

Rock Solid Safety

Award Program

Entry Packet

For Calendar Year 2016

Instructions

Entry Application

Ohio Aggregates & Industrial Minerals Association
746 Morrison Rd.
Gahanna, OH 43230

Entry Deadline is October 13, 2017

Instructions

These awards are designed to reward and recognize safety and health excellence among OAIMA members who work in the Ohio aggregates industry.

Who is eligible to win?

Producer and Associate members who meet the qualifications and criteria are eligible to win. Entries may be submitted for each operation, or operating unit of the company such as a portable plant. For example, a company with five operations may submit for each operation. An organization with employees who work between several operations may wish to submit for all operations within a region or management group.

What are the awards?

First-time winners will receive a plaque suitable for display on an office wall or trophy case. The plaque will include an engraved plate indicating the award level (bronze, silver or gold), and the year of achievement. In addition, the ***Rock Solid Excellence in Safety*** award winners will be provided a banner signifying this accomplishment. This banner is suitable for hanging or flying on a flagpole.

In subsequent years, only the engraved plate (for mounting on the plaque) will be awarded. When the mounting positions on the plaque are filled, a new plaque will be issued.

All award winners will be introduced at the 2017 OAIMA Annual Meeting. Award winners are encouraged to share this success with their employees. OAIMA suggests that management issue commemorative hard-hat decals, ball caps or other items to all employees who contributed to this successful accomplishment.

What are the levels of awards?

There are three levels of award, plus a bonus for exceptional performance. Based on the pre-defined criteria, you will be awarded points for safety and health activity at your operation that meets the criteria.

Bronze Award	14-21 points
Silver Award	22-29 points
Gold Award	30-37 points

If your operation achieves the Gold level of award using 7 points from the 1-point category, 15 points from the 5-point category, and experienced:

- zero MSHA reportable or OSHA recordable injuries or illnesses during 2016 and
- zero final MSHA S&S citations (or OSHA citation for a Serious violation) and/or a rate of Violations Per Inspection Day (VPID) less than the national average for your type of operation during 2016.

Your operation will be eligible for the ***Rock Solid Excellence in Safety*** designation.

What are the award qualifications and criteria?

In order to apply for this award, your company must sign the OAIMA Safety Pledge. A copy of the Pledge is included with this entry packet or may be obtained from the OAIMA.

Criteria are divided into three groups. Criteria from group 1 are worth one (1) point each. Criteria from group 2 are worth two (2) points each. Criteria from group 3 are worth five (5) points each. A maximum of 15 points only from group 3 will be added to the total. Criteria points from all three groups may be added together to form a total. If the total is 14 or more points, your operation will receive the Bronze Award. If the total is 22 or more points, your operation will receive the Silver award. If the total is 30 or more points, your operation will receive the Gold award.

The following pages describe the criteria. Some criteria may be satisfied by the company while others are site specific as noted. Each can be satisfied with the supporting documents as described. Documentation is required for all criteria.

My company deserves this recognition! How do I submit an award entry?

You are required to assemble your award entry in a three-ring binder(s) (or bound in a similar fashion) with a separate, clearly identified section for each of the nineteen criteria, Safety Pledge, one-page Entry Form and Table of Contents (Entry Form and Table of Contents pages are included in this packet). If you are submitting award applications for multiple locations, include company specific documentation only once and site specific documentation clearly defined for each location as noted on the Table of Contents.

When and to whom must the entry be submitted?

Your entry binder(s) must be received at the OAIMA office no later than **October 13, 2017** to be considered for the 2016 awards.

Who will judge the entries?

Each entry will be screened by OAIMA staff to ensure it is complete. A panel of impartial judges will judge all complete entries. The panel will be chosen by the OAIMA Safety Committee Chairman and include: a representative from ODOT, a representative from MSHA, and member representatives from the OAIMA Safety Committee. To be successful, at least two (2) judges must agree on the merits of the entry.

When will I know if our operation won an award?

The OAIMA staff will mail the judges' decision to you at least 30 days prior to the OAIMA Annual Meeting. At least 2 weeks prior to the Annual Meeting, awards will be finalized.

May I contest the judges' decision?

After initial notification of your award is sent, you may submit additional documentation to be judged before a final award decision is made.

Will our entry be published for all to see?

The entry form and materials will be kept confidential. However, the OAIMA may ask permission to copy or publish exceptional examples of support documentation. Your entry will be returned to you within 30 days of the annual meeting. Any written comments from the judges will be attached.

Will the criteria change in the future?

The OAIMA Safety Committee will evaluate the program annually and recommend modifications and adjustments. Any changes in criteria will be announced before the deadline for entry.

Who do I contact if I have other questions?

The OAIMA staff can answer questions regarding administration of the program or refer you to a member of the Safety Committee. *The judging team will only answer questions regarding interpretation of the award criteria.*

How must I assemble my application for this award?

In a three-ring binder(s) (or bound in a similar fashion) and include all required documentation, a photocopy of the original OAIMA Safety Pledge signed by a company official, Entry Form and Table of Contents (Entry Form and Table of Contents pages are included with this packet). ***Entry Deadline is October 13, 2017***

Below are lists of the Site Specific and Company Specific criteria. Criterion marked with an asterisk (*) require documentation to be included with award entry.

<u>Site Specific</u>	<u>Company Specific</u>
Entry Form	OAIMA Safety Pledge
1. Compliance with approved training plan *	2. Provide safety equipment for employees*
10. Involvement of hourly employees in safety & health program *	3. Procedure for pre-shift inspection follow-up on mobile equipment *
13. Conduct personal exposure sampling for respirable dust (silica) and noise *	4. Daily work area inspections *
15. Regularly scheduled safety meetings *	5. Hearing conservation program *
16. Conducted a comprehensive safety & health inspection (Non-MSHA) *	6. Written substance abuse policy *
18. No MSHA reportable or OSHA recordable injuries or illnesses *	7. Near miss reporting *
19. No final S & S citations (or OSHA citation for a Serious violation) and/or VPID less than the national average *	8. Hazard Communication Program *
	9. Written Safety & Health policy *
	11. Systematic investigation of all work injury and property damage incidents *
	12. Written contractor safety policy *
	14. Written emergency procedures and management plan *
	17. Performed (in-house) safety and health system review(s) *

Rock Solid Safety Award Criteria

One Point (up to 8 points: 7 points required to achieve Rock Solid)

1. *You must comply with an approved training plan (MSHA only).* **[Site Specific]** Support documentation must include verification of compliance. Verification may be in the form of a statement, outline of approved training plan, or other evidence of compliance. The verification statement could be from the company safety director, owner, or person responsible for compliance with the training plan. This must include certification that there were no citations issued by MSHA for part 46, or part 48. Note: A claim of no citations for part 46 or 48 violations will be verified using the MSHA website database.
2. *Provide safety equipment for employees.* **[Company Specific]** Support documentation shall be in the form of a list of personal protective equipment (PPE) issued to employees at no cost to the employee. A significant portion of PPE (but not all) must be provided free to employees.
3. *Procedure for Pre-shift inspection and follow-up on mobile equipment.* **[Company Specific]** Supporting documentation shall include a written procedure and/or a copy of a blank check list.
4. *Procedure for daily workplace examination.* **[Company Specific]** Shall include a written procedure and/or a copy of a blank checklist.
5. *Hearing conservation program.* **[Company Specific]** Submit a copy of Part 62 Hearing Conservation Program.
6. *Written substance abuse policy.* **[Company Specific]** Submit a copy of the policy.
7. *Near Miss Reporting.* **[Company Specific]** Documentation will include a means for reporting near miss incidents.
8. *Hazard Communication Program.* **[Company Specific]** Support documentation will include a copy of program.

Two Points (up to 14 points)

9. *Written Safety and Health Policy and Program.* **[Company Specific]** Support documentation will include a copy of the Policy Statement and a copy of the Program. The policy statement can be included in your Safety & Health Program.
 - Partial credit can be granted: One point for the Safety & Health Policy and one point for the Safety & Health Program.

- Note: A policy is generally a statement similar to a mission statement outlining the “what” that describes a company’s values and objectives when it comes to Safety & Health. A program is the substance or the “how” a company will achieve their policy. Typically a program has a collection of elements or

systems (ie. Incident Investigation, PPE, HazCom, Contractor Control, Confined Space, Hotwork, Fall Protection, LOTO, Water Safety, etc.) that combined make a comprehensive Safety & Health Program.

10. *Involvement of hourly employees in the safety and health program.* **[Site Specific]** Support documentation shall be a certification statement that includes brief examples of hourly employee involvement in safety and health activities such as committees, inspections, training, etc. at each operation, or operating unit of the company such as a portable plant, applying for the award. This statement should include the names of employees involved in the activity. If safety meetings are used to satisfy this criterion, then documentation shall be provided showing hourly employee involvement including the meeting date, list of attendees and notes indicating employees making recommendations or actually leading the meeting. Other forms of employee involvement may be considered including, but not limited to, attending safety seminars, workshops, or external training sessions.
11. *Systematic investigation of work injury and property damage incidents.* **[Company Specific]** Support documentation shall indicate that a system is in place to investigate and analyze such incidents. Detail the steps taken for reporting and investigating accidents. Provide any blank forms used for this purpose.
12. *Written Independent Contractor Safety Policy.* **[Company Specific]** Support documentation will be a copy of the written policy for contractors including references to training, and insurance. This could be included in the written safety program.
13. *Conduct personal exposure sampling for health hazards.* **[Site Specific]** Support documentation shall provide proof that health sampling for respirable dust (silica) and/or diesel particulate matter (underground only) and noise was conducted in 2014 for each operation, or operating unit of the company such as a portable plant, applying for the award. Sampling by MSHA or OSHA does not satisfy this criterion.
 - Partial credit could be given: one point for personal respirable dust and/or diesel particulate matter sampling and one point for personal noise sampling.
14. *Written emergency procedures and management plan.* **[Company Specific]** Support documentation will include a copy of the plan.
15. *Regularly scheduled safety meetings (minimum of 4).* **[Site Specific]** Support documentation will include a safety meeting schedule for the year that indicates holding at least four (4) periodic safety meetings at each operation, or operating unit of the company such as a portable plant, applying for the award.

Five Points (up to 15 points)

16. *Conducted a comprehensive safety & health inspection.* **[Site Specific]** Inspections physically examine facilities looking for unsafe conditions, safe behaviors, housekeeping responsibilities, and so on. Support documentation will be a cover letter, summary page, or memo from someone who conducted the inspection of the entire facility during the calendar year. This will include a narration

describing the facility and documentation of what areas were observed. A MSHA or OSHA inspection does not qualify. It is not necessary to detail specific deficiencies.

- The inspection must be conducted by someone other than the person responsible for the company's daily work place exams. This could include the owner, safety director, general superintendent, a supervisor from another plant, etc. Most insurance companies can also provide this service.
- Note: Inspections involve the systematic examinations of the organization's facilities, equipment, tools, materials and the employees' use of them. An inspection will involve an individual(s) to physically walk the plant, looking at fixed and mobile equipment, reviewing inspection forms and work lists. An inspection will document and detail any irregularities or problems found. Examples would include missing/broken guards, cuts in electrical cables, parking brakes not set, inaudible backup alarm, spilled material on catwalk, monthly inspection on fire extinguisher not performed, etc.
 - The primary goal of an inspection is to identify and correct conditions that may affect Safety, Health, and the Environment, or that may result in damage or loss to equipment.

17. *Conduct a safety and health system review.* **[Company Specific]** This is an examination of company programs, policies, and procedures such as drug testing, hearing conservation, contractor policy, accident reporting, etc. but it is not an inspection of the plant or facilities. This review may be conducted internally, or may be performed by an outside source (not MSHA or OSHA).

- Documentation shall include a description of the system(s) reviewed, methods used for the review (records review, inspection, observation, interviews, etc.), and a summary of changes to improve the system.
- Note: A system review is the evaluation of the process that describes how the practice is performed. The purpose of a system review is to provide an objective and systematic verification that system elements have been implemented as designed/intended, are in place at the facility level, and that the systems are effective in addressing the specific/desired needs or risks.

- The system review includes verification through records, observations, and through personal interviews. *Example:* If you were to select the plant's Hazard Communication Program for a systems review, you would evaluate what/how training was conducted, the system for creating temporary labels (*do the labels remain legible and on the containers*), who and how does the facility perform the chemical inventory, and perhaps test a sample employee to demonstrate the process of obtaining an MSDS.
18. *No MSHA reportable or OSHA recordable injuries or illnesses for the calendar year. [Site Specific]* A certification statement from the owner, safety director, or other responsible person that there were no MSHA reportable or OSHA recordable injuries or illnesses in 2016 will suffice. If this site is governed by OSHA, include a copy of your OSHA Form 300A. Note: Reportable or recordable injuries will be verified using the MSHA and OSHA website databases.
19. *No final S&S MSHA Citations (or OSHA citation for a Serious violation) and/or Violations Per Inspection Day (VPID) less than the national average for your type of operation for the calendar year. [Site Specific]* This means you can have a final S&S but still get points if your VPID is under the national average. A certification statement from the owner, safety director, or other responsible person that there were no S&S citations or your VPID rate was below the national average (state your VPID rate and type of operation: Surface M/NM, Underground M/NM, Facility M/NM) in 2016 will suffice. Note: A claim of no final S&S citations (or OSHA citation for a Serious violation) and your VPID will be verified using the MSHA and OSHA website databases.
- You may determine your site's VPID by visiting the MSHA website.
 1. Enter your MSHA ID number here: www.msha.gov/drs/drshome.htm#MID
 2. On the Report Selection Page, click the dot next to VPID in the available reports section of this page, then click "Get Report".
 3. Scroll to the bottom of the History of Previous Violations Per Inspection Day (VPID) page and enter 1/1/2016, then click "Get Info". [If you are checking before 1/1 then the present date will be used.]
 4. Your site's VPID is the number next to the text "Divided by ___ Inspection Days = Viols Per Inspect Day (VPID).

Entry Deadline is October 13, 2017

Table of Contents

*Please assemble your binder(s) in the following order using tabbed dividers to clearly identify each section. Sections should be labeled using text or numbers corresponding with the required criteria. Criterion marked with an * require documentation to be included with award entry. To be eligible for points, company specific documentation should be included only once while site specific documentation must be included for each site.*

<u>Text</u>	<u>#</u>	<u>Criteria</u>
Entry Form		Entry Form [Site Specific]
Table of Contents		Table of Contents
Safety Pledge		Safety Pledge [Company Specific]
Training Plan	1	Compliance with approved training plan * [Site Specific]
PPE	2	Provide safety equipment for employees * [Company Specific]
Pre-shift Inspection	3	Procedure for pre-shift inspection follow-up on mobile equipment * [Company Specific]
Daily Inspections	4	Daily work area inspections * [Company Specific]
Hearing Conservation	5	Hearing conservation program * [Company Specific]
Substance Abuse	6	Written substance abuse policy * [Company Specific]
Near Miss	7	Near miss reporting * [Company Specific]
Hazard Communication	8	Hazard Communication Program * [Company Specific]
Safety & Health Policy	9	Written Safety & Health policy * [Company Specific]
Employee Involvement	10	Involvement of hourly employees in safety & health program * [Site Specific]
Systematic Investigation	11	Systematic investigation of all work injury and property damage incidents * [Company Specific]
Contractor Policy	12	Written contractor safety policy * [Company Specific]
Exposure Sampling	13	Conduct personal exposure sampling for health hazards * [Site Specific]
Emergency Plan	14	Written emergency procedures and management plan * [Company Specific]
Safety Meetings	15	Regularly scheduled safety meetings * [Site Specific]
Safety & Health Inspection	16	Conducted a comprehensive safety & health inspection (Non-MSHA) * [Site Specific]
Safety & Health Review	17	Performed (in-house) safety and health system review(s) * [Company Specific]
Reportables	18	No MSHA reportable or OSHA recordable injuries or illnesses * [Site Specific]
S & S Citations / VPID	19	No final S & S citations (or OSHA citation for a Serious violation) and/or VPID less than the national average * [Site Specific]

