



VIRGIN ISLANDS WATER & POWER AUTHORITY

TRANSMISSION & DISTRIBUTION

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MEMORANDUM

To: All Transmission & Distribution Division Employees

From: Niel Vanterpool 
Director, Transmission & Distribution

Date: January 27, 2020

Re: Congratulatory Message for T&D Division Safety Performance Achievements

It is with great pleasure that I share with you the Transmission & Distribution Division's safety performance achievements during for 2018 and 2019 calendar years. According to the Safety Department's Safety Scoreboard Report, which tracks the occurrence of departmental lost-time accidents, in the St. Thomas-St. John District approximately 670 days have elapsed since the last reported lost-time injury in the T&D Division. Similarly, in the St. Croix District, about 909 days have passed since the previous reported lost-time injury in the T&D Division. This remarkable accomplishment is a result of our collective efforts to make great strides in improving safety culture in the Division through continuous training on safe work practices and policies, adhering to safety policies and procedures, and continually striving for operational excellence.

I would like to personally extend my appreciation and gratitude to all of you for the hard work and continued commitment to the Division's success and improving the safety culture. Collectively, we are on our way to achieving 36 months of operations without a reported safety incident in the St. St. Croix and 24 months of operations in the St. Thomas-St. John district. We should all be proud of the various ways we have contributed to this incredible accomplishment.

Line Departments, Automation and Operations, System Planning, Design and Construction, Substation, and T&D Administration personnel, you are appreciated. Each of you, regardless of your respective positions, have been, and will continue to be, the Division's most valuable resource, contributing without reservation, your time and individual skill. As valuable members of the T&D team, the mission to ensure your personal safety in the work place is our most important objective, and our efforts will persist. Let us all continue to work efficiently, purposefully, and most importantly, safely.

As an added measure of gratitude and to further thank you for your contributions to this achievement, I have recommended and the Authority's management has approved one (1) day off (Administrative Leave) for each member of the Transmission and Distribution team. You are

required to use your administrative leave by June 30, 2020. Attached to this letter you will find instructions on how to redeem your administrative leave day.

You all are doing amazing work as it pertains to safety. Thank you for your enduring support of Division operations, without **YOU**, there could and would be no success.

CC: Clinton Hedrington Jr, Chief Operating Officer - Electric Systems
Gregory Magras, Director of Safety
Sabrina King-Leonce, Director of Human Resources



Virgin Islands Water & Power Authority
Transmission & Distribution Division

Safety Achievement Award

Dear T&D Employee,

Congratulations on your remarkable safety achievement! As a token of our appreciation, you have been awarded one day paid leave (8 hours administrative leave). You have until June 30, 2020 to utilize your administrative leave.

To redeem your award, please visit the following website using a computer or your mobile device: <https://tinyurl.com/viwapa>

If you have any questions or need assistance, please feel free to contact your supervisor or any one of T&D's exceptional administrative staff members. Once again thank you for all your hard work and keep up the excellent progress!

Thanks,

Niel Vanterpool
Director, Transmission & Distribution