



Municipal Electric Utilities of Wisconsin
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To: MEUW Electric Utility Members
From: Chris Schlechta, Director of Safety Services
Date: February 1, 2016
Subject: 2015 MEUW Safety Award Application Instructions

Safety by Design, Not by Accident

The members of MEUW place a tremendous value on the safety of their employees and the ability of the utility to create a safe work environment. Throughout the variety of safety training services that MEUW provides, we see substantial investments by our members in terms of time and resources to ensure that everyone goes home safe at the end of the day. As your member-driven state association, we feel that it's equally important that our members are recognized for the actions they undertake to design a safe work environment. Starting with the 2014 application period, we made some changes to ensure that our award recognizes those that take very active steps to ensure the safety of their employees rather than primarily basing it on the numbers of incidents experienced. While having zero incidents for the past year is certainly worth celebrating, it's equally important to ensure that the manner in which that zero accident year happened can be repeated year after year. That's the true measure of a safety program by design.

Among the changes from previous years are evaluations based on your year-to-year incident trends, comparisons against the industry nationally, and overall, more of a focus on ensuring an injury-free workplace. We have also started a new, tiered recognition system to provide recognition for those that are making strides in the right direction that may not have been recognized in years past. Those tiers are as follows: Bronze 90-99, Silver 100-109, Gold 110+.

All applications and required documentation must be submitted by March 1, 2016 to Chris Schlechta, director of safety services at cschlechta@meuw.org.

Application Instructions

The safety award application applies to all electric utility employees including field staff, office staff, supervisors and management except lines 3 and 4, which address electric utility field staff specifically. Where a utility provides other services such as water, wastewater, gas, telecom, etc. the total number of employees should reflect the total full-time equivalent (FTE) employees working for the electric utility. For example, a lineman would have a FTE of "1," but two billing staff spending half of their time working on billing for the electric operations would only be calculated as "1" (each employee would have a FTE of 0.5).

Only shaded areas require an input of information. All other values are in protected cells that will automatically calculate values based on your entries.

Line 2: Enter the annual average number of electric utility employees found on your DSPS Summary of Work-Related Injuries and Illnesses Report.

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Line 3: Enter the total hours worked by all electric utility employees last year found on your DSPS Summary of Work-Related Injuries and Illnesses Report.

Line 4: Enter reportable injuries and illnesses for 2013, 2014 and 2015 found on your DSPS Summary of Work-Related Injuries and Illnesses Report.

Line 5: Your incidence rate will automatically calculate based on the entries of reportable incidents for the last three years. Please enter your most current experience rating modification factor issued annually by the Wisconsin Worker's Compensation Bureau. You will have received a letter from your worker's compensation insurance carrier prior to your policy renewal that provides this rating. The rating is expressed in a value that may range from .50 to 1.50.

Line 6: Do electric line employees participate regularly in the MEUW Job Training and Safety Program? ("Regularly" is defined as the number that attended at least five of seven sessions.) If all of your line employees regularly participate in the MEUW JT&S Program, enter "Yes" and provide a summary of the in-house or third-party program used. If employees do not regularly participate, enter "No" and go to Line 6a. *(25 points possible)*

Line 6a: Do electric line employees participate regularly in a job training and safety program other than that provided by MEUW - this can be a co-op, contracted third party trainer, in-house, etc. ("Regularly" is defined as attending at least 70 percent of the scheduled sessions.) If all of your line employees regularly participate in a similar job training and safety program, enter "Yes" and provide a summary of the in-house or third-party program used. If no other program is used, enter "No." *(25 points possible)*

Line 7: Do superintendents, supervisors and/or managers regularly attend the MEUW job training and safety sessions? ("Regularly" is defined as the number that attended at least five of seven sessions.) If supervisory personnel regularly participate in the MEUW JT&S Program, enter "Yes." If supervisory personnel do not regularly participate, enter "No." *(10 points possible)*

Line 8: If your utility participates in the MEUW Regional Safety Management Program, enter "Yes." If not, enter "No." *(35 points possible)*

Line 8a: Enter "Yes" if you have an employee (or contractor) that has designated responsibility for management of your entire safety program and indicate who is the responsible person - this may be an employee of the utility or a contracted service. Enter "No" if your utility does not have a single person who oversees the safety program. *(7 points possible)*

Line 8b: How many hours of instructor-led, web-based and/or video-based OSHA safety training does each employee receive annually, on average? If the average hours per employee is: 1-6 hrs/yr, enter "3"; 7-12 hrs/yr, enter "5"; 13+ hrs/yr, enter "7". A summary of how this is accomplished must be provided for points to be awarded. *(3-7 points possible)*

Line 8c: Does your utility have a comprehensive occupational safety manual for all employees? Adopting the APPA Safety Manual does not satisfy this requirement. The APPA Safety Manual is intended to cover requirements under 29 CFR 1910.369 and does not fully incorporate all other safety standards required of a public sector employer in the state of Wisconsin. If "Yes," please provide a copy of the table of contents to receive points. If your utility does not have a comprehensive safety manual for all employees, enter "No." *(7 points possible)*

Line 8d: Does your utility have an established process for incident reporting of near miss/close calls, injury/illness and property damage incidents? If "Yes," please provide a copy of the policy and/or forms used to receive points. If there is no established process for reporting these incidents, enter "No." *(7 points possible)*

Line 8e: Are root cause analysis and investigations conducted on incident reports? If "Yes," please provide a sample of a completed root cause analysis, investigation, or the policy and/or forms used to receive points. If there are no root cause analysis and investigations conducted, enter "No." (7 points possible)

Line 9: Does your utility have an established safety committee? Please enter "1" if you have a committee, enter "4" if that committee meets routinely on at least a quarterly basis and enter "12" if that committee routinely meets on a monthly basis. To receive one point, submit agenda or minutes from one meeting. To receive four points, submit four different copies of agenda or minutes (one from each quarter). To receive twelve points, submit agenda or minutes from each monthly meeting. If your utility does not have an established safety committee, please enter "0." *If you are a participant of the Regional Safety Management Program, you do not submit documentation as it is already on file with MEUW.*

Line 10: Do you perform in-house documented field observations of your employees? This may be conducted by a supervisor or peer and does not include those conducted by MEUW staff. To receive credit, please provide copy of at least one in-house documented field observation and enter "1." If 3-5 observations are performed annually enter "3" and provided three copies. If six or more observations are performed enter "6" and provide six copies of documentation. If no observations are conducted, please enter "0."

Line 11: Do you conduct job briefings for all jobs? If "Yes," enter "Yes" and provide three copies of different job briefings. If you do not conduct job briefings for all jobs, enter "No." (10 points possible)