

Asphalt Paving Association of Iowa Excellence in Safety Awards Program

Application Packet

Asphalt Paving Association of Iowa
1606 Golden Aspen Dr., Ste 102
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Instructions

Who is Eligible? APAI Contractor Members who meet the criteria and qualifications are eligible to apply for the APAI Safety Awards.

What are the awards?

Award recipients, depending upon the level they achieve, will be awarded a plaque suitable for display on an office wall or putting in a trophy case. All award recipients will be introduced during the APAI Annual Convention and, upon request, a press release will be sent to their local newspaper or company newsletter.

What are the award qualifications and criteria?

The criteria for the Safety Award is divided into three groups.

- Group 1 criteria are worth one (1) point
- Group 2 criteria are worth two (2) points
- Group 3 criteria are worth five (5) points

Criteria points from the three groups will added together to form a total. A maximum of fifteen (15) points only, from Group 3, will be included in the total.

The criteria are outlined in the following pages. Each can be satisfied with the supporting documents described. In all cases, documentation is required.

Are There Differing Levels of Awards?

There are two levels of awards and, as determined by the committee, and an award for exceptional safety performance. Based on the established criteria, companies will be awarded points for health and safety activities that meet the criteria.

- **Safety Achievement Award:** 20 to 29 points
- **Safety Excellence Award:** 30 to 37 points

In addition, your company will be eligible for the **Exceptional Safety Performance Award** if it achieves the Safety Excellence Award level and by:

- Getting seven (7) points from Group 1,
- Collecting fifteen (14) points from Group 2,
- Having no reportable or recordable injuries or illnesses during the current year; and
- Having no OSHA citations for a Serious Violation.

Those submitting a program that qualifies for a Safety Excellence Award must submit an essay explaining why they believe their application should be considered for the **Exceptional Safety Performance Award**.

How does the company apply for an award?

You are required to submit your company's application materials in a binder organized with a tab for each section identifying the following:

- Cover Page
- Table of Contents (Included)
- A copy of the company's statement on its commitment to safety,
- Responses to the eighteen (18) criteria, in chronological order

When and to whom must the application be submitted?

Your application materials must be received in the APAI Office no later than **October 30** to be considered for this year's award.

Who will judge the entries?

All entries will be screened by the APAI staff to ensure they are complete. A panel of judges chosen from the APAI Safety Committee, by the APAI Executive Vice-President and Chairperson of the Association Safety Committee, will review all applications. To be successful, at least two (2) judges must agree on the merits of an application under review.

When will a company be notified if it won an award?

The APAI Staff will notify of your company of the judges' decision prior to the APAI Annual convention. Any written comments from the judges will be provided to the applicant. If requested by the company, all application materials will be returned to the company within 30 days following the convention.

Will our entry be published or used by the association in any manner?

The application form and supporting materials will be kept confidential; however, the APAI may ask a company for permission to publish exceptional examples of support documentation.

Will the criteria change in the future?

The APAI Executive Vice-President and the Safety Committee will evaluate the awards program each year and modify or change it to better accommodate APAI's member companies.

Who does the company contact if it has questions?

The APAI staff or Safety Committee members will answer any questions they may have. Members, who are judges, will only answer questions regarding the application.

What materials must be included with the application for APAI's safety award?

Below is a list of criteria and documentation which must be included with the application.

Criteria:

- a. Cover Page
- b. Table of Contents
- c. Statement on company's commitment to safety
- d. Copy OSHA Form 300A
 - 1-Compliance with all training requirements
 - 2-Provide safety equipment to employees
 - 3-Pre-shift inspection discrepancy follow-up
 - 4-Daily work area, truck and mobile equipment inspections
 - 5-Hearing conservation program
 - 6-Written substance abuse policy
 - 7-Near miss or other reporting programs
 - 8-Hazard Communication Program
 - 9-Copy of Written Safety and Health Policy
 - 10-Involvement of hourly employees in company health and safety program.
 - 11-Injury & property damage incident investigations
 - 12-Written contractor safety policy
 - 13-Conduct personal exposure sampling for respirable dust and noise
 - 14-Written emergency procedures / plan
 - 15-Regularly scheduled safety meetings
 - 16-Conducted a comprehensive safety and health inspection
 - 17-Performed in-house safety and health review or inspection
 - 18-No recordable injuries or illnesses

APAI Excellence in Safety Award Criteria

One Point Criteria: Maximum of 8 Points

1. **Compliance with all OSHA training requirements.** Documentation must include verification of compliance in the form of a statement, outline of an approved training plan or other evidence of compliance. The statement must come from the safety director, owner or person responsible for compliance training. This must include certification that there were no citations issued by OSHA for violating safety regulations.
2. **Provide safety equipment for employees.** Documentation must include of list of personal protection equipment (PPE) provided, at no cost, to employees. A significant portion, but not all PPE, must be provided free to employees.
3. **Procedure for Pre-shift and follow up on mobile equipment deficiencies.** Supporting documentation must include a written procedure and/or a copy of a blank inspection check list.
4. **Procedure for daily workplace and equipment inspections.** A copy of a written procedure or a blank checklist must be provided.
5. **Hearing conservation program.** A copy of the company's hearing conservation program must be submitted.

6. **Written Substance Abuse Program.** A copy of the company's substance abuse policy and program must be submitted.
7. **Near Miss Reporting or Similar Policy Program.** A company must submit forms and the process employees must follow then reporting near misses.
8. **Hazard Communication Program.** Support documentation must include a copy of the company's program and required training on GHS and Safety Data Sheets.

Note: Seven (7) points in this group are required to be considered for the Exceptional Safety Performance Award)

Two Point Criteria: Maximum of 14 Points

Note: A policy statement describes the company's values and objectives regarding Safety and Health. A Safety Program describes how a company will achieve their policy. It is generally a collection of systems such as Personal Protection Equipment, HazCom, Lockout/Tag out, Confined Spaces, Fall Protection and others which, when combined, form a complete safety program

9. **Written Safety and Health Policy and Program.** Documentation shall include a copy of the company's Safety Policy Statement and an outline or Table of Contents for the Program. The Policy Statement can be included in a Company's Safety and Health Program. *(Partial credit can be granted in this area: 1 Point for the Safety Policy and 1 Point for the Safety Program).*
10. **Involvement of hourly employees in the safety and health program.** Documentation shall include a statement that includes brief examples of hourly employees' involvement in company health and safety activities such as committees, inspections, training and so on for the company applying for this award. Documentation should include meeting date, attendees' names, topics covered and any recommendations or employees' involvement such as leading discussions. Other forms of employee involvement might include things like attending safety seminars, workshops or external safety training sessions.
11. **Systematic investigation of work injury and property damage incidents.** Supporting documentation to satisfy this requirement must show the company has in place a process to report, investigate and analyze such incidents. Any forms used for this process should be provided.
12. **Written Independent Contractor Safety Policy.** The company will provide a copy of the written policy for contractors including references to training and insurance. Including this in the company's written safety program is acceptable.
13. **Conduct personal exposure sampling for health hazards.** To meet this criterion, the company must provide proof showing health sampling for respirable dust, diesel particulate, noise or other health hazards was conducted within the company. Sampling by regulatory agencies cannot be used to meet this requirement. *(Partial credit can be*

granted in this area: 1 Point for respirable dust sampling and 1 Point for the personal noise sampling)

14. **Written emergency procedures and management plan.** A copy of the company's emergency procedures and management must be provided.
15. **Regularly scheduled safety meetings.** A company must provide evidence that **safety meetings** were held throughout the year.

Five Points Criteria: (Maximum of 15 points)

16. **Conducted a comprehensive safety and health inspection.** Inspect or physically examine facilities looking for unsafe conditions, behaviors, lack of housekeeping and so on. Support documentation will include a cover letter, summary page or memo from someone who conducted the inspection of the entire facility during the calendar year and a description of the facility and what areas were examined.

The inspection must be conducted by someone other than the person responsible for the company's daily work place inspections such as the owner, safety director, general superintendent or a supervisor from another plant. The goal of an inspection is to identify and correct conditions which may affect Safety or Health of employees or result in damage or loss of equipment.

The person, conducting the inspection, will walk the entire site, plant or project and examine all facilities, equipment, tools, materials used by employees. Previous inspection documents or other related records will be examined.

17. **Conduct a safety and health review.** The company must conduct an examination of company safety related programs, policies and procedures such as drug testing, hearing conservation, contractor safety policy, accident reporting and so on, but does not include an inspection of plants or other facilities. The documentation provided must include a description of company specific programs or systems reviewed, evaluation processes and a summary of changes made to improve the program. This review must include verification by way of records, observations and personal interviews.
18. **No OSHA recordable or reportable injuries or illnesses during the calendar year.** The owner, safety director or other responsible person must certify there were no OSHA recordable or reportable injuries during the past calendar year. A copy of the company's OSHA Form 300A must be included to support the certification.

Table of Contents

Criteria/Number	Documentation or Criteria	Points
a. Cover Page	Completed Cover Letter	0
b. Table of Contents	Completed Table of Contents	0
c. Safety commitment	Copy of Safety commitment	0
1. Training Plan	Compliance with approved training plan	1
2. PPE	Provide safety equipment for employees	1
3. Pre-shift inspection	Pre-shift inspection discrepancy follow-up	1
4. Daily Inspections	Daily work area inspections	1
5. Hearing Conservation	Hearing conservation program	1
6. Substance Abuse	Written substance abuse policy	1
7. Near Miss or Similar Program	Near miss reporting process	1
8. Hazard Communication	Hazard Communication Program	1
9. Safety & Health Policy	Copy of Written Safety & Health policy	2
10. Employee Involvement	Involvement of employees in safety program	2
11. Systematic Investigation	Injury & property damage incidents investigations	2
12. Contractor Policy	Written contractor safety policy	2
13. Exposure Sampling	Conduct personal exposure sampling	2
14. Emergency Plan	Written emergency procedures/plan	2
15. Safety Meetings	Regularly scheduled safety meetings	5
16. Safety Inspection	Conducted a comprehensive safety inspection	5
17. Safety & Health Review	Performed safety and health system review	5
18. Recordable Incidents	No OSHA recordable injuries or illnesses	5