



# 2017 Safety Awards

The National Air Duct Cleaners Association (NADCA) created the Safety Awards Program to recognize companies that have sustained superior employee safety and health program results. Companies able to demonstrate excellent safety records will be honored with a Safety Award from NADCA.

To submit a Safety Awards application, a company must maintain an OSHA #300A Log in accordance with record keeping requirements under the Occupational Safety and Health Act of 1970. All companies participating in the NADCA Safety Awards Program, regardless of size, must maintain an OSHA #300A Log. For more information about OSHA #300A Log requirements, contact your regional OSHA Office, State Plan Office or visit [osha.gov](http://osha.gov).

## Awards Program Criteria

- The company must be a member of NADCA.
- The company must provide a copy of the completed OSHA #300A Log, regardless of size.
- Applicants must pay the \$150 application fee.
- Completed applications must be received by NADCA no later than Feb. 1, 2018. No applications will be processed after this deadline.

## Do The Math!

This is the formula used to calculate non-fatal occupational injury and illness incidence rate

$$\frac{\text{Total Recordable Cases} \times 200,000}{\text{Employee Hours Worked}}$$

Total recordable cases refer to those figures derived from the OSHA #300A Log.

## Clarification of Definitions & Calculations

- Employee hours are those accrued in operations and job sites.
- Information provided must include office and supervisory personnel on all shifts for the company or unit involved.
- Statistics are to include only employees on the company payroll, not those of independent contractors, guests, customers, etc.
- Employee hours should be calculated from payroll or time clock records. When this is not possible, they may be estimated by multiplying the total employee days worked for the period covered by the number of hours worked per day. If the number of hours worked per day varies between departments, separate estimates should be made for each department and the results added.
- The total number of employee days for a period is the sum of the number of employees at work on each day of the period.
- In calculating employee hours of exposure for employees who live on company property, only those hours during which employees were actually on duty shall be counted.
- For executives, traveling salesman, etc., whose working hours are not defined, an average of eight hours a day shall be assumed in computing employee hours.
- Do not include any non-work time, even though paid, such as vacation, sick leave, holidays, etc.

## Award Confirmation Determinations

Confirmation of the NADCA Safety Award shall be made by the NADCA Safety Committee using standardized formulas developed by the National Safety & Health Council. The Committee will use data submitted by applicants to determine if an applicant's record of non-fatal occupational injury and illness incidence rate is less than or equal to industry averages.

For the purposes of this program, industry average shall be that of the

SIC code "services to buildings." The final number using the formula below must equal eight (8) or less. If the final number is more than eight (8), the company will not be eligible for a NADCA Safety Award.

The NADCA Safety Awards are presented in recognition of a company's safety and health program results and achievements during the previous calendar year (January 1 to December 31). All applications and accompanying required documentation will be held in confidence by NADCA. The Incidence Rate is determined by using the formula included here. The NADCA Safety Committee shall determine award status. Decisions of the committee are final. ●

# NADCA Safety Award Application

## Application Information

Complete all sections below.

Company Name: \_\_\_\_\_

President or Senior Officer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Yearly Average Number of Employees: \_\_\_\_\_

Contact Person / Safety Director: \_\_\_\_\_

## Injury and Illness Records

Complete the information below for the period spanning 1/1/2017 to 12/31/2017.

1. Average number of employees:	
2. Total employee hours worked:	
3. Total recordable cases: (from OSHA #300A Log, Lines G, H, I, J)	
4. Total number of lost-time injury and illness cases involving days from work: (from OSHA #300A Log, Line H)	
5. Total number of lost-time days: (from OSHA #300A Log, Line K)	
6. $\frac{\text{Total Recordable Cases (from Line 3 above)} \times 200,000}{\text{Employee Hours Worked (Line 2 above)}}$ <i>* This number but not be more than 8</i>	

## Payment Information

Application Fee: \$150

Check Enclosed       Visa       MasterCard       American Express

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Amount authorized to charge: \$ \_\_\_\_\_

**Return your completed application to NADCA by Feb. 1, 2018, at:**

NADCA  
1120 Route 73, Suite 200  
Mt. Laurel, NJ 08054  
Fax: 856.439.0525

## Important!

A photocopy of your company OSHA #300A Log must accompany this application. Applications without the OSHA #300A Log will not be accepted under any circumstances.