



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BOULEVARD SUITE 20302
ALBANY GEORGIA 31704-0302

MCLBAO 5100.4B
CO
14 May 24

MARINE CORPS LOGISTICS BASE ALBANY ORDER 5100.4B

From: Commanding Officer
To: Distribution List

Subj: SAFETY INCENTIVE AWARDS PROGRAM

Ref: (a) MCO 5100.29C
(b) MCIEASTO 5100.2A W/Ch 1
(c) BO 12450.1
(d) Assistant Secretary of Labor's Revised VPP Policy Memorandum #5
dated August 18, 2017

Encl: (1) Safety Incentive Award Criteria and Process

1. Situation. Marines and Civilian Marines are required to apply safe work practices to all tasks and processes. Following safety requirements and applying risk management is a non-negotiable standard within this Command. Occasionally, however, members of our team exceed the standard. Either individually or as a group, they make a significant impact on protecting the safety and health of our work force by using initiative and ingenuity to reduce workplace hazards. Such actions warrant special recognition. References (a) and (b) direct Commanding Officers to establish a local Safety Incentive Awards Program. Reference (c) is the Command's Civilian Awards Program which details the categories and criteria of awards presented by the Command. As a Voluntary Protection Program (VPP) Star Worksite, Marine Corps Logistics Base Albany (MCLBA) follows the policy in references (c) and (d) to ensure safety incentive awards are merit-based and are not awarded based on injury rates, to avoid discouraging injury reporting.

2. Cancellation. MCLBAO 5100.4A

3. Mission. MCLBA will implement the requirements in this Order to reward and recognize members of our workforce for outstanding safety contributions that promote a stronger safety culture and improve the Command Safety Program.

4. Execution

a. Commanders Intent and Concept of Operations

(1) Commanders Intent. Leadership in this command will ensure Marines and Civilian Marines will be recognized for outstanding safety performance by receiving a safety incentive award. It is important that safety incentive awards be presented in a timely manner and publicly; even if the recognition is an on-the-spot award presented to an employee in front of their colleagues. Formal safety incentive awards will be presented at suitable ceremonies to emphasize leader's commitment to the Command's Safety Program.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(2) Concept of Operations. Qualifications for a safety incentive award will be based on the impact to the Command's Safety Program using the criteria and procedures within the enclosure.

b. Tasks

(1) Commanders and Directors

(a) Ensure supervisors, managers and first-line leaders are aware of the importance of the Safety Incentive Awards Program and the provisions of this Order.

(b) Encourage maximum use of the Safety Incentive Awards Program by nominating Marines and Civilian Marines for outstanding safety performance.

(c) Ensure safety incentive awards are consistent with the provisions in reference (c).

(2) Installation Safety Manager

(a) Administer this Order and ensure it remains current and accurate.

(b) Secure funding for Safety Incentive Award items.

(c) Issue safety incentives award items based on the recommendations submitted through Division Directors, Special Staff Officers, and Headquarters Company Commander.

(d) Maintain accountability and control over purchased safety incentive award items.

5. Administration and Logistics

a. Administration. Recommended changes concerning the contents of this Order may be forwarded to Risk Management via the appropriate chain of command.

b. Logistics. Materials required to support or enhance safety incentives can be requested through the chain of command and coordinated with the Logistics Support Division.

6. Command and Signal

a. Command. This Order is applicable to MCLBA.

b. Signal. This Order is effective the date signed.

M. J. MCKINNEY

DISTRIBUTION: A

Safety Incentive Award Criteria and Process

Type of Award	Award(s)	Criteria and Process
Individual Informal On-The-Spot	1. Safety Chip 2. Other Safety Promotional Items	Typically awarded by Risk Management during Safety and Occupational Health Inspections for outstanding safety performance such as: no facility findings noted, excellent housekeeping, innovation that eliminates a workplace hazard, understanding of VPP frequently asked questions.
Individual Formal	Safety Award (See Figure 1, <i>MCLBA Safety Award</i>) and/or Safety Certificate	Significant impact on protecting the safety and health of the workforce and level of contribution to the Command Safety Program. Behavior demonstrates employee involvement. Recommendations for medallions or certificates prepared by first-line supervisor, endorsed by Division Director, Special Staff Officer or Headquarters Company Commander and forwarded to Installation Safety Manager via email.
Safety Division of the Quarter	1. Time off Award 2. Monetary Award	Time Off and Monetary Awards follow procedures in BO 12450.1. Recommendations for time off and monetary awards related to safety performance may be endorsed by the Installation Safety Manager.
Safety Division of the Quarter	Rotating Trophy	Criteria are developed annually by Risk Management based on areas of emphasis, Command Safety Program Goals, or trend analysis. Typical metrics can include near miss reporting, hazard abatement efficiency, and VPP Steering Committee meeting attendance. Calculation is performed by Risk Management Staff and Unit Safety Officer each quarter and presented at the Commanding Officer's Quarterly Safety Council.
Safety Division of the Year	Trophy	Based on the formula in Figure 2, <i>Safety Incentive Award Criteria Tables</i> .

Safety Incentive Award Criteria and Process



Figure 1, *MCLBA Safety Award*

Safety Incentive Award Criteria and Process

CO's Safety Division Quarterly/Yearly Award Criteria will be based on the division that earns the highest total points, which involve the four elements of VPP. The formula for calculating total points earned is as follows: **VPPSC Participation + Near Miss Report + Hazard Abatement + Training (ESAMS)**.

Management Leadership & Employee Involvement	Worksite Analysis																																												
<p>Table 1: VPPSC Participation</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Ranking Order</th> <th style="width: 75%;">Points Earned</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;">If member(s) from your division attend all scheduled VPPSC Meeting(s), the impact could be as much as 30 points earned. The points earned are assessed below.</td> </tr> <tr> <th style="width: 25%;">Absentee</th> <th style="width: 75%;">Points Earned</th> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">30 Points</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">15 Points</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">5 Points</td> </tr> <tr> <td style="text-align: center;">> 2</td> <td style="text-align: center;">0 Points</td> </tr> <tr> <td style="text-align: center;">100% Participation</td> <td style="text-align: center;">30 Points</td> </tr> </tbody> </table>	Ranking Order	Points Earned	If member(s) from your division attend all scheduled VPPSC Meeting(s), the impact could be as much as 30 points earned. The points earned are assessed below.		Absentee	Points Earned	0	30 Points	1	15 Points	2	5 Points	> 2	0 Points	100% Participation	30 Points	<p>Table 2: Near Miss Report</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Ranking Order</th> <th style="width: 75%;">Points Earned</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1st</td> <td style="text-align: center;">10 Points</td> </tr> <tr> <td style="text-align: center;">2nd</td> <td style="text-align: center;">9 Points</td> </tr> <tr> <td style="text-align: center;">3rd</td> <td style="text-align: center;">8 Points</td> </tr> <tr> <td style="text-align: center;">4th</td> <td style="text-align: center;">7 Points</td> </tr> <tr> <td style="text-align: center;">5th</td> <td style="text-align: center;">6 Points</td> </tr> <tr> <td style="text-align: center;">6th</td> <td style="text-align: center;">5 Points</td> </tr> <tr> <td style="text-align: center;">7th</td> <td style="text-align: center;">4 Points</td> </tr> <tr> <td style="text-align: center;">8th</td> <td style="text-align: center;">3 Points</td> </tr> <tr> <td style="text-align: center;">9th</td> <td style="text-align: center;">2 Points</td> </tr> <tr> <td style="text-align: center;">No Near Miss Report</td> <td style="text-align: center;">0 Points</td> </tr> </tbody> </table>	Ranking Order	Points Earned	1 st	10 Points	2 nd	9 Points	3 rd	8 Points	4 th	7 Points	5 th	6 Points	6 th	5 Points	7 th	4 Points	8 th	3 Points	9 th	2 Points	No Near Miss Report	0 Points						
Ranking Order	Points Earned																																												
If member(s) from your division attend all scheduled VPPSC Meeting(s), the impact could be as much as 30 points earned. The points earned are assessed below.																																													
Absentee	Points Earned																																												
0	30 Points																																												
1	15 Points																																												
2	5 Points																																												
> 2	0 Points																																												
100% Participation	30 Points																																												
Ranking Order	Points Earned																																												
1 st	10 Points																																												
2 nd	9 Points																																												
3 rd	8 Points																																												
4 th	7 Points																																												
5 th	6 Points																																												
6 th	5 Points																																												
7 th	4 Points																																												
8 th	3 Points																																												
9 th	2 Points																																												
No Near Miss Report	0 Points																																												
Hazard Prevention & Control	Safety & Health Training																																												
<p>Table 3: Hazard Abatement</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Ranking Order</th> <th style="width: 75%;">Points Earned</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1st</td> <td style="text-align: center;">25 Points</td> </tr> <tr> <td style="text-align: center;">2nd</td> <td style="text-align: center;">23 Points</td> </tr> <tr> <td style="text-align: center;">3rd</td> <td style="text-align: center;">21 Points</td> </tr> <tr> <td style="text-align: center;">4th</td> <td style="text-align: center;">19 Points</td> </tr> <tr> <td style="text-align: center;">5th</td> <td style="text-align: center;">17 Points</td> </tr> <tr> <td style="text-align: center;">6th</td> <td style="text-align: center;">15 Points</td> </tr> <tr> <td style="text-align: center;">7th</td> <td style="text-align: center;">13 Points</td> </tr> <tr> <td style="text-align: center;">8th</td> <td style="text-align: center;">11 Points</td> </tr> <tr> <td style="text-align: center;">9th</td> <td style="text-align: center;">9 Points</td> </tr> <tr> <td style="text-align: center;">100% Hazard Abatement</td> <td style="text-align: center;">30 Points</td> </tr> </tbody> </table>	Ranking Order	Points Earned	1 st	25 Points	2 nd	23 Points	3 rd	21 Points	4 th	19 Points	5 th	17 Points	6 th	15 Points	7 th	13 Points	8 th	11 Points	9 th	9 Points	100% Hazard Abatement	30 Points	<p>Table 4: Training (ESAMS)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Ranking Order</th> <th style="width: 75%;">Points Earned</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1st</td> <td style="text-align: center;">25 Points</td> </tr> <tr> <td style="text-align: center;">2nd</td> <td style="text-align: center;">20 Points</td> </tr> <tr> <td style="text-align: center;">3rd</td> <td style="text-align: center;">18 Points</td> </tr> <tr> <td style="text-align: center;">4th</td> <td style="text-align: center;">16 Points</td> </tr> <tr> <td style="text-align: center;">5th</td> <td style="text-align: center;">14 Points</td> </tr> <tr> <td style="text-align: center;">6th</td> <td style="text-align: center;">12 Points</td> </tr> <tr> <td style="text-align: center;">7th</td> <td style="text-align: center;">10 Points</td> </tr> <tr> <td style="text-align: center;">8th</td> <td style="text-align: center;">8 Points</td> </tr> <tr> <td style="text-align: center;">9th</td> <td style="text-align: center;">6 Points</td> </tr> <tr> <td style="text-align: center;">100% Required Training</td> <td style="text-align: center;">30 Points</td> </tr> </tbody> </table>	Ranking Order	Points Earned	1 st	25 Points	2 nd	20 Points	3 rd	18 Points	4 th	16 Points	5 th	14 Points	6 th	12 Points	7 th	10 Points	8 th	8 Points	9 th	6 Points	100% Required Training	30 Points
Ranking Order	Points Earned																																												
1 st	25 Points																																												
2 nd	23 Points																																												
3 rd	21 Points																																												
4 th	19 Points																																												
5 th	17 Points																																												
6 th	15 Points																																												
7 th	13 Points																																												
8 th	11 Points																																												
9 th	9 Points																																												
100% Hazard Abatement	30 Points																																												
Ranking Order	Points Earned																																												
1 st	25 Points																																												
2 nd	20 Points																																												
3 rd	18 Points																																												
4 th	16 Points																																												
5 th	14 Points																																												
6 th	12 Points																																												
7 th	10 Points																																												
8 th	8 Points																																												
9 th	6 Points																																												
100% Required Training	30 Points																																												

Figure 2, Safety Incentive Award Criteria Tables