS) Safety and Health Program by recognizing personnel for significant contributions to safety and health accomplishments in the workplace.

2. REPLACEMENT HIGHLIGHTS

This Directive replaces WS Directive 4.405, dated, October 17, 2003.

3. AUTHORITY

7 U.S.C. 8351 to 8353, and 16 U.S.C. 667, authorizes officers, agents, and employees of the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Wildlife Services (WS) to conduct a program of wildlife services and to enter into agreements with states, local jurisdictions, individuals, and public and private agencies, organizations, and institutions for the purpose of conducting such services.

4. POLICY

WS will recognize program personnel who excel in developing and/or promoting awareness of safety and health in the workplace and will reward individuals for significant safety accomplishments.

5. TYPE OF AWARDS

The WS Safety and Health Committee will utilize award categories to coincide with those of the National APHIS Safety and Health Incentive Awards Program (a. - e.). The categories are as follows:

- a. Safety and Health Individual Achievement Award:
Presented to an employee who is not a designated Safety Coordinator or a supervisor, but someone who is involved with the promotion of safety and health, both in their workplace and/or private life.

- b. Safety and Health Leadership Award:
Presented to an employee who is a Safety Coordinator or supervisor, and who best demonstrates initiative and commitment to safety and health in the workplace through the exercise of leadership.
- c. Safety and Health Group Achievement Award:
Presented to the committee, unit, project, program, etc., which implements the best procedures to ensure a safe and healthy workplace or work activity.
- d. Safety and Health Defensive Driving Achievement Award:
Presented to an employee who demonstrates exceptional defensive driving habits and strategies while operating a vehicle on official duty.
- e. Safety and Health Special Achievement Award:
Presented to an employee for a special act or achievements as described below.
- f. WS Aviation Safety and Accident Prevention Award:
Presented to an employee or group who are involved with WS aviation activities, for efforts or accomplishments as described below. This is a unique WS award category and will be recognized at the WS level. The winner of this award will be submitted to the APHIS level awards program as a Special Achievement Award nomination.

6. ELIGIBILITY CRITERIA

Criteria and forms for nominating personnel for the above annual awards, except for the WS Aviation Safety and Accident Prevention Award, will be distributed from APHIS with the announcement when the nomination period is open. The proper format and criteria outlined by APHIS must be followed for nominees to receive full consideration for an award. Nominations will be judged solely on the information as presented, and should include detailed information, documentation, and significance of the achievement.

Nominations for the Individual, Leadership, Group, and Defensive Driving Achievement Awards may only cover achievements which occurred during the previous fiscal year. Nominations for both the WS Aviation Safety and Accident Prevention Award and Safety and Health Special Achievement Award may represent a specific event or include achievements which occurred during the previous fiscal year; or over the duration of a multi-year project or throughout an employee's entire career, culminating within the previous fiscal year.

- a. Safety and Health Special Achievement Award nominations should consider accomplishments or actions which include, but are not limited to:
 - (1.) Extraordinary safety record in conducting blasting activities under the WS Explosives Safety Program.
 - (2.) Significant participation, development, or education in safety and health activities.
 - (3.) Contributions in developing or implementing safety and health programs.
 - (4.) Feats of heroism in aiding and/or conducting lifesaving acts.

- (5.) Extraordinary driving record (e.g., lifetime achievement).
 - (6.) Outstanding records of participation in blood donation programs, Special Focus Projects, volunteering, community outreach, etc.
 - (7.) Contributions in improving techniques, procedures, or tools which increases the safety and health of WS personnel.
- b. WS Aviation Safety and Accident Prevention Award nominations will be submitted within the Safety and Health Special Achievement Award category, and should include accomplishments or actions which include, but are not limited to:
- (1.) Extraordinary safety records of aviation operations.
 - (2.) Extraordinary action or accident prevention events.
 - (3.) Extraordinary number of hours flown within the fiscal year, duration of a project, or throughout the career.
 - (4.) Significant contributions or improvements for safer operational flights.

7. NOMINATION PROCEDURES

- a. Nominations will be submitted according to the annual APHIS Safety and Health Incentive Awards instructions and using the Transmittal Cover Sheet form (attachment).
- b. The written nomination, in accordance with APHIS instructions, which support and describe the nominee's achievements or qualifications for the award, must be attached to the form and submitted through the appropriate Regional / NWRC Director (or equivalent) and the WS Safety and Health Manager for approval and processing.
- c. The WS Safety and Health Committee will review the nominations and select a winner for each award category of the WS Safety and Health Incentive Awards Program.
- d. The Committee will automatically submit the winning WS nominations to APHIS for further consideration in the APHIS Safety and Health Incentive Awards Program.
- e. Nominations sent directly to APHIS without first competing at the WS level will not be accepted.

8. SELECTION AND AWARD PRESENTATION

The WS Safety and Health Committee will review the nominations and select the award recipients. Runner-up awards may be considered for each category. Awards will be presented as certificates or plaques and may be accompanied by a cash award.

9. INQUIRIES

Questions and inquiries regarding the awards program should be directed to the appropriate Collateral Duty Safety and Health Officer or to the WS Safety and Health Manager.

10. SCOPE

This Directive is applicable to all WS personnel.

11. REFERENCES

APHIS Safety and Health Manual, APHIS 4790

Janet L. Bucknall
Deputy Administrator

TRANSMITTAL COVER SHEET

**This cover sheet must be attached to each Safety and Health Award
Nomination being submitted.**

TYPE OF AWARD

	Check Box
Safety and Health Individual Achievement Award	
Safety and Health Defensive Driving Achievement Award	
Safety and Health Special Achievement Award	
Safety and Health Group Achievement Award	
Safety and Health Leadership Award	

NOMINEE INFORMATION (Fill in Completely)

Name:		Last 4 SS#:	
Position Title:			
Pay-Plan Series/Grade/Step:			
Telephone:		Fax:	
Organization/Program:			
Location Address:			
Submitted by:			
Telephone:		Fax:	

APPROVAL

WS Safety and Health Manager	Date:
WS Regional/NWRC Director (or equivalent)	Date: