

2025 SAFETY AWARDS SEASON

Safety Awards Online Application Instructions

Step 1: Before starting the application process, please have your [OSHA Form 300A](#) - Summary of Injuries and Illnesses already completed and readily available for calendar year 2024.

Note: A RED asterisk (*) denotes required information that needs to be provided to complete the application.

Step 2: Start the Application – To start the application process, click on the [Safety Awards Online Application](#) link.

[Click **NEXT** to continue.]

2024 Annual Safety Awards Application

Please review the [instructions](#) before completing the online form. You may also want to print the [North American Industry Classification System \(NAICS\) chart](#) so you have it readily available when completing the application. This application is for the 2025 Safety Awards season based on the 2024 calendar year.

Note: This form allows you to submit up to FIVE Safety Award applications with one submission.

Do you have access to your completed 2024 OSHA Form 300A Summary of Injuries and Illnesses? *

Yes

No

Next >>

If you have your completed 2024 OSHA Form 300A data available, select "Yes".

If you do not have it available, select "No".

Documentation Requirement

All required information must be submitted at one time to complete the application as applicants are not able to return to the application for edits at a later time.

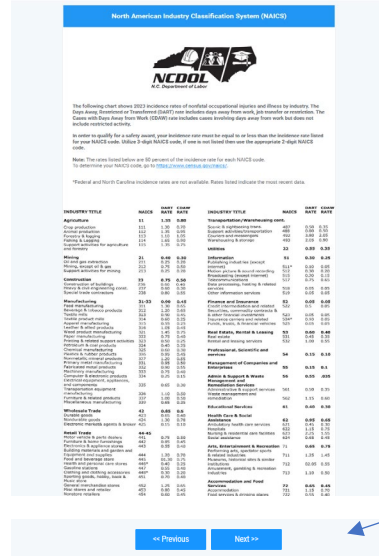
Please obtain all required documents before returning to complete the application. Sorry for any inconvenience.

*If you selected "No", you would see this screen. In order to complete the application, you **must** have your OSHA Form 300A data available as your information **will not** be retained in the system and you will need to start the application over again.*

If you selected "Yes", you would proceed to Step 3.

Step 3: North American Industry Classification System (NAICS) – For Step 3, you will use the [Rate Chart](#) provided at the start of the application process. This will be used to find your industry’s rates for Days Away, Restricted or Transferred (DART) and Cases with Days Away from Work (CDAW).

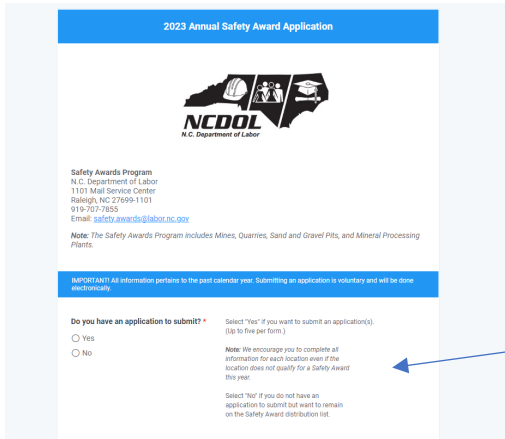
[Click **NEXT** to continue or **PREVIOUS** to go back.]



Using the NAICS rate chart for 2023, find the 3-digit NAICS code for your industry and write down the corresponding DART and CDAW rates before going to the next step. You may also print this page for your reference.

Note: For the purposes of the Safety Awards application process, 3-digit NAICS codes are used. If one is not listed for your industry, use the appropriate 2-digit NAICS code. If you have more than one NAICS code, use the NAICS code that applies to the location that is applying for the Safety Award.

Step 4: Submitting an Application – During this step, you will be confirming that you are submitting an application, or wanting to remain on our mailing list as you did not qualify for a Safety Award for the 2024 calendar year.



If you have an application to submit, select “Yes”. This will open the **Application** pages.

If you do not have an application to submit (you already know you don’t qualify) but want to remain on our mailing list in the future, select “No” and complete the **Contact Information** below.

Step 5: Contact Information – During this step, you are putting in the Company’s primary point of contact (POC). This means that all communication will be with this POC.

Note: The POC can submit up to FIVE separate applications (i.e., division, location, department) using the same contact information on this one application form.

Contact Information

The following contact information will allow one point of contact to submit up to five separate award applications (i.e., division, department, or location) using the same contact information for all award(s).

Note: Please complete the contact information below even if you do not have an application to submit (i.e., will not meet the rate requirements). This will keep you on our mailing list.

Company Name: * Company Phone Number: * ①

If the company name has changed from last year, please mark this box.
 Name Change

Mailing Address: * ①

City: * State: * ① Zip Code: *

Is this the first time that the company has participated in the Annual Safety Awards? *
 Yes
 No

Contact's Full Name: * ① Job Title: *

Contact's Email Address: * ① Contact's Phone Number: * ①

Are you a new contact for the Safety Awards Program? *
 Yes
 No

The **Company Name** listed in this section will be on every Safety Award along with division, location or department.

The main phone line for the Company is required so that we may follow-up if a Safety Awards contact leaves.

If your company’s name changed from last year, please check this box. This helps us find you in the system.

This mailing address will be used for mailing the Safety Award(s) if not received at the banquet(s).

Please mark “Yes” or “No” regarding Safety Awards participation. This helps us verify accuracy for each Safety Award.

The email address and phone number will be used for all communications related to Safety Awards.

It is important for us to know if you are a new contact for the Safety Awards Program so that we can update our records.

Success

Thank you for confirming your company information. This ensures that we have accurate information on file so that you remain on (or have been added to) our mailing list for Safety Awards. If you have any questions about your submission, please contact us at safety.awards@labornc.gov. We truly appreciate your being a part of the annual Safety Awards Program!

If you selected “No” in Step 4, you would see “Success” on the next screen and may now close out all windows as the application process is now complete.

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

Step 6: Banquet Location – During this step, you will be selecting a single banquet location to receive all Safety Awards or multiple banquet locations to receive specific Safety Awards.

[Click **NEXT** to continue or **PREVIOUS** to go back.]

Banquet Location

If all awards on this application(s) are to be presented at the same banquet, please choose the specific banquet location below.

If awards will be presented at multiple banquets, please select "Multiple" and then choose the specific banquet location for each application submitted. This form allows you to submit up to five applications.

If you are unsure of which banquet to attend, please select "Unsure" and we will use the county to determine the location of the closest banquet.

Note: Your application must be received by February 15, 2025, to ensure receipt of a banquet invitation. The deadline will allow time for processing and approval of the Safety Awards applications, in addition to providing adequate processing time for the co-sponsors to distribute banquet invitations to all qualifying Safety Awards recipients.

Select Banquet Location: *

Number of Banquet Attendees: *

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*If all Safety Awards on this application are to be presented at the **same banquet**, you will choose the specific banquet location from the arrow drop down.*

*If specific Safety Awards are to be presented at **different banquets**, you will select "Multiple". This allows you to select a different banquet location for each application.*

Note: *If you are not sure which banquet to select, choose "Unsure" and we will put you into the closest banquet to your worksite based on your company's address.*

Banquet Location

If all awards on this application(s) are to be presented at the same banquet, please choose the specific banquet location below.

If awards will be presented at multiple banquets, please select "Multiple" and then choose the specific banquet location for each application submitted. This form allows you to submit up to five applications.

If you are unsure of which banquet to attend, please select "Unsure" and we will use the county to determine the location of the closest banquet.

Note: Your application must be received by February 15, 2025, to ensure receipt of a banquet invitation. The deadline will allow time for processing and approval of the Safety Awards applications, in addition to providing adequate processing time for the co-sponsors to distribute banquet invitations to all qualifying Safety Awards recipients.

Select Banquet Location: *

Number of Banquet Attendees: *

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*If you selected a specific banquet to attend or "Unsure", please provide the number of **anticipated attendees** for that banquet location. If you are unsure, provide your best guess as this helps the co-sponsors in setting up banquet venues.*

Note: *If you selected multiple, this box would disappear.*

Step 7: Facility Applications – During this step, you will be able to select specific locations (if applicable) such as a division, department or location.

One Application – If submitting **ONE** application, leave blank to default to your Company Name or include a specific department, division or location (i.e., Southeast Division, Public Works Department).

Multiple Applications – If submitting **MULTIPLE** locations, this section is **REQUIRED** to identify the department, division or location (i.e., Location #38, Finance Department).

Note: The Safety Award will appear with your Company Name (Refer to Step 5) and the additional information (i.e., division) provided from this section.

Step 8: Fatalities – During this step, you will confirm or deny that the location had a fatality.

If you did **not** have a fatality at the worksite, you will mark “No” and can proceed to Step 9 with the current application.

If you **did** have a fatality, you will mark “Yes”. You **do not** qualify for a Safety Award at this location.

If you had a fatality, you will then be asked if you have another application to submit. Select “Yes” if you do as this will take you to your next application (you will be repeating Steps 6 – 9).

If you have completed all application(s), click “No”.

[Click **NEXT** to continue or **PREVIOUS** to go back.]

If you selected “No”, you would 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 receive an Email from “Safety Awards” providing a summary of the information that was submitted.

Step 9: County and Banquet Location – During this step, you will identify the County where the worksite is located along with the Banquet location where you would like to receive your Safety Award(s).

The screenshot shows three input fields. The first is labeled 'County: *' with a question mark icon and a dropdown menu. The second is labeled 'Banquet Location: *' with a question mark icon and a dropdown menu. The third is labeled 'Number of Attendees: *' with a question mark icon and a text input field. Blue arrows point from the text above to each of these fields.

The County helps us determine the location of the closest banquet if you selected “Unsure” during Step 6.

*If you selected “Multiple” during Step 6 regarding the banquet location, you will be given a choice to select your preferred banquet location for **each** application.*

You will then fill in the estimated number of attendees for this specific banquet.

Step 10: Safety Awards Received in the Previous Year – During this step, you will indicate whether you received a Safety Award during the 2024 Safety Awards season.

The screenshot shows a question: 'Did this facility (i.e., division, department, location) receive a Safety Award for the 2023 calendar year? *' with a question mark icon. Below the question are three radio button options: 'Yes', 'No', and 'Unsure'. A blue arrow points to the 'No' option.

*If your company did **not** receive a Safety Award from the previous calendar year or you are unsure, mark “No” or “Unsure” and move on to Step 11.*

The screenshot shows two questions. The first is 'What type of Safety Award? *' with a question mark icon, featuring radio buttons for 'Gold' and 'Silver'. The second is 'What number was on your 2023 Safety Award? *' with a question mark icon and a text input field. A blue arrow points to the input field.

If your company received a Safety Award from the previous calendar year, mark “Yes”, and two boxes will appear. You will then be asked to select the Award Type: Gold or Silver along with the number on your last Safety Award (i.e., First Year = 1, Fifth Year = 5).

Note: *The 2024 Safety Awards season would depict the Safety Awards received based on the 2023 calendar year.*

Step 11: OSHA Form 300A - Summary of Injuries and Illnesses – During this step, you will need information from your OSHA Form 300A.

OSHA Form 300A Summary of Injuries and Illnesses

Note: The following information will be on your 2024 OSHA Form 300 logs.

Average number of employees during this past calendar year:

Total number of employee hours (EH) worked this past calendar year.
Note: If necessary to estimate EH, multiply average number of employees by average number of hours worked by employees during this past calendar year.

DART Cases (Use OSHA Form 300A; add lines H and I). Number of cases involving days away, restricted, or being transferred due to a work-related injury or illness during this past calendar year.
Note: Count cases, not days.

CDAW Cases (Use OSHA Form 300A; line H only). Number of cases involving one full day away from work due to a work-related injury or illness during this past calendar year; not including the day of the injury.
Note: Count cases, not days.

Fill in the average number of employees during the past 2024 calendar year.

Next, fill in the total number of hours worked by employees during the 2024 calendar year. If necessary, you may estimate this number by multiplying the average number of employees by the average number of hours worked during the 2024 calendar year.

Using the information from your OSHA Form 300A, add Line H and Line I and put the total cases in this section.

Note: *This is the number of cases involving days away from work, job transfer or restricted days (DART rate).*

Still using the information from your OSHA Form 300A, put the total cases from Line H in this section.

Note: *This is the number of cases with days away from work (CDAW).*

Step 12: NAICS Code and Rates – During this step, you will be using your Company’s NAICS code and corresponding DART and CDAW rates.

North American Industry Classification System Code and Rates

Note: Use the printed chart provided at the beginning of the application form.

NAICS Code: (maximum 3 digits) *

DART Rate (Located on Chart): *

CDAW Rate (Located on Chart): *

Fill in your company’s NAICS code using the rate chart that was provided at the beginning of the application process along with the corresponding DART and CDAW rates for your 3-digit NAICS code. Refer to Step 3.

Step 13: Gold and Silver Safety Awards – During this step, you will find out if you qualify for a Safety Award.

Click on the Calculate button for both Gold and Silver Safety Awards. Compare these numbers with the DART and CDAW rates from Step 12.

If the results for the Gold Safety Award are below the DART rate, you qualify for a Gold Safety Award. If they are above, review the results for the Silver Safety Award. If the results are below the CDAW rate, you qualify for a Silver Safety Award. If both results are above either rate, you do not qualify for a Safety Award.

If you would like to ask a question or make a comment about your Safety Award application, please do so here.

Step 14: Multiple Applications – After each application, you will be asked if you have another application to submit (up to FIVE per submission).

If you have multiple applications, select “Yes”.

Note: *These procedures are the same for each additional application so you will continue the same process (Step 5 – Step 13).*

If/once you have completed all application(s), select “No”.

*[Click **NEXT** to continue or **PREVIOUS** to go back.]*

Once you complete your submission, you will see “Success” on the next screen and may now close out of all windows as the application process is now complete.

*Shortly after completing the application process, you will receive an Email from “Safety Awards” providing a summary of all the information that was submitted. Please **review** this information for accuracy. If any discrepancies are noted or changes need to be made, please forward the confirmation with corrections to safety.awards@labor.nc.gov. Once these changes have been made, you will receive an updated email confirmation with your changes.*

Important Note:

Once we have reviewed and **processed** your application (this may take several weeks), you will receive another Email from "Safety Awards" providing you with your final Safety Awards results (i.e., 5-year Silver Award, 12- year Gold Award) for each application based on the 2024 calendar year including your selected banquet location(s). If you have any concerns or questions about the information received, please contact the Safety Awards Coordinator, Kiley Willard, at safety.awards@labor.nc.gov or by phone at 919-707-7855.