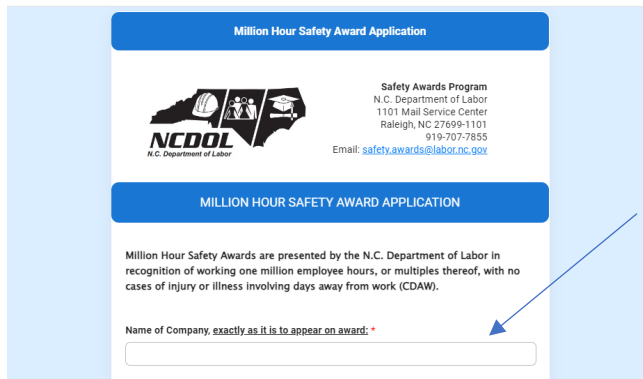


Million Hour Safety Award Application Instructions

N.C. Department of Labor's Million Hour Safety Awards Program is administered through its Education, Training and Technical Assistance Bureau of the Occupational Safety and Health Division. Million hour safety awards are given to companies which accumulate one million employee hours with no cases of injuries or illnesses involving days away from work (CDAW). *Please note that a RED asterisk (*) denotes required information that needs to be provided to complete the application.*

Step 1: Company Name



Put down the company name as you want it printed out on the million hour safety award.

Step 2: North American Industry Classification System Code



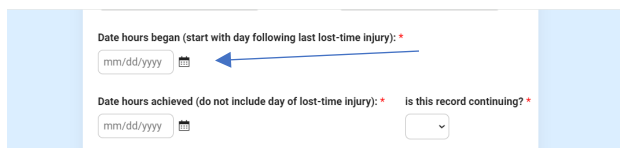
Put down your company's NAICS code. You can look up your NAICS code on the [U.S. Census website](https://www.census.gov/naics/).

Step 3: Employee Hours



Put down the number of hours that all employees worked without any cases of missing days away from work due to a work-related injury or illness.

Step 4: Start Date of Achievement



Use the calendar to identify the start date of your million hour achievement. This will be the day following the last lost-time work-related injury or illness.

Step 5: Date of Achievement

Date hours began (start with day following last lost-time injury): *
mm/dd/yyyy

Date hours achieved (do not include day of lost-time injury): *
mm/dd/yyyy

is this record continuing? *
▼

Use the next calendar to identify the date you reached your million hour achievement.

In the next box, mark “yes” or “no” if the record is continuing (you have not had a lost-time injury or illness).

Step 6: Restricted Work Cases

During this period, were there any restricted work activity cases? *
▼

During this period, were there any restricted work activity cases? *
Yes ▼

How many days were restricted work activity cases? *

If you had restricted work cases during this same period, mark “yes”. If you did, another window will pop up asking for the number of days that were restricted work cases.

If no, mark “no” restricted work cases.

Step 7: OSHA 300 Logs and OSHA 300A Forms

Attach OSHA 300 Logs and OSHA 300A Forms for the time period you are applying for this award. *

Choose File No file chosen

Upload all of your OSHA 300 Logs and OSHA 300A Forms as **one attachment** for the time periods denoting the million hour award. The logs and forms will be used to collaborate the achievement.

Step 8: Million Hour Presentation

Presentation Arrangements (please mark your choice): *

Present at local annual safety awards banquet (held in the spring)

Mail

County:

OPTIONAL - please provide any additional instructions or requests that you may have.

Mark the choice you prefer to receive your million hour award. You can have it presented at one of the Safety Awards Banquets held in the Spring or it can be mailed to you.

If you select having it presented at the banquet, the County window will pop up. The County should be where the “application” worksite is located as this determines which banquet the applicant will attend.

If you have any special requests, please put it in the next box below.

Step 9: Contact Information

CONTACT INFORMATION

First Name * Last Name *

Title *

Mailing Address *

City * State * Zip Code *

Phone Number *

Email Address *

The contact information should be the **primary** point of contact for the company as they will be the person that will be contacted regarding any questions about the application.

Note: The mailing address will be where the award will be sent to if not received at a banquet.

Step 10: Signature Certification

Official's signature certifying that the information contained on this form is correct. *

Date submitted: *

Submit

Powered by [formsite](#)

The person certifying that the information submitted is accurate to the best of their knowledge should be a company official (i.e., manager, owner).

To sign the form, use your mouse. 😊 Then use the calendar to select the date you submit your application.

Step 11: Finishing Up

Success

Your form has been successfully submitted. Thank you for your time.

Click on Submit to complete the application process.

You will see "Success" on the next screen and may now close out all windows as the application process is now complete.

Shortly after completing the application process, you will then receive an Email from "Safety Awards" providing a summary of the information that was submitted.