



DEPARTMENT OF THE NAVY
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU
UNIT NUMBER 3800
APO AA 34041 - 3800

IN REPLY REFER TO

NMRCDINST 5100.12
06 Aug 03

NMRCD INSTRUCTION 5100.12

From: Officer-in-Charge, Naval Medical Research Center Detachment

Subj: COMMAND SAFETY AWARDS PROGRAM

Ref: (a) SECNAVINST 5100.15 Series
(b) NAVMED RSCHINSTITUE 5100.15 Series

1. Purpose. To establish the Department of the Navy Shore Safety Awards Program at the Naval Medical Research Center Detachment, Lima, Peru (NMRCD).

2. Background. The Department of the Navy has the responsibility to encourage all employees to apply safe working practices in all daily operations. As one method to stimulate interest in mishap prevention, the Department of the Navy has developed safety awards. These are presented as official recognition of commendable safety records attained by individuals and departments, as outlined in references (a) and (b).

3. Criteria for Eligibility.

a. A Department is eligible for the NMRCD Departmental Safety Award provided all divisions within that department have exhibited a positive safety awareness approach in promoting and maintaining a safe and healthful workplace. The overall safety consciousness of all members of that department should reflect the continued safety emphasis and training efforts of the departments' supervisors and division heads. Eligible departments must also have the smallest number of lost-time mishaps during the previous fiscal year.

b. A department becomes eligible for an award nomination by exhibiting outstanding safety traits such as: attendance at command safety committee meetings and command safety lectures; updating safety bulletin boards; conducting monthly safety training; completing satisfactory safety zone inspections, and demonstrating positive safety awareness by all employees within the department. The eligible department must also have the smallest number of lost-time mishaps.

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c. An individual is eligible for recognition when he/she has not experienced or caused a lost-time mishap during the previous six-month period, and promoted the command's safety program through exemplary means such as: submitting safety suggestions; reporting hazardous conditions; conducting impromptu safety inspections; conducting safety training, and other individual efforts worth noting.

4. Types of Awards.

a. Departmental Safety Award.

(1) Awarded annually (as deemed suitable) based upon previous fiscal year performance.

(2) Voted on by Chairman, Safety Committee and Safety Manager.

(3) Department's name will be placed on a plaque, which will be placed in a highly visible area. Members of the department will receive a safety certificate and an entry will be placed into each individual's service/personnel record.

b. Division Safety Award.

(1) Awarded semi annually (as deemed suitable) based on previous six-month performance.

(2) Nominated by Department Heads.

(3) Voted on by Safety Policy Council, awardee must obtain a majority of votes.

(4) One division awardee per quarter.

(5) Members of Department will receive a Letter of Commendation and an entry into each individual's service/personnel record for positive support of NMRCD's Safety Program.

c. Individual Safety Award.

(1) Awarded to one military or civilian full time NMRCD employee per six-month period (as deemed suitable).

(2) Must be nominated by a Department Head at the Safety Committee Meeting. The awardee must be agreed upon by all members present.

(3) Depending upon availability of funds, the individual making the greatest impact on promoting the overall safety program at NMRCD each fiscal year will be awarded up to US \$400.00. The award may be voted on during the fourth quarter Safety Committee meeting.

(4) The Safety Committee chairman will make the final decision necessary in case of a tie or non-majority vote.

(5) A Letter of Commendation will be awarded at the Command's awards ceremony.

5. Safety Award Presentation. To maximize the incentive value of safety awards, presentations should be made promptly after they are earned. Awards should be presented with appropriate ceremony and publicity by the highest command level practical.

6. Action.

a. Department Heads and Supervisors shall:

(1) Promote an active safety awareness in their area of responsibility. Maintain interest in safety by publicizing and reviewing safety achievements and accomplishments.

(2) Recognize those individuals and groups under their cognizance who actively strive for a safe and healthful workplace.

(3) Ensure maximum participation of all staff members through personal involvement.

(4) Furnish to the Command Safety Office a list of those employees under their supervision who meet the requirements for the safety awards. This list will be forwarded before or during the next scheduled Safety Policy committee meeting.

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b. Command Safety Office or Command NAVOSH Office shall:

(1) Forward names of individual awardees to the Safety Committee for recognition and award processing.

(2) Forward names of department awardees to the Head of Research Support Department for proper recognition procedures.

(3) Maintain a log of award nominees and winners.



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