

Rock Solid Safety

Award Program

Entry Packet

For Calendar Year 2011

Instructions

Entry Application

Illinois Association of Aggregate Producers
1115 S. 2nd Street
Springfield, Illinois 62704

Entry Deadline is January 31, 2012

Instructions

These awards are designed to reward and recognize safety and health excellence among IAAP members who work in the Illinois aggregates industry.

Who is eligible to win?

Producer and Associate members who meet the qualifications and criteria are eligible to win. Entries may be submitted for each operation, or operating unit of the company such as a portable plant. For example, a company with five operations may submit for each operation. An organization with employees who work between several operations may wish to submit for all operations within a region or management group.

What are the awards?

First-time winners will receive a plaque suitable for display on an office wall or trophy case. The plaque will include an engraved plate indicating the award level (bronze, silver or gold), and the year of achievement. In addition, the ***Rock Solid Excellence in Safety*** award winners will be provided a banner signifying this accomplishment. This banner is suitable for hanging or flying on a flagpole.

In subsequent years, only the engraved plate (for mounting on the plaque) will be awarded. When the mounting positions on the plaque are filled, a new plaque will be issued.

All award winners will be introduced at the 2012 IAAP Convention. Award winners are encouraged to share this success with their employees. IAAP suggests that management issue commemorative hard-hat decals, ball caps or other items to all employees who contributed to this successful accomplishment.

What are the levels of awards?

There are three levels of award, plus a bonus for exceptional performance. Based on the pre-defined criteria, you will be awarded points for safety and health activity at your operation that meets the criteria.

Bronze Award	14 points
Silver Award	22 points
Gold Award	30 points

If your operation achieves the Gold level of award using 15 points from the 5 point category and experienced:

- zero MSHA reportable or OSHA recordable injuries or illnesses during 2011 and
- zero final MSHA S&S (or OSHA equivalent) citations during 2011

Your operation will be eligible for the ***Rock Solid Excellence in Safety*** designation.

What are the award qualifications and criteria?

In order to apply for this award, your company must sign the IAAP Safety Pledge. A copy of the Pledge is included with this entry packet or may be obtained from the IAAP.

Criteria are divided into three groups. Criteria from group 1 are worth one (1) point each. Criteria from group 2 are worth two (2) points each. Criteria from group 3 are worth five (5) points each. A maximum of 15 points only from group 3 will be added to the total. Criteria points from all three groups may be added together to form a total. If the total is 14 or more points, your operation will receive the Bronze Award. If the total is 22 or more points, your operation will receive the Silver award. If the total is 30 or more points, your operation will receive the Gold award.

The following pages describe the criteria. Some criteria may be satisfied by the company while others are site specific as noted. Each can be satisfied with the supporting documents as described. Documentation is required for all criteria.

My company deserves this recognition! How do I submit an award entry?

Assemble your award entry in a three-ring binder(s) (or bound in a similar fashion) with a separate, clearly identified section for each of the nineteen criteria, Safety Pledge, one-page Entry Form and Table of Contents (Entry Form and Table of Contents pages are included in this packet). If you are submitting award applications for multiple locations, include company specific documentation only once and site specific documentation clearly defined for each location as noted on the Table of Contents.

When and to whom must the entry be submitted?

Your entry binder(s) must be received at the IAAP office no later than **January 31, 2012** to be considered for the 2011 awards.

Who will judge the entries?

Each entry will be screened by IAAP staff to ensure it is complete. A panel of impartial judges will judge all complete entries. The panel will be chosen by the IAAP Safety & Health Committee Chairman and include: a representative from Illinois DNR, OMM; a representative from MSHA, EFS; and member representatives from the IAAP Safety & Health Committee. To be successful, at least two (2) judges must agree on the merits of the entry.

When will I know if our operation won an award?

The IAAP staff will mail the judges' decision to you at least 30 days prior to the IAAP Annual Convention. At least 2 weeks prior to the Convention, awards will be finalized.

May I contest the judges' decision?

After initial notification of your award is sent, you may submit additional documentation to be judged before a final award decision is made.

Will our entry be published for all to see?

The entry form and materials will be kept confidential. However, the IAAP may ask permission to copy or publish exceptional examples of support documentation. Your entry will be returned to you within 30 days of the annual convention. Any written comments from the judges will be attached.

Will the criteria change in the future?

The IAAP Safety & Health Committee will evaluate the program annually and recommend modifications and adjustments. Any changes in criteria will be announced before the deadline for entry.

Who do I contact if I have other questions?

The IAAP staff can answer questions regarding administration of the program or refer you to a member of the Safety & Health Committee. *The judging team will only answer questions regarding interpretation of the award criteria.*

Rock Solid Safety Award Criteria

One Point (up to 8 points)

1. *You must comply with an approved training plan (MSHA only).* [Site Specific] Support documentation must include verification of compliance. Verification may be in the form of a statement, outline of approved training plan, or other evidence of compliance. The verification statement could be from the company safety director, owner, or person responsible for compliance with the training plan. This must include certification that there were no citations issued by MSHA for part 46, or part 48.
2. *Provide safety equipment for employees.* [Company Specific] Support documentation shall be in the form of a list of personal protective equipment (PPE) issued to employees at no cost to the employee. A significant portion of PPE (but not all) must be provided free to employees.
3. *Procedure for Pre-shift inspection and follow-up on mobile equipment.* [Company Specific] Supporting documentation shall include a written procedure and/or a copy of a blank check list.
4. *Procedure for daily workplace examination.* [Company Specific] Shall include a written procedure and/or a copy of a blank check list.
5. *Hearing conservation program.* [Company Specific] Submit copy of Part 62 Hearing Conservation Program.
6. *Written substance abuse policy.* [Company Specific] Submit a copy of the policy.
7. *Regularly scheduled safety meetings.* [Site Specific] Support documentation will include a safety meeting schedule for the year that demonstrates holding periodic safety meetings at each operation, or operating unit of the company such as a portable plant, applying for the award.
8. *Hazard Communication Program.* [Company Specific] Support documentation will include a copy of program.

Two Points (up to 14 points)

9. *Written Safety and Health Policy and Program.* [Company Specific] Support documentation will include a copy of the Policy Statement and Program. The policy statement could be included in the Safety & Health Program. Partial credit could be given; as one point is given for the Safety Policy/Program, and one point is given for the Health Policy/Program.

10. *Involvement of hourly employees in the safety and health program.* [Site Specific] Support documentation shall be a certification statement that includes brief examples of hourly employee involvement in safety and health activities such as committees, inspections, training, etc. at each operation, or operating unit of the company such as a portable plant, applying for the award. This statement should include the names of employees involved in the activity. If safety meetings are used to satisfy this category, then documentation shall be provided showing hourly employee involvement including the meeting date, list of attendees and notes indicating employees making recommendations or actually leading the meeting. Other forms of employee involvement may be considered including, but not limited to, attending safety seminars, workshops, or external training sessions.
11. *Systematic investigation of work injury and property damage incidents.* [Company Specific] Support documentation shall indicate that a system is in place to investigate and analyze such incidents. Detail the steps taken for reporting and investigating accidents. Provide any blank forms used for this purpose.
12. *Written Independent Contractor Safety Policy.* [Company Specific] Support documentation will be a copy of the written policy for contractors including references to training, and insurance. This could be included in the written safety program.
13. *Conduct personal exposure sampling for health hazards.* [Site Specific] Support documentation shall provide proof that health sampling for respirable dust (silica) and noise was conducted in 2011 for each operation, or operating unit of the company such as a portable plant, applying for the award. If you test for only one, provide a statement indicating why. Sampling by MSHA or OSHA does not satisfy this criterion.
14. *Written emergency procedures and management plan.* [Company Specific] Support documentation will include a copy of the plan.
15. *Near Miss Reporting.* [Company Specific] Documentation will include a means for reporting near miss incidents.

Five Points (up to 15 points)

16. *Conducted a comprehensive safety & health inspection.* [Site Specific] Inspections examine physical facilities looking for unsafe conditions, safe behavior, housekeeping responsibilities, and so on. Support documentation will be a cover letter, summary page, or memo from someone who conducted the inspection of the entire facility during the calendar year. This will include a narration describing the facility and documentation of what was observed. A MSHA or OSHA inspection does not qualify. The inspection must be conducted by someone other than the person responsible for the company's daily work place exams. This could include the owner, safety director, general superintendent, a supervisor from another plant, etc. Most insurance companies can provide this service. It is not necessary to detail specific deficiencies.

17. *Conduct a safety and health system review.* [Company Specific] This is an examination of company programs, policies, and procedures such as drug testing, hearing conservation, contractor policy, accident reporting, etc. but it is not an inspection of the plant or facilities. This review may be conducted internally, perhaps by the same personnel as in the comprehensive safety & health inspection, or may be performed by an outside source (not MSHA or OSHA). Documentation shall include a description of the system(s) reviewed, methods used for the review (records review, inspection, observation, interviews, etc.), and a summary of changes to improve the system.
18. *No MSHA reportable or OSHA recordable injuries or illnesses for the calendar year.* [Site Specific] A certification statement from the owner, safety director, or other responsible person that there were no MSHA reportable or OSHA recordable injuries or illnesses in 2011 will suffice.
19. *No final S & S MSHA Citations (or OSHA equivalent) for the calendar year.* [Site Specific] A certification statement from the owner, safety director, or other responsible person that there were no S & S citations (or OSHA equivalent) in 2011 will suffice.

Important Note: Assemble your application in a three-ring binder(s) (or bound in a similar fashion) and include all required documentation, a photocopy of the original IAAP Safety Pledge signed by a company official, Entry Form and Table of Contents (Entry Form and Table of Contents pages are included with this packet). An operation seeking the **Rock Solid Excellence in Safety** designation will have its quarterly MSHA 7002 Forms or OSHA equivalent checked for reportable or recordable accidents and final S&S citations or OSHA equivalent. All operations will be checked for citations issued by MSHA for part 46, or part 48. **Entry Deadline is January 31, 2012**

Below are lists of the Site Specific and Company Specific criteria. Criterion marked with an asterisk (*) require documentation to be included with award entry.

<u>Site Specific</u>	<u>Company Specific</u>
Entry Form	IAAP Safety Pledge
1. Compliance with approved training plan *	2. Provide safety equipment for employees*
7. Regularly scheduled safety meetings *	3. Procedure for pre-shift inspection follow-up on mobile equipment *
10. Involvement of hourly employees in safety & health program *	4. Daily work area inspections *
13. Conduct personal exposure sampling for respirable dust (silica) and noise *	5. Hearing conservation program *
16. Conducted a comprehensive safety & health inspection (Non-MSHA) *	6. Written substance abuse policy *
18. No MSHA reportable or OSHA recordable injuries or illnesses *	8. Hazard Communication Program *
19. No final S & S citations (or OSHA equivalent) *	9. Written Safety & Health policy *
	11. Systematic investigation of all work injury and property damage incidents *
	12. Written contractor safety policy *
	14. Written emergency procedures and management plan *
	15. Near miss reporting *
	17. Performed (in-house) safety and health system review(s) *

Table of Contents

*Please assemble your binder(s) in the following order using tabbed dividers to clearly identify each section. Sections should be labeled using text or numbers corresponding with the required criteria. Criterion marked with an * require documentation to be included with award entry. To be eligible for points, company specific documentation should be included only once while site specific documentation must be included for each site.*

<u>Text</u>	<u>#</u>	<u>Criteria</u>
Entry Form		Entry Form [Site Specific]
Table of Contents		Table of Contents
Safety Pledge		Safety Pledge [Company Specific]
Training Plan	1	Compliance with approved training plan * [Site Specific]
PPE	2	Provide safety equipment for employees * [Company Specific]
Pre-shift Inspection	3	Procedure for pre-shift inspection follow-up on mobile equipment * [Company Specific]
Daily Inspections	4	Daily work area inspections * [Company Specific]
Hearing Conservation	5	Hearing conservation program * [Company Specific]
Substance Abuse	6	Written substance abuse policy * [Company Specific]
Safety Meetings	7	Regularly scheduled safety meetings * [Site Specific]
Hazard Communication	8	Hazard Communication Program * [Company Specific]
Safety & Health Policy	9	Written Safety & Health policy * [Company Specific]
Employee Involvement	10	Involvement of hourly employees in safety & health program * [Site Specific]
Systematic Investigation	11	Systematic investigation of all work injury and property damage incidents * [Company Specific]
Contractor Policy	12	Written contractor safety policy * [Company Specific]
Exposure Sampling	13	Conduct personal exposure sampling for respirable dust (silica) and noise * [Site Specific]
Emergency Plan	14	Written emergency procedures and management plan * [Company Specific]
Near Miss	15	Near miss reporting * [Company Specific]
Safety & Health Inspection	16	Conducted a comprehensive safety & health inspection (Non-MSHA) * [Site Specific]
Safety & Health Review	17	Performed (in-house) safety and health system review(s) * [Company Specific]
Reportables	18	No MSHA reportable or OSHA recordable injuries or illnesses * [Site Specific]
S & S Citations	19	No final S & S citations (or OSHA equivalent) * [Site Specific]

2011

ROCK SOLID SAFETY AWARD ENTRY FORM

ILLINOIS ASSOCIATION OF AGGREGATE PRODUCERS

1115 S. 2nd Street, Springfield, IL 62704

Entries must be received at the IAAP office by January 31, 2012

2011

Signed IAAP Safety Pledge *

Please indicate the criteria in each column for which your operation qualifies and total the points for each column.

1 Point Each	2 Points Each	5 Points Each
<input type="checkbox"/> Compliance with approved training plan *	<input type="checkbox"/> Written Safety & Health policy *	<input type="checkbox"/> Conducted a comprehensive safety & health inspection in 2011 (Non-MSHA) *
<input type="checkbox"/> Provide safety equipment for employees *	<input type="checkbox"/> Active employee involvement (committees, inspections, etc.) *	<input type="checkbox"/> Performed (in-house) safety and health system review(s) in 2011 *
<input type="checkbox"/> Procedure for pre-shift inspection follow-up on mobile equipment *	<input type="checkbox"/> Systematic investigation of all work injury and property damage incidents *	<input type="checkbox"/> No MSHA reportable or OSHA recordable injuries or illnesses in 2011 *
<input type="checkbox"/> Daily work area inspections *	<input type="checkbox"/> Written contractor safety policy *	<input type="checkbox"/> No final S & S citations (or OSHA equivalent) in 2011 *
<input type="checkbox"/> Hearing conservation program *	<input type="checkbox"/> Conduct personal exposure sampling for respirable dust (silica) and noise *	
<input type="checkbox"/> Written substance abuse policy *	<input type="checkbox"/> Written emergency procedures and management plan *	
<input type="checkbox"/> Regularly scheduled safety meetings *	<input type="checkbox"/> Near miss reporting *	
<input type="checkbox"/> Hazard Communication Program *		
<input type="checkbox"/> Total Points (maximum 8)	<input type="checkbox"/> Total Points (maximum 14)	<input type="checkbox"/> Total Points (maximum of 15 points used)

* Requires attached documentation. See Instruction packet

Point Total Summary

<input type="text"/>	One Point Category Total
+	
<input type="text"/>	Two-Point Category Total
+	
<input type="text"/>	Five-Point Category Total (maximum of 15 points)
<hr/>	
<input type="text"/>	Total Points
Bronze 14 points or more	<i>If your total equals 30 points or more, answer the questions to the right in order to determine qualification for Rock Solid Excellence in Safety.</i>
Silver 22 points or more	
Gold 30 points or more	

ROCK SOLID EXCELLENCE IN SAFETY

- Y N** Did you achieve the Gold level of achievement?
- Y N** Did you experience zero MSHA reportable or OSHA recordable injuries or illnesses in calendar year 2011?
- Y N** Did you experience zero final MSHA S&S citations (or OSHA equivalent) in 2011?
- Y N** Did you attain 15 points in the 5 point category?

Qualification requires an affirmative answer to all four questions.

I certify that the information submitted on this worksheet is correct and I have attached requested documentation for verification.

Signature _____ Date _____

Name _____
printed

Address _____

Email _____

name of operation

name of company

MSHA or OSHA ID: _____