

## GOVERNOR'S SAFETY AWARD OF EXCELLENCE



The Governor's Safety Award of Excellence is presented to organizations demonstrating distinction in the following: safety and health of their personnel, the environment, assets and reputation that demonstrates and promotes superior corporate citizenship. Large and small organizations who have excelled in safety in health in 2017 are encouraged to apply.

A group may be defined as a company; corporation; government entity; non-profit; or other entity. Groups may submit nominations for smaller business units such as an operating unit, a division, a regional office, a department, etc., or as an organization-wide basis.

This award application process consists of four parts. The first part is the Award description, eligibility and application process. Attachment A addresses eligibility criteria, Attachment B is the application, and Attachment C is the definitions.

### **Eligibility Criteria**

To be eligible for the various awards, specific eligibility criteria must be met as described in **Attachment A**. The highest ranking officer/manager of the applicant company is required to certify eligibility of the company to receive the award. If the information certified in the application proves to be incorrect, the company will be disqualified from receiving the award.

### **Application Process**

The Governors Safety and Health Awards Committee must receive your completed and signed application for the 2018 award year by 5 PM Alaskan Standard time, Friday, February 23<sup>rd</sup>, 2018. The award application process consists of completing Attachment A and B and attaching any relevant information with the attachments.

Application will be accepted via email. The application forms may be signed electronically or emailed with the signature as a pdf file sent to [alaskadays@gmail.com](mailto:alaskadays@gmail.com) . If you do not get a response within two business days, please contact [alaskadays@gmail.com](mailto:alaskadays@gmail.com) or call *George Murray* 907-339-6271 to ensure that an application was received.

The application is located in **Attachment B**.

Attachment A – Eligibility

---

**Eligibility**

Large and small companies, organizations, jobs, or groups must have at least three years of data to be eligible for this award.

Companies that perform work regulated by other government entities other than Alaska Occupational Safety and Health (AKOSH), such as MSHA, DOT, US Coast Guard, etc. are encouraged to apply. They must still provide all the relevant information as other companies but rather than OSH Logs, they are required to submit the relevant injury/illness information for their industry or as requested in section I and II of Attachment A.

**Documentation**

Except as described above for entities not governed by 29 CFR 1904, *Recordkeeping*; applications must include the 2015, 2016, 2017 OSHA Form 300 Log of Work Related Injuries and Illnesses **AND** OSHA's Form 300A Summary of Work-Related Injuries and Illnesses for those 3 years. Companies should obscure all personal employee information from Form 300 and any submitted injury/illness information included in this application.

**Violations**

Any group submitting a nomination with serious, willful or repeat violations issued by a State or federal regulatory agency are not eligible for an award in the year the violation was issued or in the year in which there are outstanding violations. AKOSH will verify that the nominee does not exceed the AKOSH violations criteria.

**Corporate Citizenship**

The State of Alaska will review the application and ensure the submitting organization is a good corporate citizen in regards to the environment, legal, and labor activities.

**Work description**

Applicants must provide a short description of the work they perform.

**NAICS codes**

Organizations must provide their NAICS code. Organizations must have a 10% or more Total Recordable Incident Rate (TRIR) below their NAICS classification and are eligible for the award when the TRIR is 10% or greater below the published rate for the last three years.

The TRIR data is measured against the most recent published BLS data (currently 2015).

**Continued excellence and/or continuous improvement**

Attachment A – Eligibility

---

The application must show three years of excellence in maintaining and/or improving the safety and health of their personnel, the environment, their assets and the organization's reputation.

Results may be measured as a reduction in frequency and severity (reduction in lost workday injuries or days, reduced number of recordable injuries, reduction in workers compensation claim costs, reduced environmental impacts, etc...).

**Safety, Risk and Environment**

Applicant must discuss how their safety and or risk programs have enabled them to be successful and continually improve. Short examples of the program referenced must be submitted with the application (eg...Hazard Identification, Job Hazard Analysis, behavior based safety, Training Program etc).

Applicants should provide evidence by at least one example of reduced risk to the employee and/or environment through risk reduction techniques such as prevention through design, engineering out a hazard, use of administrative controls and use of PPE.

***Completed applications must be received no later than February 23<sup>rd</sup>, 2018 @ 5:00pm. Please send completed applications to: [alaskadays@gmail.com](mailto:alaskadays@gmail.com) or call George Murray 907-339-6271 for more information.***

**NOTE:** If additional information or clarification is needed by the award committee, the applicant will be notified by February 27<sup>th</sup> and will have until March 5<sup>th</sup>, 2018 at 5:00pm to submit those clarifications or documents. The applicant will be disqualified if any of the data proves incorrect or the applicant unresponsive

End of this section

**Attachment B - Application**

Date of Submission of Application \_\_\_\_\_

|   |   |
|---|---|
| <b>Name of Company/Agency<br/>Division/Operating Unit:</b>  |   |
| <b>NAICS Code:</b>  |   |
| <b>Company Name: (as it would appear on the award)</b>  |   |
| <b>Company Mailing Address:</b>   |   |
| <b>Company Physical Address:</b>  |   |
| <b>Company Phone Number:</b>  |   |
| <b>Application Individual:</b>  |   |
| <b>Applicant Mailing Address:</b>   |   |
| <b>Applicant City, State, Zip:</b>  |   |
| <b>Applicant Phone Number:</b>  |   |
| <b>Applicant Email:</b>   |   |
| <b>Affiliation to Application organization:</b>   |   |
| <b>Is this a division/department of a larger organization?</b>  | <input type="checkbox"/> yes <input type="checkbox"/> no  |
| <b>Group size (number of employees):</b>  | <input type="checkbox"/> 1 – 50 <input type="checkbox"/> 51 – 300 <input type="checkbox"/> 300+                 |
| <b>Small Company/Organization - Eligibility for consideration for the award as a small company requires that a company performs less than 10,000 man hours of work annually, which can equate to 5 full time employees.</b> | <input type="checkbox"/>  |
| <b>Large Company/Organization</b>   | <input type="checkbox"/>  |
| <b>Does the organization utilize contractors</b>  | <input type="checkbox"/> yes <input type="checkbox"/> no  |
| <b>If contractors are used, are their hours and injuries tracked on the applying company OSH logs? If no, how are the contractor incidents tracked.</b>   | <input type="checkbox"/> yes <input type="checkbox"/> no<br>If answer is no, explain how incidents are tracked. |
| <b>Does the applying organization track environmental incidents on their property of their contractors?</b>   | <input type="checkbox"/> yes <input type="checkbox"/> no<br>If answer is no, explain how incidents are tracked. |

**Work Description/scope:**

**Attachment B - Application**

**Continued excellence and/or continuous improvement**

**I. Safety Performance, Injury/Illness Metrics**

Injury and Illness Metrics Table

| Year  | 2015 | 2016 | 2017 |
|---|------|------|------|
| Total Work Hours                              |      |      |      |
| Average Number of Employees                   |      |      |      |
| Number of Recordable Injury & Illness Cases   |      |      |      |
| Number of Days Away/Restricted/Transfer Cases |      |      |      |
| Total Recordable Incident Rate (TRIR)         |      |      |      |
| Number of Days Away/Restricted/Transfer Rate  |      |      |      |
| Severity Rate                                 |      |      |      |
| EMR   |      |      |      |
| NAICS Rate from BLS                           |      |      |      |
| % Above or Below NAICS                        |      |      |      |
| Environmental incidents                       |      |      |      |

**II. Injury/Environmental Investigation and Corrective Action**

If your company experienced injuries or an environmental incident, briefly describe the mitigations and corrective actions resulting from the investigation. (500 words or less)

**III. Safety Improvement Discussion**

Briefly describe how your organization demonstrated excellence during all three years. Specifically identify what programs or processes made you successful. Results may be measured as a reduction in frequency and

## Attachment B - Application

---

severity (reduction in lost workday injuries or days, reduced number of recordable injuries, reduction in workers compensation claim costs, etc... ). (500 words or less)

### IV. Management Commitment

Describe how management provides visible leadership in implementing the safety, environmental and health programs. Describe how these programs fit into the overall organization. (500 words or less)

### V. Employee Commitment

Describe at least three ways employees are involved in the safety and health process. (500 words or less)

### VI Health Safety and Environmental programs/Methods of Risk control

Describe how the health, safety, environmental and risk programs have enabled success and continuous improvement. (500 words or less)

### VII Risk Reduction

Describe at least one example of reduced risk to the employee and/or the environment through risk reduction techniques such as engineering out a hazard. (500 words or less)

***Completed applications must be received no later than February 23<sup>rd</sup>, 2017 @ 5:00pm. Please send completed applications to: [alaskadays@gmail.com](mailto:alaskadays@gmail.com) or call George Murray 907-339-6271 for more information.***

**Attachment B - Application**

---

The information provided in this nomination is correct to the best of my knowledge.

\_\_\_\_\_  
Print Name and Sign

\_\_\_\_\_  
Date

Persons submitting and signing the nomination attest that all material submitted is correct to the best of their knowledge. The highest-ranking officer of the group submitted must also sign submissions.

**Attachment C – Definitions**

This table describes how to calculate numbers required in the table in Attachment B.

If the organization does not track their rates and is not required to do so per OSHA regulations, (usually due to size or industry code), they should submit actual numbers of incidents per manhours.

|  |  |
|--|--|
| Number of Recordable Injury & Illness Cases  | List the total number of recordable cases that occurred in that year.  |
| Number of Days Away/Restricted/Transfer Cases (DART)   | List the total number of DART cases that occurred in that year.  |
| TRIR   | Calculate your TRIR which is done by (Total Recordable Injuries and Illnesses Cases) x 200,000/Total hours worked                                      |
| DART Rate (Days Away/Restricted/Transfer Cases Rate) x 200,000 Total hours worked  | Calculate your DART rate which is done by (Total DART Cases) x 200,000/Total hours worked  |
| Severity Rate  | Calculate your Severity rate which is done by (Total Lost Work and Work Transfer days) x 200,000/Total hours worked                                    |
| EMR  | Experience Modification Rate – provided by your insurance provider   |
| BLS national average = [(Site rate – BLS rate)] x 100  | BLS rates are located at the Bureau of Labor and Statistics web site: <a href="http://data.bls.gov/iirc/">http://data.bls.gov/iirc/</a>                |
| BLS rate: Insert the TRIR and DART rate for your industry from the BLS’s Table of Incidence Rates of Nonfatal Occupational Injuries and Illnesses by Industry, can be found at Table 1:<br><a href="http://www.bls.gov/news.release/osh.t01.htm">http://www.bls.gov/news.release/osh.t01.htm</a> | Reference materials:<br>Table 1. Incidence rates of nonfatal occupational injuries and illnesses by case type and ownership, selected industries, 2015 |
| This award is open to all organizations and companies that are committed to demonstrating to their commitment and continuous improvement in the safety and health of their employees and/or other Alaskans.  |  |