



OSHA INSTRUCTION

U.S. DEPARTMENT OF LABOR

Occupational Safety and Health Administration

DIRECTIVE NUMBER: PER 00-00-003

EFFECTIVE DATE: 09/25/2014

SUBJECT: OSHA Awards and Employee Recognition Program

ABSTRACT

Purpose: This Instruction provides updated guidance on OSHA's internal awards program.

Scope: OSHA-wide.

References: None

Cancellations: *OSHA Employee Recognition & Rewards System Handbook*, September 14, 1994; OSHA Instruction PER 00-00-001 (ADM 2.1) *Employee Recognition Program*, dated October 30, 1978.

State Impact: None.

Action Offices: National, Regional, and Area Offices.

Originating Office: Office of Management Systems and Organization

Contact: Office of Management Systems and Organization
Directorate of Administrative Programs
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By and Under the Authority of

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Assistant Secretary

Executive Summary

This Instruction updates guidance found in the *OSHA Employee Recognition & Rewards System Handbook* issued on September 14, 1994 and in OSHA Instruction PER 00-00-001 (ADM 2.1) *Employee Recognition Program*, dated October 30, 1978. The Instruction provides comprehensive descriptions of the 14 awards which comprise OSHA's internal recognition program, along with eligibility criteria under each of the award categories, nomination procedures, methods of recognition and review recommendation processes.

Significant Changes

This new Instruction replaces the *OSHA Employee Recognition & Rewards System Handbook*, September 14, 1994 and OSHA Instruction PER 00-00-001 (ADM 2.1) *Employee Recognition Program*, dated October 30, 1978. The Instruction updates many of the OSHA awards to reflect the Agency's current culture, adds four award categories, while deleting another category, and includes a form to be used for certain award nominations.

- New Award Categories:

Assistant Secretary's Safety and Health Excellence Award

Training Excellence Award

Diversity and Inclusion Award

Assistant Secretary's OSHA Commendation Coin Award

- Deleted Award Category:

Safety and Health Award

- New Form:

Recommendation for OSHA Award

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I. Purpose

This Instruction provides updated and detailed guidance on OSHA's internal awards program and the options available to managers, supervisors and employees to acknowledge contributions of OSHA federal employees who improved workplace safety and health through compliance assistance, enforcement of occupational safety and health regulations, whistleblower protection programs, administrative support, training, and any programs in support of OSHA's mission.

II. Scope

OSHA-wide.

III. References

None.

IV. Cancellations

- A. *OSHA Employee Recognition & Rewards System Handbook*, September 14, 1994.
- B. OSHA Instruction PER 00-00-001 (ADM 2.1) – *Employee Recognition Program*, October 30, 1978.

V. Action Offices

All OSHA National, Regional, and Area Offices will follow this guidance when preparing/submitting nominations under OSHA's internal awards program (as appropriate).

VI. Federal Program Change

This Instruction does not describe a Federal Program change.

VII. Significant Changes

This new Instruction replaces the *OSHA Employee Recognition & Rewards System Handbook*, September 14, 1994 and in OSHA Instruction PER 00-00-001 (ADM 2.1) *Employee Recognition Program*, dated October 30, 1978. The Instruction updates many of the OSHA awards to reflect the Agency's current culture, adds four award categories, while deleting another category, and adds a *Recommendation for OSHA Award* form:

A. New Award Categories

Assistant Secretary's Safety and Health Excellence Award
Training Excellence Award
Diversity and Inclusion Award
Assistant Secretary's OSHA Commendation Coin Award

B. Deleted Award Category

Safety and Health Award

C. New Form

Recommendation for OSHA Award. This form is to be used for certain award categories discussed in this Instruction (as appropriate).

VIII. Background

A. Departmental vs. OSHA awards

OSHA employees might be eligible for DOL awards (such as e.g. Good Job or Time-Off awards) as specified by the Departmental Personnel Regulation (DPR) Chapter 451 and the department's Employee Recognition and Awards Program (available on the Labornet, in the "Office Worklife" section).

DPR 451 authorizes DOL Agency Heads the authority to administer the incentive awards program within their Agency and to grant monetary, non-monetary, and time-off awards in accordance with the provisions of the DPR. "Non-monetary awards" are defined as "a medal, certificate, plaque, citation, badge, or other similar item that has an award or honor connotation" (DPR 451).

In addition to the department's program, OSHA's internal awards program was created to recognize Agency employees who significantly contributed to making OSHA a world leader in safety and health.

B. Nomination Cycles

Awards are granted at various times of year depending on the award type. Some are nominated on a quarterly and/ or annual basis and others may be nominated any time during the year. The program offices have the option to solicit nominations in either way or only for the annual cycle.

C. Fiscal Responsibility

National Office and each of the Regional offices are responsible for both monetary and non-monetary awards granted to employees within their respective offices.

IX. Nominations and Selection Procedures

Unless specified otherwise under each category's description, all nominations should be submitted in accordance with the following procedures.

A. Nominations Form

Any OSHA team leader, supervisor, manager or executive may submit a nomination for their director's review by using the form, (where applicable) sent in hardcopy or e-mailed in PDF format. The form shall identify nominees and describe the nature of the achievement, timeframes, i.e., the beginning and ending dates of the activity. It also addresses any or all of the criteria for a specific award, and the scope and effect of the nominees' contributions for which recognition is sought. (see Appendix A)

B. Nominations Submission Deadlines

Quarterly nominations at the regional or the National Office levels should be submitted in accordance with locally established timeframes.

Nominations for annual awards will be solicited agency-wide during the first quarter of each fiscal year.

Additionally, nominations for some of the awards may be submitted any time during the year as specified in individual awards description.

C. Quarterly Recipients Selection Process

For all award categories that allow quarterly submissions:

- Regional nominations should be submitted for the RA's or DRA's approval and then forwarded to the work unit's Awards Committee, where applicable. For the purpose of this instruction, a work unit is defined as an area office, a region, a National Office directorate, a freestanding office, or a large subgroup such as the Cincinnati Technical Center, or the Salt Lake City Technical Center.
- National Office nominations should be submitted by National Office Directors to the Director, Office of Management Systems and Organization, Directorate of Administrative Programs.

Quarterly awards are awarded at the regional or National Office levels respectively.

D. Annual Recipients Selection Process

Nominations for the annual awards should be submitted to the OSHA National Office, Office of Management Systems and Organization, Directorate of Administrative Programs (DAP), which will select the recipients from both the

regional and National Office nominations. DAP may use ad hoc committee(s) to assist with the award selection process.

The awards selection is announced by a memo from the Assistant Secretary, and the recipients names are posted on the DAP website.

(See also Appendix B, Nominations Flowchart)

X. Methods of Recognition

National Office Directors and Regional Administrators may recognize selectees within their Directorate or Region on a quarterly basis. If this option is exercised, recipients should be presented with a Certificate of Appreciation signed by the National Office Director or Regional Administrator, as appropriate.

At the option of the recipient's National Office Director or Regional Administrator, the recipients may also be presented with items of nominal value - such as pens, pins, T-shirts, or mugs, which convey the employer (DOL/OSHA) employee relationship.

Other forms of recognition may also be available in accordance with guidance provided in Departmental Personnel Regulation(s) 451 (available on the LaborNet in the "Office of Worklife, Leave, and Benefits Policy and Programs" section).

The recipient of OSHA's annual awards will normally receive a certificate signed by the Assistant Secretary. This award should be presented at the respective DOL or Regional awards ceremony. The recipients of the Impact awards and the Significant Event Team Awards will normally receive signed certificates. The certificates will be provided to National Office directorates and mailed to regional offices, which will be responsible for framing and distributing them to the recipients.

Monetary recognition is permitted but not required. Monetary awards should be made under the provisions of the department's Employees Recognition and Awards Program.

XI. Awards Categories

A. Administrative Support Person of the Year Award

1. Purpose.

To recognize administrative support staff who have achieved the highest standards in carrying out their duties and responsibilities.

2. Criteria

The *OSHA Administrative Support Person of the Year* will be selected from the National Office and Region-wide (including Area) administrative support personnel nominees. Any or all of the following criteria should be considered when preparing nominations:

- Unusual efforts or leadership on an individual assignment
- Outstanding work resulting in a significant contribution to the accomplishment of the Agency's safety and health mission and goals
- Superior customer service
- Work performance and work product demonstrate a high degree of competence, integrity, and dedication
- Cost Savings Initiatives

3. Eligibility

National Office and Region-wide administrative support staff.

4. Nomination Cycle

Awards are granted on a quarterly basis at the regional or National Office levels, and annually OSHA-wide, with nominations solicited during the first quarter of each fiscal year.

Note: Use the Award Nomination Form when submitting nomination(s).

B. Area Office of the Year Award

1. Purpose

To recognize area office or offices that demonstrates the best overall performance towards meeting OSHA's safety and health goals during the fiscal year. The *OSHA Area Office of the Year* will be selected from among area office nominees.

2. Criteria

Based on the regional operating plan, any or all of the following criteria should be considered when preparing nominations:

- Contributions to regional goals consistent with OSHA annual operating plan

- Violations per inspection (excluding Records Review)
- Percent serious, willful and repeat violations (excluding Records Review)
- Inspections per full-time equivalent position
- In-compliance rate (excluding Records Review)
- Customer service reputation and performance
- Overall outreach activity
- Response to media issues that results in a favorable public image
- Innovativeness and service, quality and/or process improvement initiatives
- Human Resource management experience
- Management of other resources, including bottom-line budgets
- State plan liaison and monitoring (as appropriate)
- Special contributions to the attainment of OSHA's safety and health mission as outlined in the annual operating plan
- Impact on safety and health in the workplace.
- Any other area office performance measures adopted by the Agency.

Because of the inherent differences in performance demands, state monitoring area offices may be considered on the same criteria set forth for federal enforcement areas or other criteria, as deemed appropriate at the regional and national levels.

3. Eligibility

All OSHA Area Offices.

4. Nomination Cycle

Awards are granted on a quarterly basis at the regional or National Office levels, and annually OSHA-wide, with nominations solicited during the first quarter of each fiscal year.

Note: Use the Award Nomination Form when submitting nomination(s)

C. Assistant Secretary's/Regional Administrator's/ Director's Impact Award.

1. Purpose

To recognize OSHA employees (as individuals, teams, task forces, committees, etc.) who have made significant contributions toward the achievement of OSHA's safety and health mission and goals.

2. Criteria

Outstanding accomplishments or significant contributions toward impacting a significant function(s) of the Agency's/Region's/work unit's operations or programs. This may include the successful completion of a strategic goal or implementation of an organizational plan goal.

3. Eligibility

All OSHA employees, teams, task forces, work groups, committees, etc.

4. Nomination Cycle

Nominations may be submitted any time during the year at any level: Director's, Regional Administrator's or Assistant Secretary's.

D. Assistant Secretary's Significant Event Team Award.

1. Purpose

To recognize OSHA employees acting as teams in the investigation/inspection of *catastrophic events* having national or local impact on workplace safety and health.

2. Criteria

Event must be catastrophic and include one or more of the following:

- Congressional inquiry to determine cause and preventive measures for like establishments
- Complex coordination and investigation which may include the following outside responders:
 - Local Emergency Planning Committees, National Institute for Occupational Safety and Health, Chemical Safety Board, and other federal and state agencies
 - Insurance investigation team
 - Expert consultant groups
 - Organized labor investigating personnel
 - Legal groups representing the facility

- National news attention
- Requirement for a site manager and command center
- Requirement for multidisciplinary and multi-investigative team approach
- Direct involvement of the Office of the Solicitor
- High degree of National Office involvement, - i.e., daily reports of progress, on-site responders
- High investigative complexity
- Summation of event submitted to National Office
- Outcome enhances Agency's public image

3. Eligibility

All catastrophic investigative teams.

4. Nomination Cycle

Nominations may be submitted any time during the year for the National Office's decision.

E. Assistant Secretary's Safety and Health Excellence Award.

1. Purpose

To recognize individual employees and groups of employees who have made significant contributions toward advancing safety and health in OSHA or developed a highly significant work product that promotes the adoption of Safety and Health Management Systems (SHMS) in the workplace.

2. Criteria

Employees nominated for group awards must contribute to the project on an on-going basis and/or make significant contributions essential to achieving results. Accomplishments could include:

- The development and execution of a new safety and health program, methods or procedures.
- The significant modification of an existing program and improvements in the quality of SHMS.
- Excellence in communicating the value of SHMS,

- Other contribution that demonstrates notable creativity

3. Eligibility

OSHA employees may be nominated as individuals or as part of a team.

- Professional Employees – (administrative support staff are not eligible for this award but can be nominated under Administrative Support Person of the Year Award) The project or program should be national or otherwise broad in scope and demonstrate exceptional skill, excellence, creativity, or otherwise constitute a significant improvement in the adoption of SHMS in the workplace.
- Managerial Employees - The outstanding creative and productive results of the staff, including quality and productivity improvements, should be the direct result of successful supervisory or managerial practices such as planning, scheduling, directing and motivating personnel.

4. Nomination Cycle

Nominations will be solicited agency-wide during the first quarter of each fiscal year for the National Office's decision.

Note: Use the Award Nomination Form when submitting nomination(s)

F. Diversity and Inclusion Award

1. Purpose

To recognize individuals who have made significant contributions in promoting, retaining and leveraging - the perspectives of OSHA's human capital. The accomplishments must have had a significant impact on OSHA programs.

2. Criteria

Consideration for this award is based on the accomplishments and level of impact of an individual or team during the previous 12 months, which include one or more of the following:

- Demonstrating a consistent pattern of commitment to the recruitment, hiring, and retention of individuals of underrepresented populations.
- Development and implementation of innovative strategies and practices that have produced clear and measurable results in recruiting, hiring, and retaining a diverse workforce.
- Creative use of available hiring flexibilities, special hiring authorities, technology, training, and workforce plans that streamline and support hiring effectiveness.
- Introducing initiatives that promote diversity and foster an inclusive and equitable working/learning environment.
- Recognition of employee and management diversity and inclusion accomplishments.
- Exhibiting visionary and insightful leadership to confront and resolve inequities through strategic decision-making, allocation of resources, and establishment of best practices that support the Department's diversity goals.
- Consistently displaying efforts that exceed mandated job responsibilities to promote and ensure diversity.
- Mentoring and participation in inter-office/interagency details and rotations in support of succession planning.
- Support for Special Emphasis Programs.

3. Eligibility

All OSHA employees and teams.

4. Nomination Cycle

Nominations within a Directorate or Region should be submitted in accordance with locally established timeframes.

Nominations for the annual award will be solicited agency-wide during the first quarter of each fiscal year.

Note: Use the Award Nomination Form when submitting nomination(s)

G. Innovator of the Year Award.

1. Purpose

To recognize employees and teams that develop and implement innovative approaches or new valued-added projects, methods, or processes. This includes suggesting, developing and/or implementing better ways of accomplishing our mission; for example, streamlined processes or ways of cutting red tape. The award can be used to recognize novel concepts that contribute to successful accomplishment of OSHA's safety and health mission through improved worker safety.

2. Criteria

Creativity, uniqueness, value, impact, and timeliness of the innovation. The result must have been a successful improvement of significant impact or a better way of doing business. Considerations will include:

- Originality
- Revolutionary approach
- Boldness
- Ingeniousness
- Level of risk borne by the originator(s)
- Level of resistance overcome by the originator(s)
- Degree of entrepreneurial involvement

3. Eligibility

All OSHA employees and teams.

4. Nomination Cycle.

- Nominations within a Directorate or Region should be submitted in accordance with locally established timeframes.
- Nominations for Innovator of the Year will be solicited agency-wide during the first quarter of each fiscal year.

Note: Use the Award Nomination Form when submitting nomination(s)

H. Leadership Award.

1. Purpose

To recognize OSHA employees and teams that make significant contributions to their profession through the exercise of leadership in the safety and health community, volunteer organizations, educational divisions, civic associations, or the like.

2. Criteria

Consideration for this award is based on the accomplishments of the individual during the previous 12 months, which include one or more of the following:

- Demonstrates exceptional leadership within his/her work unit resulting in improvements in worker protection, a higher-level of customer service, improved operations, or other contributions that advance the mission and goals of the Agency.
- Shows leadership in improving worker protection in an industry sector, community or geographic area by developing and executing model outreach program(s), such as community awareness seminars related to safety and health issues.
- Executes the duties and responsibilities of an executive office position in a professional organization, community organization, educational association, civic association, etc.; or, performs a leadership function in the design and implementation of a major project, such as holding a community chair for any of the above-mentioned types of organizations to plan and implement annual training or professional development conferences, etc.

3. Eligibility

All OSHA employees and teams.

4. Nomination Cycle

Nominations within a Directorate or Region should be submitted in accordance with locally established timeframes.

Nominations for annual award will be solicited agency-wide during the

first quarter of each fiscal year.

Note: Use the Award Nomination Form when submitting nomination(s)

I. On-the-Spot Recognition.

1. Purpose

To give immediate recognition for a specific accomplishment or noteworthy activity that facilitates the work of an office or team, advances the safety and health mission or a workplace accomplishment, results in improved customer service, etc. The activity will usually be of limited duration. This award is used to thank coworkers for doing something special.

2. Criteria

The employee shows one or more of the following during a difficult or challenging activity:

- Professionalism
- Skill
- Diligence
- Ingenuity
- Intuition
- Humor
- Patience
- Understanding

3. Eligibility

All OSHA employees and teams.

4. Nomination Cycle

Nominations may be submitted any time during the year.

J. OSCAR (Outstanding Service, Commitment, and Achievement Recognition) Award.

1. Purpose

To recognize employees and teams displaying outstanding service, commitment, and achievement contributing to successful accomplishment of the Agency's goals or organizational workplans.

2. Criteria

Any employee or team whose work record shows outstanding service, commitment and achievement. This may be for either:

- the entire period of time covered; or
- for one work assignment that was of "outstanding service, commitment, and achievement," with the remainder of the time period characterized by an exemplary level of service, commitment, and achievement.

3. Eligibility

All OSHA employees and teams.

4. Nomination Cycle

Nominations for the OSCAR Award will be solicited agency-wide during the first quarter of each fiscal year.

Note: Use the Award Nomination Form when submitting nomination(s)

K. OSHA Champion of the Quarter/Year Award.

1. Purpose

To recognize employees who have demonstrated exceptional performance in support of Agency goals during a quarter or year.

2. Criteria

Performance should contribute to successful accomplishment of OSHA's mission, goal(s) or organizational workplans. Performance should include

one or more of the following:

- Leadership or initiative beyond that normally required by the job
- Innovation and creativity beyond that normally expected in contributing to improvements in worksite safety and health and worker protection, or in improving the quality or process of safety and health program delivery
- Outstanding customer service and relations with one or more of OSHA's customers (employers, public, federal agencies, local/state governments, etc.)
- Substantial improvement in the quality of work, efficiency, and/or responsiveness of service or important savings in use of time, money, materials, or equipment

3. Eligibility

All OSHA employees.

4. Nomination Cycle

Nominations for Champion Awards within a Directorate or Region should be submitted in accordance with locally established timeframes.

Nominations for the Champion of the Year will be solicited agency-wide during the first quarter of each fiscal year.

Note: Use the Award Nomination Form when submitting nomination(s)

L. Peer-to-Peer Recognition

1. Purpose

To encourage teamwork and a sense of partnership by showing appreciation to one's peers for a job well done in support of the successful accomplishment of organizational goals or workplans.

2. Criteria

Any of the following or equivalent:

- Special act
- Accomplishment
- Innovation
- Contribution to a team project
- Technical Assistance
- Cooperation and helpfulness
- Outstanding effort

3. Eligibility

All OSHA employees.

4. Nomination Cycle

Nominations may be submitted any time during the year.

Employees may submit nominations summarizing their work to their unit's Awards Committee. The committee will evaluate all nominations and may choose to reward up to 20% of the work unit total. For instance, if a work unit comprises 80 employees, then a maximum of 16 employees could receive this award annually. For the purpose of this award, a work unit is defined as a Region, a National Office directorate, a free-standing office, or a large subgroup such as the Cincinnati Technical Center or the Salt Lake City Technical Center.

M. Training Excellence Award

1. Purpose

To recognize employees and teams that develop, implement, or coordinate new, innovative training projects, methods, or processes. This includes new training program(s) for a new target population, or mission-critical training program(s). The award can be used to recognize training initiatives of regional or national scope that contribute to the successful accomplishment of OSHA's mission.

2. Criteria

Criteria include leadership, uniqueness, value, and scope as well as impact of the training initiative. The result must demonstrate a clear link to meeting the training needs of a specific audience. Considerations will include the following from the checklist below:

- Did the training fill a recognized training gap?
- How was leadership or initiative demonstrated in the training project?
- What evidence shows the nominated training accomplished specified goal(s) and/or objectives?
- Is the program a new or unique training approach?
- Is the impact of the program local, regional, or national?
- What has been the effect on workplace safety and health?

3. Eligibility

All OSHA employees may be nominated either as part of a team or as individuals.

4. Nomination Cycle

Nominations for the Training Excellence Award within a Directorate or Region should be submitted in accordance with locally established timeframes.

Nominations for the annual Training Excellence Award will be solicited agency-wide during the first quarter of each fiscal year.

Note: Use the Award Nomination Form when submitting nomination(s)

N. Assistant Secretary's OSHA Commendation Coin Award

A commendation coin is a small coin or medallion bearing an organization's emblem or insignia that was presented to an organization's members. Traditionally, they were given by military organizations to prove membership to an organization and used to enhance morale and honor service. The Assistant Secretary's OSHA Commendation Coin Award will be presented to deserving individuals in recognition of special achievement, outstanding service, or exemplary performance of duty in support of the agency's mission.

Nominations for the Assistant Secretary's OSHA Commendation Coin Award should be submitted to OSHA's Directorate of Administrative Programs (DAP), Office of Management Systems and Organization. All nominations will be submitted to the Assistant Secretary for selection, and will be reviewed by the Assistant Secretary, designee, or a rotating ad hoc committee.

Nominations should be submitted in the form of a memo to the Assistant Secretary addressing the award criteria. A detailed narrative describing the individual's special

contributions should be included in the nomination. Please note, if the nominee is selected, this narrative may be featured in the DOL Newsletter or other OSHA publications to further recognize the outstanding contributions of the recipient. The following information should also be included in the nomination memo:

- Name of Employee being nominated
- Employee's job title
- Employee's Region or Directorate/Office
- Period in which achievement was accomplished
- Nature and Significance of Achievement

The award selection will be announced by memo from the Assistant Secretary, and the recipients names will be posted on the DAP website.

1. Purpose

To recognize OSHA employees who have made significant and extraordinary contributions toward the achievement of OSHA's overall safety and health mission and goals.

2. Criteria

Any or all of the following criteria should be considered when preparing nominations:

- Unusual efforts or leadership on an individual assignment
- Teams should submit a separate nomination memo for each individual with their individual accomplishments highlighted. Team members should not have identical accomplishments.
- Outstanding work resulting in a significant contribution to the accomplishment of the Agency's mission and goals
- Superior customer service
- Work performance and work products that demonstrate a high degree of competency, integrity, and dedication
- Excellent work resulting in a significant contribution to the Agency's leadership, innovation, training and employee and management diversity and inclusion objectives
- Exemplary and model employee who has made noteworthy contributions to the safety and health community

3. Eligibility

- All OSHA Employees.

4. Nomination Cycle

Nominations may be submitted quarterly for the Assistant Secretary's consideration and decision.

- Regional nominations should be submitted for the RA's or DRA's approval and then forwarded to the Director, Office of Management Systems and Organization, Directorate of Administrative Programs.
- National Office nominations should be submitted by National Office Directors to the Director, Office of Management Systems and Organization, Directorate of Administrative Programs.
- Submit the nominations to OSHA's Directorate of Administration Programs (DAP). DAP will compile and forward all nominations to the Office of Assistant Secretary on a quarterly basis.

5. Other

- The Commendation Coin will be provided by the National Office.
- An employee receiving a Commendation coin is ineligible to receive another OSHA award for the same accomplishment.
- An employee receiving a Commendation coin may also receive a Secretary's Honor award for the same accomplishment.

APPENDIX A – AWARD NOMINATION FORM

OSHA AWARD NOMINATION FORM
OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION



Recommendation for OSHA Award

Name of Employee, Team or Group

2. Grade

3. Nominating Office

Note: For team awards; list names, Directorate/Region/Office and grades on separate sheet.

4. Award Category

5. Period during which achievement was accomplished

6. Nature of Achievement

7. Significance of Achievement

(Address scope/impact of achievement and /or how it fosters OSHA strategic goals or OSHA Annual Operating Plan.)

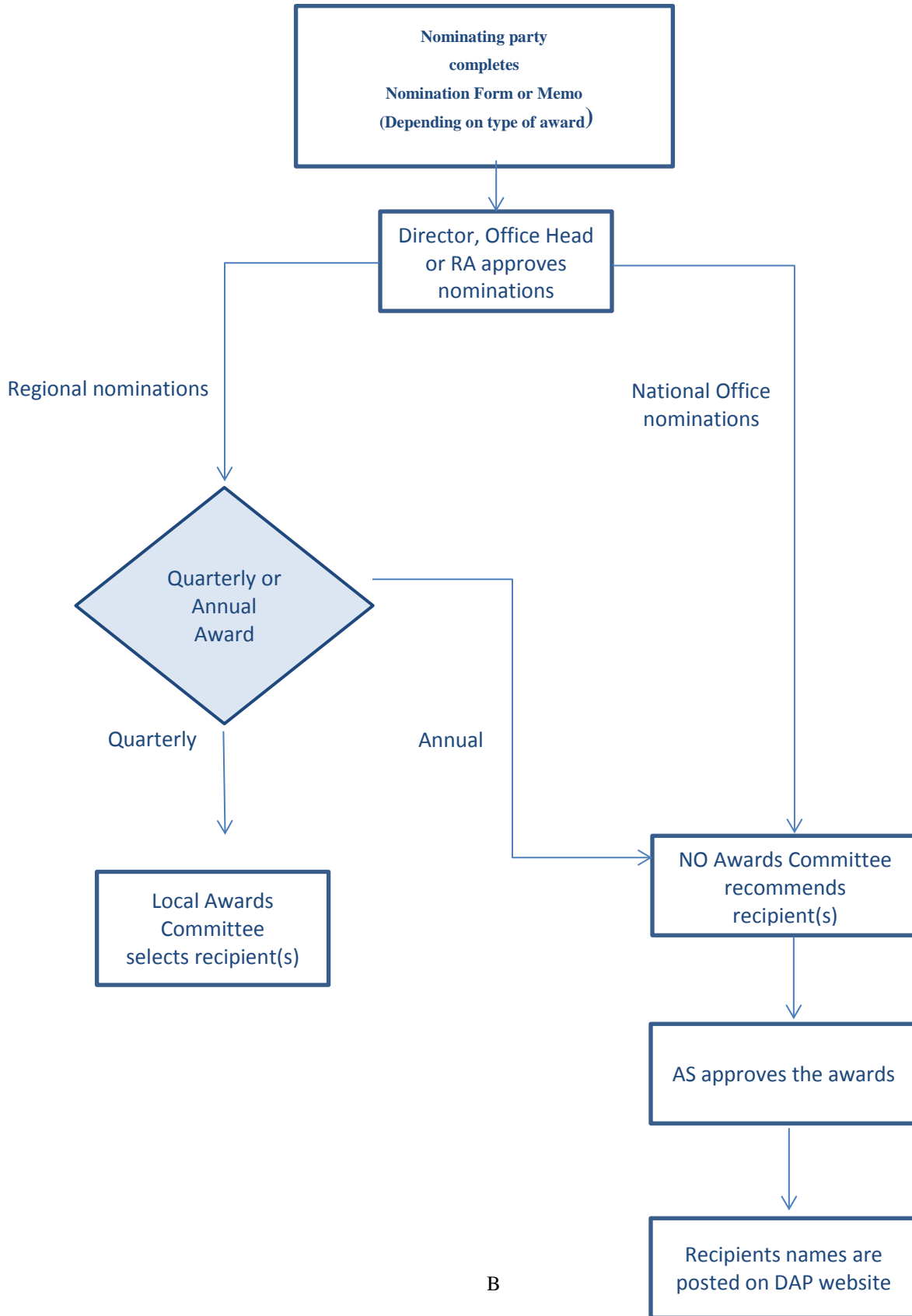
Nominating Official's Signature and Date

Approving Official's Signature and Date

Please attach a brief paragraph or less, summary along with nomination form. **NOTE:** This may be used as the citation language posted on the OSHA Awards and Recognition recipients page. <http://intranet.osha.gov/dap/awards.html>

OSHA 11-90.1

APPENDIX B – AWARDS NOMINATION/SELECTION PROCESS



B

APPENDIX C – SUMMARY OF AWARDS and SUGGESTED FORMS OF RECOGNITION

Award	Nomination timeline	Recognition
Administrative Support Person of the Year	- Quarterly regional & NO awards	- Certificate of Appreciation - Item of nominal value
	- Annual OSHA-wide awards: 1 st Qtr	- Certificate
Area Office of the Year	- Quarterly regional & NO awards	- Certificate of Appreciation - Item of nominal value
	- Annual OSHA-wide awards: 1 st Qtr	- Certificate
AS's/RA's/Dir's Impact Awards	- Any time during the year; awarded at any level	- Certificate
AS's Significant Event Team Award	- Any time during the year; awarded at NO	- Certificate
AS's Safety and Health Excellence Award	- Annual OSHA-wide award: 1 st Qtr	- Certificate
Commendation Coin	- Nominations accepted quarterly	- Commendation Coin
Diversity and Inclusion Award	- Program area local timeframe for regional and NO awards	- Certificate of Appreciation - Item of nominal value
	- Annual OSHA-wide awards: 1 st Qtr	- Certificate
Innovator of the Year	- Quarterly regional & NO awards	- Certificate of Appreciation - Item of nominal value
	- Annual OSHA-wide awards: 1 st Qtr	- Certificate
Leadership Award	- Program Area local timeframe for regional and NO awards	- Certificate of Appreciation - Item of nominal value
	- Annual OSHA-wide awards: 1 st Qtr	- Certificate
On-the-Spot	- Any time during the year at a local level	- Narrative of accomplishment signed by Director or RA - Item of nominal value
OSCAR Award	- Annual OSHA-wide award: 1 st Qtr	- Certificate
OSHA Champion	- Program Area local timeframe for regional and NO awards	- Certificate of Appreciation - Item of nominal value
	- Annual OSHA-wide awards: 1 st Qtr	- Certificate
Peer-to-Peer	- Any time during the year at a local level	- Certificate of Appreciation - Item of nominal value
Training Excellence Award	- Program Area local timeframe for regional and NO awards	- Certificate of Appreciation - Item of nominal value
	- Annual OSHA-wide awards: 1 st Qtr	- Certificate