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Document Title **Safety Awards Program**

Approval Authority **Bureau Chief**

A. PURPOSE.

The Bureau Operating Procedure (BOP) outlines the process for administering the Safety Awards Program to all eligible award recipients.

B. SCOPE.

This procedure applies to the Safety Awards Program.

C. DEFINITIONS.

Annual Safety Award Application – The form required to voluntarily apply for a safety award based on a Lost Workday Case Rate, which includes lost and restricted workdays, that is 50% below the state rate for the specific three-digit North American Industry Classification System (NAICS) code.

Banquet Information Distribution Form – The "at-a-glance" form used by the Safety Awards Coordinator to track tasks related to the distribution of information pertaining to safety awards banquets.

Incidence Rates (North Carolina Industry Injury and Illness Incidence Rates for Lost Workday Cases) – Based on the average number of injuries and illnesses in particular industry groups in North Carolina that resulted in cases with days away from work. Lost workday cases include both cases involving days away from work and cases of restricted work activity.

Million-Hour Safety Award Application – The form required to voluntarily apply for a safety award by employers who have accumulated 1,000,000 employee hours with no injuries or illnesses resulting in lost workdays but may have had restricted workdays.

D. RESPONSIBILITIES AND AUTHORITIES.

Safety Awards Coordinator – Person responsible for all aspects of the safety awards process.

E. REQUIREMENTS.

1. The Incidence Rates are obtained from the Federal Bureau Labor statistics and Research and Policy Section within the North Carolina Department of Labor's Research and Information Technology Division.
2. The Safety Awards Database is used to record all applications.

F. ACTION STEPS.

1. Preparation for upcoming safety awards season begins in mid-October and includes ordering supplies and printed materials (i.e., safety award application, safety award certificates). Incidence rates are obtained, qualifying criteria calculated, and applications are mailed to possible recipients in early January to be returned no later than February 15. Applications received after the deadline are handled on a case by case basis.
2. Applications are received and processed to determine safety award status based on achieving a lost workday case incidence rate at or below fifty percent of the state rate for the applicable NAICS code. All applications are entered in the safety award database.
3. Scheduling of safety awards banquets is coordinated with co-sponsors. Based on the banquet schedule, the speakers and any special guest are scheduled. Information is relayed to co-sponsors, speakers, consultants, and guests and entered on the Banquet Information Distribution Form to assure that all concerned parties have all necessary information prior to the banquets. Speeches to be delivered by Department of Labor representatives (speakers) may be reviewed and/or composed by the Communications Division.
4. Safety awards banquets are generally conducted annually between March 1 and June 30, or as required. The Safety Awards Coordinator prints the safety award certificates, obtains engraved plaques and plaque bars, and transports to the banquet site for presentation ceremony. Awards are mailed to those recipients who do not attend.

Upon completion of all safety awards banquets, comparison data is compiled and distributed to upper level management of the Department of Labor in the form of the Annual Report of the Safety Awards Program.

5. Marketing of the Safety Awards Program is accomplished through contact with co-sponsors, OSHA data collection program participants, participation in miscellaneous safety seminars, mass mailings, etc. in an effort to increase awareness and participation in the Safety Awards Program.

6. Million-hour awards received outside of the safety award banquet season will be reviewed and processed following the Administrative Procedure Notice (APN) 25 – Million-Hour Award Process.

G. REFERENCES.

1. Bureau Operating Procedure – Management Review
2. Bureau Operating Procedure – Quality System Documentation
3. Bureau Operating Procedure – Control of Non-Conforming Products
4. Safety Award Program Operating Guidelines
5. Annual Safety Awards Application
6. Million-Hour Safety Awards Application
7. Banquet Information Distribution Form
8. Administrative Procedure Notice 25 – Million-Hour Award Process

H. REVISIONS.

Revision 1: 03/01/00 – 04.09.03 F4, F5 and F6, Revised for clarity.

Revision 2: 09/01/00 – 04.09.03 C, G5, F3 and J4, Added Banquet Information Distribution Form.

Revision 3: 12/01/00 – 4.09.03 C and F5, Added Safety Awards Program Survey.

Revision 4: 11/01/01 – 4.09.03 F1, Revised for applications received after deadline.

Revision 5: 02/01/02 – 4.09.03, Changed BOP number to 4.09.04.

Revision 6: 11/2011 – Changed BOP number to D.05.R03. Removed attachments and made them references. Removed Document Control and Quality Records as they no longer apply.

Revision 7: 06/07/17 –

BOP D.05.R03. Grammatical and other minor modifications.

BOP D.05.R03. F4, Removed the term “banquet co-sponsors”.

BOP D.05.R03. G8, Deleted Safety Awards Program Survey.

BOP D.05.R03. F6, Added reference to APN 25 regarding million-hour awards.

Reviewed: 10/21/2019 –

BOP D.05.R03. No revisions were required as a result of changes made to APN 25, approved on 9/19/2019.

Revision 8: 06/25/2021 –

BOP D.05.R03. E1 Modified verbiage