
The 2017

NRC/RT&S

CONTRACTOR OF THE YEAR SAFETY AWARD

*Sponsored by Commercial
Insurance Associates*



Criteria



Awards will be given to NRC member companies based on the six criteria below. The scoring will be objective.

Awards categories:

- Platinum – 100%
- Gold – 80% - 99%
- Silver – 70% - 79%
- Bronze – 60% - 69%

The scoring system values completeness and meaningful documentation, but not volume and appearance. Don't disqualify yourself because you don't feel you have the staff to spend a lot of time assembling the application. Applications should provide summaries, representative details, and key data – not an overwhelming collection of material.

Please note that:

- **A nominee does not have to meet each of the criteria to apply.** For example, a nominee may not have an employee safety incentive program, yet still score high enough in the other categories to win a Gold, Silver or Bronze award.
- **All information collected will remain strictly confidential, and will be returned to the applicant after judging.**
- The contest evaluation period is **January 1, 2017 through September 30, 2017.**
- Contact David Armstrong of Commercial Insurance Associates at 615.515.6048 or Matt Bell of the NRC at 202.715.1264 for more information.

CONTEST CRITERIA

1) Criteria: Workers' Compensation Experience Rating

Score: Up to **25** points based on following table:

1.01 and above	0 points
1.00 – .95	5 points
.94 – .90	10 points
.89 – .85	15 points
.84 – .80	20 points
.79 – 0	25 points

Requirement: The actual State Experience Modification Rating (EMR) sheet from the rating bureau. **NOTE: A letter from an agent does not satisfy this requirement and will result in no points.**
[Note: Canadian-based companies will be required to submit their workplace injury summary report for the time period January 1, 2017 to September 30, 2017]

2) Criteria: OSHA Work-Related Injuries and Illnesses – the firm's total number of deaths (line G of OSHA Form 300A), cases with days away from work (line H), and cases with job transfer or restriction (line I) will be totaled, multiplied by 200,000, and then divided by employee hours worked to calculate an OSHA DART (Days Away, Restrictions and Transfers) Injury Rate. *[Note: Canadian-based companies will be required to submit the above information in a similar format to enable a DART injury rate calculation.]*

Score: Up to **15** points based on following table:

6.00 and above	0 points
4.00 – 5.99	5 points
2.00 – 3.99	10 points
0 – 1.99	15 points

Requirement: Year 2017 OSHA **300A** Form (not the Full OSHA 300 form and not a company letter, we need the actual **300A** Form). You can find the form on the OSHA website at <http://www.osha.gov/recordkeeping/RKforms.html>.

The 1-page OSHA 300A form must be completed in its entirety, including the number of cases of each type, the annual average number of employees, and the total employee hours worked between January 1, 2017 and September 30, 2017 *[Note: Canadian-based companies will be required to submit a document providing information sufficient to emulate the OSHA reporting requirements.]*

3) Criteria: OSHA Statistics Violations

Score: Up to **10** points based on following table:

2 incidents or more	0 points
1 incident	5 points
0 incidents	10 points

Requirement: Go to the OSHA statistics establishment search website <http://www.osha.gov/pls/imis/establishment.html>, type your company name into the search field, and search using the following criteria:

- State: All States
- Fed & State
- OSHA Office: All Offices
- Case Status: Closed
- Violation Status: With Violations
- Inspection Date: Start January 1, 2017; End September 30, 2017

Then print out the results, which will either show no results or detailed overviews of relevant inspections and accidents. Include these results in your packet. *[Note: Canadian-based companies will be required to provide a statement on their company letterhead stating they have or have not incurred any employee injuries resulting in governmental investigation or violation recording.]*

4) **Criteria: Roadway Worker Protection Training**

Score: Up to **10** points for FRA, NRC training program, or third-party training. If all required documentation is provided, the full 10 points will be awarded. If pieces are missing, points will be subtracted at the discretion of the judges.

Requirements:

- a. Training documentation from training representative (i.e., some documentation that this training has been given to employees – just one example will suffice)
- b. Instructors Guide
- c. Trainee Guide
- d. Sample copy of test given to trainees
- e. Correction/Answer sheet with pass/fail criteria
- f. Copy of training sign-in sheet signed by trainees

Note: Canadian-based companies will be required to submit a document provide evidence of employee workplace safety for the contest time interval.

5) **Criteria: Safety Program Elements**

Score: Up to **20** points based on inclusion and documentation of the following ten (10) safety program elements:

- | | |
|---|----------|
| 1. Statement of Safety Policy/Safety Goals | 2 points |
| 2. Safety Responsibilities of Management and Laborers/Operators | 2 points |
| 3. Substance Abuse Policy | 2 points |
| 4. Personal Protective Equipment (PPE) Policy | 2 points |
| 5. Safety and Accident Reporting Procedure | 2 points |
| 6. Safety Communications Materials and Plans | 2 points |

- | | |
|---|----------|
| 7. Tool Box Talks and Meetings | 2 points |
| 8. Employee Safety Incentives | 2 points |
| 9. Distracted Driving Prohibition | 2 points |
| 10. Annual MVR review for Company Drivers | 2 points |

Requirement: Submitted materials must:

- 1) Document that the safety policies and procedures contained in your submission exist at your company, If Possible your documents should be “tagged” or identified to guide the judges to easily find these essential ten safety program elements. MVRs source documents should be redacted to eliminate employee names being revealed.
- 2) Document that these safety policies and procedures are communicated to employees, implemented on a regular basis, and that all employees are receiving the relevant training (e.g., copies of training session sign-in sheets and copies of training test answer sheets).

6) Criteria: Company Vehicle Accident Score

Score: Up to **20** points for based on accidents incurred for the period 1.1.17 to 9.30.17

Requirements: An automobile loss history from the applicant’s Insurance Agency, showing all of at fault incidents, which incurred between January 1, 2017 – September 30, 2017.

Please redact any individual’s names contained in the submitted source document.
PLEASE NOTE: Letters must be on Agency letterhead, and signed by a Principal of the Agency. Otherwise this requirement will result in zero points.

Formula for the **Vehicle Accident Rate (VAR)**

(Total Number of At Fault Accidents X 1,000,000) divided by (Total Number of Vehicles X 30,000) = **Vehicle Accident Score:**_____

Points scoring for Criteria # 6

VAR Score matrix

- 0-1.0= 20 points
- 1.1-2 = 16 points
- 2.1-3 = 12 points
- 3.1-4 = 8 points
- 4.1-5 = 4 points

SUBMISSION FORMATTING GUIDELINES:

1. All of the application materials may be submitted in either digital or hard copy form. For everybody's convenience, **digital is preferred**. Materials can be submitted via email as an attachment or link to a shared file in a cloud drive (Dropbox, Box, Google Drive, Hightail, etc.) to mbell@nrcma.org. You can also submit a digital submission via flash drive mailed to: Matt Bell, NRC, 410 First Street SE, 2nd Floor, Washington, DC 20003

Acceptable digital file formats for include:

- Text and Spreadsheets: .pdf, .doc, .docx, .xls, .xlsx
 - Images: .jpg, .gif, .png, .bmp, .tiff
2. Regardless of the format, we ask that you limit your application material to only the documentation necessary to demonstrate that your company has met the criteria, not a word-for-word re-creation of your entire safety program and all associated materials. For example, when documenting your company's use of tool box talks, the documentation can include a table of contents of the tool box talks you use and an overview of how they're used, but the judges do not need to have the full text of each tool box talk printed out.

OPTIONAL EXTRA MATERIAL REQUEST

For use in a presentation to be shown at the NRC Conference honoring Safety Award Contest participants, please also include a separate flash drive or cloud drive link containing as much as possible of the following:

- Company logo in .jpeg format
- Company photographs of jobs, events, employees
- Written statements (1-2 sentences) from the company officers and/or safety coordinator, highlight the company's focus on safety and efforts at improving safety
- Video clips of company officers and/or safety coordinators making the safety statements noted above
- Video clips of contractors working safely

Make sure to label this clearly as "extra material" so it can be used properly by NRC staff as they create the video.
