

# 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 injury or illness cases 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

The screenshot shows the top portion of the application form. At the top is a blue header with the text "Million Hour Safety Award Application". Below this is a section with the NCDOL logo and contact information for the Safety Awards Program. The main title "MILLION HOUR SAFETY AWARD APPLICATION" is in a blue box. Below that is a paragraph explaining the award. The "Name of Company, exactly as it is to appear on award: \*" field is highlighted with a blue arrow pointing to it.

*Put down the company name as you want it printed out on the million-hour safety*

## Step 2: North American Industry Classification System Code

The screenshot shows the "North American Industry Classification System (NAICS) Code: \*" field and the "Number of employee hours with no cases involving days away from work: \*" field. A blue arrow points to the NAICS code field.

*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

The screenshot shows the "Number of employee hours with no cases involving days away from work: \*" field. A blue arrow points to this field.

*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

The screenshot shows the "Date hours began (start with day following last lost-time injury): \*" field with a calendar icon. A blue arrow points to this field. Below it are the "Date hours achieved (do not include day of lost-time injury): \*" field and the "Is this record continuing?" dropdown menu.

*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? \*

Yes

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 would 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 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

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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

Submit

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.