



2008 PDCA SAFETY ACHIEVEMENT AWARD PROGRAM APPLICATION FORM

Started in 1985, the PDCA Safety Awards Program was established to recognize the efforts of companies who have made a commitment to safety in the workplace by demonstrating and providing evidence of their success in controlling accidents and losses within their companies. PDCA recognizes the importance of safety in the workplace and has recently amended its Code of Ethics to include Safety Adherence as a professional obligation.

Proper safety in the workplace is an essential ingredient in protecting employees. Construction related work is dangerous and every effort should be made to assure employees will be as safe as possible. PDCA is committed to safety in the workplace and as an exemplification of that commitment; each year PDCA awards those companies that place extraordinary focus on workplace safety. The PDCA Safety Awards are held in high esteem and are offered to present a clear indication of the importance PDCA places on workplace safety.

1. Part 1 -- Using information from your OSHA 300 and/or other accident records, a comparison will be made between your company and the national average for the painting and decorating profession and industry. The formulas provided (see glossary) represent percentages and will insure that all contractors can participate on an equal basis. From Workers' Compensation data, a calculation of the Experience Modification Rate (EMR) or Loss Ratio (LR) will provide a comparison of your company's history of losses.
2. Part 2 -- Self-Audit of your safety program. This will provide PDCA National with a measure of your efforts to prevent accidents.

PART I

Complete the information below. It relates to your accident and workers' compensation history. All contractors who have employed 11 or more employees at any one time during the previous year must have an OSHA 300. Contractors with less than 11 employees can use other resources such as medical records, Workers Compensation claims, etc. *Refer to the Glossary for help with the accident information. Contact your Workers' Compensation carrier for information on your insurance figures.*

Company Information

Contact _____	e-mail _____
Company Name _____	Number of Hours Worked _____
Address _____	Type of Work (must equal 100%)
_____	_____% Residential ____% Commercial ____% Industrial
Phone _____ Fax _____	Chapter/Council _____

Accident and Insurance Data for year ending 12/31/2006

Number of Fatalities _____	EMR or Loss Ratio _____ 2006 _____ 2005
Number of Accidents _____	Number of Lost Workday Cases _____
(Refer to definition of Recordable Incidents in Glossary)	(See definition for Lost Workday Cases in Glossary)
(Optional) Recordable Incident Rate (RIR) _____	(Optional) Lost Workday Case Incident Rate (LWCIR) _____

PART II

Complete the Self-Audit enclosed.

Submittal Instructions

Your application, including the following items, must be received by PDCA Headquarters by:

Thursday, December 20, 2007.

- | | |
|---|---|
| ___ 1. Application | ___ 3. Self-Audit |
| ___ 2. Copy of your Company Safety Policy & Program must be submitted | ___ 4. A copy of your OSHA 300 (if available) |

Mail to: Safety Achievement Award Program
PDCA Headquarters
1801 Park 270 Drive, Suite 220
St. Louis, MO 63146

Questions: Elise McDermott
314-514-7322 x 222
Fax: 314-514-9417
Email: emcdermott@pdca.org

Applications Due Thursday, December 20, 2007

SAFETY AND HEALTH PROGRAM SELF-AUDIT

The safety actions which contribute to an effective safety program have been listed below in five major categories. Review the safety activities and check the items you have accomplished. Add the values listed for the items you have checked.

Total your score for each category and place a Grand Total for all categories at the end of the document.

1. MANAGEMENT COMMITMENT

<u>Value</u>	<u>Check</u> (If completed)	<u>Safety Activity</u>
		A Company Safety Policy has been
(3)	___	- Established equivalent to the model presented in the <u>PDCA Employee Handbook</u> or <u>Safety System</u> .
(2)	___	- Signed and placed in an employee personnel folder (see example in <u>PDCA Employee Safety Handbook</u>).
(3)	___	Management provides funds for all required safety personnel, equipment and training.
(1)	___	Management periodically participates in safety meetings.
(3)	___	Management leads by example and follows all safety rules while at jobsites.
(3)	___	Management provides authority to the safety coordinator and supervisors to insure work is performed safely.
(2)	___	Management reviews Accident Investigations.
(3)	___	Management monitors the safety program, conducts a formal annual review and performs changes as needed.
_____		TOTAL

2. EMPLOYEE INVOLVEMENT

<u>Value</u>	<u>Check</u> (if completed)	<u>Safety Activity</u>
(6)	___	A policy is in place to allow and encourage employees to bring safety hazards to the employer.
(2)	___	Employees attend safety meetings and training.
(3)	___	Employees participate in safety meetings and training.
(3)	___	Employees are required to perform inspections.
(3)	___	Employees participate in accident investigations.
(3)	___	Employees take part in the evaluation of the safety program.
_____		TOTAL

3. HAZARD IDENTIFICATION

<u>Value</u>	<u>Check</u> (if completed)	<u>Safety Activity</u>
(5)	___	Accident records are kept and reviewed.
(5)	___	Pre-job review of hazards performed and written down.
		Jobsite inspections are performed (check one)
(5)	___	- Weekly or
(2)	___	- Monthly.
		Accident Investigations are performed (check one)
(5)	___	- On all accidents and near miss accidents or
(3)	___	- On all accidents in which lost time injuries occur or
(1)	___	- On fatalities only.
_____		TOTAL

4. HAZARD CONTROL

Value **Check**
(if completed)

Safety Activity

- Personal Protective Equipment (PPE)
- (2) ___ - Employee receive all PPE required to perform their job safely.
 - (2) ___ - Employees receive training on the PPE they wear.
 - (2) ___ - Employees are disciplined when they fail to wear required PPE.
- (2) ___ Written programs are maintained for all OSHA mandates equivalent to the programs presented in the Safety System 5.1 Software (at minimum HazCom and Emergency Action/Fire Prevention, and, as needed, Respiratory Protection, Lead, Confined Space, and Lockout/Tagout).
- (2) ___ Written procedures are in place for all hazardous operations.
- (2) ___ A competent person is on all jobsites as required for hazardous operations such as scaffolding.
- A substance abuse program is in place that
- (2) ___ - Includes a policy to prohibit drug and alcohol use.
 - (1) ___ - Requires pre-hire and post-accident testing.
- Employees are motivated to follow safety rules through
- (1) ___ - A disciplinary program.
 - (2) ___ - A safety awards program.
- (2) ___ A vehicle and equipment schedule is established and maintenance performed as needed.
- _____ TOTAL

5. TRAINING

Value **Check**
(if completed)

Safety Activity

- NEW EMPLOYEES RECEIVE ORIENTATION TRAINING WHICH:
- (3) ___ - Includes a review of the PDCA Safety Handbook or equivalent.
 - (3) ___ - Requires the completion of a test on the training material.
- (5) ___ Formal training is provided on hazard recognition and precautions relative to your operations (Respiratory Protection, Scaffolding, Ladder Safety, Fall Protection Hazard Communication/Chemical Safety, etc.)
- (2) ___ Toolbox Safety Talks are held regularly using the jobsite inspection and accident investigation information, or an equivalent to review jobsite hazards and provide refresher training.
- SUPERVISORS ARE TRAINED IN:
- (2) ___ - Safety procedures found in the PDCA Safety Supervisor's Handbook, the OSHA 10-Hour or an equivalent.
 - (2) ___ - Recognition of substance abuse.
 - (1) ___ - Emergency procedures including First-aid/CPR.
 - (1) ___ - Accident Investigations.
- (1) ___ All staff including management have been trained in their role regarding safety.
- _____ TOTAL

_____ **GRAND TOTAL**

PDCA Safety Award Program Supplement

Glossary

- EMR - is Experience Modification Rate. It is a comparison of a company's losses to an industry average. Insurance companies in most states use it to adjust premiums based on the number and cost of claims. It can be obtained from your insurance carrier.
- Loss Ratio (LR) - is equal to Workers Comp Benefits and Expenses Paid divided by the Total Workers Compensation Premiums Paid
- Lost Workday Case - is an accident in which an employee was absent from work for one or more days as a result of the resulting injury or illness.
- LWCIR - is Lost Workday Case Incident Rate. It is a count of the number of incidents which resulted in time away from work. It can be calculated for you by using the PDCA Safety System 5.1 Incident/Accident Records report Incident Analysis or by using the formula below:
$$= \text{Total Number of Lost Workday Cases} \times 200,000 \div \text{Total Number of Man-hours Worked}$$
- OSHA 10-Hour - is a part of the OSHA Outreach Program. Instructors must be authorized through the OSHA Training Institute. It is a training class which has been recognized by the industry as the basic safety course. It is frequently required of subcontractor employees by owners or General Contractors.
- OSHA 300 Log - is a form required by OSHA to record a summary of the injuries and illnesses for a given year. Employers who have 11 or more employees at any point during the year must maintain it. Each year the log from the previous year must be posted for employees from February 1 to March 1.
- Recordable Incidents - are work-related accidents which resulted in death, illness or an injury which caused one or more lost work days, loss of consciousness, restriction of work or motion, transfer to another job, or medical treatment other than first aid
- RIR - is Recordable Incident Rate. It can be calculated for you by using the PDCA Safety System 5.1 Incident/Accident Records report Incident Analysis or by using the formula below:
$$= \text{Total Number of injuries and illnesses} \times 200,000 \div \text{Total Number of Man-hours Worked}$$

PDCA Safety Publications

(The following PDCA Safety Publications are available to assist you with your safety and health program requirements.)

BASIC SAFETY PROGRAM COMPONENTS

Safety System 5.1 Software
Supervisor's Safety Handbook
Employee Safety Handbook

Specific PDCA Publications Related to Safety

Hazard Communication Employee Handbook [English]
Hazard Communication Compliance Manual
Hazard Communication Employee Handbook [Spanish]
Hazard Communication Video Training Tape
Entire Hazard Communication Compliance Program

Frame Scaffolds
Rolling Towers
Tube & Clamp/System Scaffolds
Suspended Scaffolds
Boom-Supported Elevating Work Platforms
Scaffold Planks

Further Reference Publications on Safety:

Craftsmanship Manual & Textbook
Wheels of Learning: Painting Level 1

PDCA SAFETY ACHIEVEMENT AWARD SUGGESTIONS/COMMENT SHEET

In addition to providing a benefit to the membership, PDCA uses the Safety Achievement Awards program to identify educational needs of its members. Your comments or suggestions can help others and provide direction to PDCA for future publications.

Please identify specific procedures you have used to complete the safety activities required in each of the following categories (**i.e.: For our company policy we use the PDCA Safety Handbook. All employees receive a copy and must return a signed copy of the page which contains the policy statement.**)

Feel free to add other comments. Please use additional sheets if necessary.

MANAGEMENT COMMITMENT

EMPLOYEE INVOLVEMENT

HAZARD IDENTIFICATION

HAZARD CONTROL

TRAINING

OTHER

Submitted by: _____ Company Name: _____

Phone/Fax/Email: _____