

**North Carolina Department of Labor
Occupational Safety and Health Division**

Administrative Information System

Administrative Procedure Notice 25

Subject: Million Hour Award Process

A. **Purpose.** To outline the processes required to administer the Million-Hour Safety Awards Program.

B. **Scope.** This procedure applies to the safety awards coordinator position.

C. **Definitions.**

Million-Hour Awards - Awards given to firms accumulating 1 million employee hours, or multiples thereof, with no case of injury or illness involving days away from work.

Million-Hour Safety Award Application - Form required to voluntarily apply for a million hour safety award when a firm has accumulated 1 million employee hours, or multiples thereof, with no case of injury or illness involving days away from work (They can have restricted work day cases).

D. **Responsibility and Authority.** The safety awards coordinator and the recognition program manager are responsible for all aspects of the million-hour awards process.

E. **Requirements.** Appropriately distribute million hour awards to all eligible applicants.

F. **Procedures.**

1. Applications for million-hour awards are available on the website and are sent out by request. Million-hour awards are special awards and are not part of the annual safety awards process.
2. Million Hour Safety Awards are given to firms that accumulate 1 million employee hours with no case of injury or illness involving days away from work (they can have restricted work day cases). Subsequent awards are given for each additional 1 million safe employee hours in the form of a million-hour certificate or a million-hour plaque for increments of 5 million hours.
3. The million-hour award application requests the company name (exactly as it is to appear on the award) and mailing address; number of employee hours with no cases involving days away from work (1 million hour increments); date hours began (starting with the day following last lost-time injury); date hours achieved (cannot include day of any lost-time injury); restricted work activity cases (number and explanation of each case); presentation arrangements, official's name, title, and original signature; phone number and date of application.

Companies are also required to submit the OSHA 300 logs for the period they are receiving the award. The safety awards coordinator and/or the recognition program manager will review the logs to ensure that the logs correspond with the information listed on the application.

The Form 301 Incident Report or equivalent form for each restricted work activity case will be requested. When submitting the Form 301 or equivalent form, the company may black out any sensitive or confidential information, such as the employee's name and address.

If there are questions about a restricted case, a call will be made to the company to gather more information about the injury.

4. Each application should be coded with the presentation city and assigned an ID number if this applicant is not currently on the million hour database file.
- 5.. The company name, address, phone number, official name and title information should be verified on an existing file or entered in to the database file. The award year (example: 1998-190) should be entered along with the ID number into the database file to distinguish the application and year. The number of employee hours, begin and end date should be verified for an existing file or entered into the database. There is also a field for NOTES if any special arrangements for presentation have been made.
6. After applications have been data entered, they are filed in the corresponding folder for each presentation city.
7. Certificates are prepared using an existing Word file. After these awards are printed, they are framed for presentation purposes at the Safety Awards banquets. Million Hour Safety Award plaques are prepared for 5 million hour increments only.
8. After each banquet is completed, all million hour awards that were not presented should be mailed to the recipient in a timely manner.
9. Million hour awards are presented during the safety awards banquets; however, special arrangements can be made to present Million Hour Awards to the firm at its place of business at any time during the year. This process usually involves the Labor Commissioner or other DOL dignitary. In the event that a special presentation occurs prior to the safety awards banquet, a duplicate of the million hour certificate should be prepared and presented at the banquet. (In the past, employers who had special presentations were excluded from banquets and press releases. This ensures that they receive equal recognition for their accomplishments at the banquets.)

- G. **Expiration.** This APN is effective on the date of signature. It will remain in effect until revised or canceled by the director.

Signed on Original
Wanda Lagoe
ETTA Bureau Chief

Signed on Original
Allen McNeely
OSH Director

11/06/2012
Date