## **2025 SAFETY AWARDS SEASON**

## **Safety Awards Online Application Instructions**

**Step 1:** Before starting the application process, please have your <u>OSHA Form 300A</u> - 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 <u>Safety Awards Online</u> <u>Application</u> link.

[Click **NEXT** to continue.]

Please review the	instructions before com	pleting the online for	m. You may also wai	nt to print the <u>North</u>	
the application. 1	nis application is for the	2025 Safety Awards	season based on the	2024 calendar year.	
Note: This form al	ows you to submit up to <b>FI</b>	IVE Safety Award appli	cations with one subm	ission.	
Do you have acc	ess to your completed 2	024 OSHA Form 300	A Summary of Injur	ies and Illnesses? *	
⊖ Yes					
⊖ No					
		Next >>			
	entation Reg	uirement			
Docum					

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

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

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 <u>Rate Chart</u> 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).

		-	Ľ	13:13				
	- 15							
		VĽ	DO					
	NO.	z. Depa	research of L	abor				
The following chart shows I	923 incid	intere et	tes el son	fatal occupational injuries and illness	a by indu	dry Th		
Days Away, Restricted or Te	insferred	(DART)	rate inclu	den dayn away from work, job manaf	er or rents	iction.	The	
include restricted activity.	WORK (CE	V(N) 14	se includes	cases invening says away tron wo	rk bet do	rs not		
to center to multily far a sofe	ty assist	veer in	ridence su	te must be enail to or less than the i	nitroer	sate lis	ind.	
for your NAUCE code. Utilize	3-digit N	AJCE o	rde, if use	is not listed then use the appropriate	2-digit P	AICS.		
cooe.								
To determine your NAICS of	De. 90 10	10010	nine, censi	4.9007851/				
*Federal and North Carolina	incidence	ration a	re not avai	lable. Rates listed indicate the most	recent da	ia.		
INDUSTRY TITLE	MALCE	DARY	COAMP BATE	INDUSTRY TITLE	NAICS	BATE	COAM BATT	
Apriculture	11	1.35	0.80	Transportation/Warshousing co	ee.			
Crop production	111	1.30	0.20	Scenic & sightseeing trans.	437	0.58	0.35	
Forestry 8 logging	112	5.10	1.05	Couriers and messengers	492	3.80	2.45	
Support activities for agriculture and formery	115	1.35	0.75	Anilities	32	0.85	0.35	
Mining	21.	0.40	0.00	Information		0.30	8.25	
Oi and gas subraction Motion statest of 8 and	221	6.25	5.26	Publishing industries (social)		0.10	4.44	
Support activities for mining	253	6.25	8.26	Motion picture & sound recording	512	0.30	8.20	
Construction	23	6.75	0.50	Telecommunications	512	0.75	8.45	
Pinevy & chuil engineering const. Special trade contractors	238	0.50	0.50	cervices Other information services	518	0.05	0.05	
Manufacturing	31-33	0.00	0.48	Finance and Insurance	82	0.02	0.01	
Feed manufacturing Reventor & tobacco products	321	1.30	2.45	Credit informediation and related Securities, conversally contrasts it	582	0.5	145	
Textile mile Textile craduct mile	343	6.90	0.45	& other financial investments Insurance captions and added	536	0.55	8.85	
Apport menufacturing Leather & alled produits	315	0.15	0.25	Punds, Busic, & Brancial vehicles	949	0.05	6.45	
Wood product manufacturing	3/1	1.45	2.75	Real Estate, Rental & Leasing	53	0.60	0.40	
Printing & related support activities	323	0.50	0.25	Restal and leasing services	532	1.00	0.55	
Chemical manufacturing District & public conducts	325	0.60	0.30	Professional, Scientific and	-	0.15	6.16	
Nonmetallic mineral products	307	1-22	2-85	Management of Companying and				
Fabricated metal products	334	0.90	2.55	Enterprises	55	0.15	8.5	
Computer & electronic products	334	0.75	0.15	Admin & Support & Waste	55	0.55	.035	
and components	335	0.65	0.20	Remediation Services				
manufacturing former	336	1.10	9-59	Waste management and		0.50		
Miscellaneous manufacturing	339	0.45	0.25	Educational Resident		- 13		
Wholesale Trade Outsble pools	42	0.65	15	Health Care & Social				
Nonduralite goods Electronic merkets agents & horace	404	1.30	0.78	Analytics Analytics	62	0.95	0.65	
Retail Trade				Pumpitals	632	113	8.25	
Motor vehicle & parts doalers Furniture & home furnishings	441	0.79	0.00	Evolat enoutempt	624	0.68	6.48	
Electronics & appliance stores Building materials and parties and	443	0.55	0.40	Arts, Entertainment & Recreation Performing arts, solution sources	71	0.65	0.75	
Equipment and supplies	444	1.30	0.70	& related industries	711	1.35	1.45	
reath and personal care shores	445*	0.40	0.25	inthicon	712	02.05	0.55	
Cathing and cothing accessores Reporting people, holders, back &	445*	0.30	0.20	infustries	713	1.19	0.50	
Husic store General merchandese stores	452	1.25	2.45	Accommodation and Food Services	72	0.65	0.45	
Plat stares and retailer Noretone retailers	453	6.80	0.45 0.45	Accommodation Field services & drivising states	721	1.15	8.70	

[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.

The following contact information will all applications (i.e. division department of	llow one point of contact to submit up to five separate award
Note: Please complete the contact informati	ion below even if you do not have an application to submit (i.e. will not
meet the rate requirements). This will keep y	vou on our mailing list.
Company Name: *	Company Phone Number: * ⑦
	()
If the company name has changed from	I last year, please mark this box.
Name Change	
Mailing Address: * ⑦	
City: *	State: * ⑦ Zip Code: *
Is this the first time that the company h	as participated in the Annual Safety Awards ? *
Is this the first time that the company h Ves No	as participated in the Annual Safety Awards ? *
Is this the first time that the company h Ves No Contact's Full Name: * <sup>®</sup>	as participated in the Annual Safety Awards ? * Job Title: *
Is this the first time that the company h Ves No Contact's Full Name: * ⑦	as participated in the Annual Safety Awards ?* Job Title:*
Is this the first time that the company h O Yes No Contact's Full Name: * ⑦ Contact's Email Address: * ⑦	as participated in the Annual Safety Awards ?* Job Title:*
Is this the first time that the company h O Yes No Contact's Full Name: * ⑦ Contact's Email Address: * ⑦	as participated in the Annual Safety Awards ?* Job Title:* Contacts Phone Number: * ③ ()
Is this the first time that the company h O Yes No Contact's Full Name: * ③ Contact's Email Address: * ④	as participated in the Annual Safety Awards ? * Job Title: * Contacts Phone Number: * ① ()
Is this the first time that the company h O Yes No Contact's Full Name: * ③ Contact's Email Address: * ④ Are you a new contact for the Safety Aw O Yes	as participated in the Annual Safety Awards ?* Job Title:* Contacts Phone Number: *  Contacts Phone Number: *
Is this the first time that the company h O Yes No Contact's Full Name: * ① Contact's Email Address: * ① Are you a new contact for the Safety Aw O Yes No	as participated in the Annual Safety Awards ?* Job Title:* Contact's Phone Number: * ① (
Is this the first time that the company h O Yes No Contact's Full Name: * ⑦ Contact's Email Address: * ⑦ Are you a new contact for the Safety Aw O Yes O No	as participated in the Annual Safety Awards ?* Job Title:* Contact's Phone Number: * ① () vards Program?*
Is this the first time that the company h O Yes No Contact's Full Name: * ⑦ Contact's Email Address: * ⑦ Are you a new contact for the Safety Aw O Yes No	as participated in the Annual Safety Awards ?* Job Title:* Contacts Phone Number: * (*) (

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

hank you for confirming your company information. This ensures that we have accurate information on les of hary our emain on (or have been added to) our mailing list for Safety Awards. If you have any uestions about your submission, please contact us at safety.awards@labor.rc.gov. We truly appreciate our 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.]

ed at the same banquet, please choose the specific
ase select "Multiple" and then choose the specific is form allows you to submit up to <b>five</b> application
select "Unsure" and we will use the county to
025, to ensure receipt of a banquet invitation. The § Safety Awards applications, in addition to providing te banquet invitations to all gualifying Safety Awards
Number of Banquet Attendees: * 3
~
Next >>

Banque	Location
If <b>all</b> awards on this application(s) are to be present banquet location below.	ed at the same banquet, please choose the specific
If awards will be presented at <b>multiple</b> banquets, pl banquet location for <b>each application</b> submitted. Th	ease select "Multiple" and then choose the specific is form allows you to submit up to <b>five</b> applications
If you are unsure of which banquet to attend, please determine the location of the closest banquet.	select "Unsure" and we will use the county to
Note: Your application must be received by February 15, deadline will allow time for processing and approval of th adequate processing time for the co-sponsors to distribu recipients.	2025, to ensure receipt of a banquet invitation. The the Safety Awards applications, in addition to providing ite banquet invitations to all qualifying Safety Awards
Select Banquet Location: * 💿	Number of Banquet Attendees: * ⑦
	Ū -

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.

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 cosponsors 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.

FACILITY	APPLICATION #1
Division, Dep	artment or Location
If this Safety Award is for a SINGLE facility, y or location below. <i>Please leave it BLANK to de</i>	ou have the option to include a specific division, department, fault to your Company Name.
If you are submitting MULTIPLE Safety Award department, division or location (i.e., Locatio	l applications, this section is REQUIRED to identify the n #38, Finance Department).
	4

**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.

Did this facility (i.e., department, division, location) have a work-related fatality (death) at the site? If the answer is "yes", the facility does not qualify for a Safety Award.*	If you did <b>not</b> have a fatality at the worksite, you will mark "No" and can proceed to Step 9 with the current application.
	If you <b>did</b> have a fatality, you will mark "Yes". You <b>do</b> <b>not</b> qualify for a Safety Award at this location.
Do you have another application to submit? • O Yes No No	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 <b>NEXT</b> to continue or <b>PREVIOUS</b> to go back.]
	If you calcoted "No" you would see "Success" on the
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 adminission, please contact us at safety awards@labor.nc.gov. We truly appreciate your being a part of the annual Safety Awards Program!	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).

County: * ⑦	Banquet Location: * (?)		Number of Attendees: * (7)
		~	

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.

Did this facility (i.e., division, department, location) receive a Safety Award for the 2023 calendar year? *
() Yes
⊙ No
O Unsure
Did this facility (i.e., division, department, location) receive a Safety Award for the 2023 calendar year? • ①
• Yes
○ No
O Unsure
What type of Safety Award? * What number was on your 2023 Safety Award? * ①
Gold Silver
Туре:

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.

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.

Note: The following information will be on your 2024 0544 Form 300 logs. Average number of employees during this past calendar year: Total number of employee hours (EH) worked this past calendar year. Note: Threeseasy to estimate EK, nutliply average number of employees by average number of hours worke employee during the past calendar year.	rked by
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 BH, multiply everage number of employees by everage number of hours worke employees during this past calendar year.	rked by
Total number of employee hours (EH) worked this past calendar year. Note: If necessary to estimate EH multiply energe number of employees by energe number of hours worke employees during this past calendar year. *	rked by
Note: If necessary to estimate EH, multiply average number of employees by average number of hours worke employees during this past calendar year. *	rked by
DART Cases (Use OSHA Form 300A; add lines H and I). Number of cases involving days away, res or being transferred due to a work-related injury or illness during this past calendar year.	estricted,
Note: Count cases, not days. * 💿	
CDAW Cases (Use OSHA Form 300A; line H only). Number of cases involving one full day away frr due to a work-related injury or illness during this past calendar year; not including the day of the i	from wor e injury.
Mate: Count coope not down * (2)	

*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 Industr	y Classification System Code ar	nd Rates
Note: Use the printed chart provided at the be	ginning of the application form.	
NAICS Code: (maximum 3 digits) * ③	DART Rate (Located on Chart): * ⑦	
	CDAW Rate (Located on Chart): * ⑦	

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: "Calculate" to identify if the facility qualifies for a Gold Safety Award or a Silver Safety Award. If your DART or CDAW Rate is a tor below either rate noted above, you qualify for a Safety Award. Note: If the facility qualifies for both Gold and Silver Safety Awards, the facility will receive a Gold Safety Award. Gold Safety Award: 0.00 Calculate Silver Safety Award: 0.00 Calculate	Click 'Calculate' to identify if the facility qualifies for a Gold Safety Award or a Silver Safety Award. If your DART or CDAW Rate is at or below either rate noted above, you qualify for a Safety Award. Note: If the facility qualifies for both Gold and Silver Safety Awards, the facility will receive a Gold Safety Award. Gold Safety Award: 0.00 Calculate Silver Safety Award: 0.00 Calculate		Safety Award Qualification
Note: If the facility qualifies for both Gold and Silver Safety Awards, the facility will receive a Gold Safety Award.  Gold Safety Award:  Silver Safety Award:  0.00 Calculate	Note: If the facility qualifies for both Gold and Silver Safety Awards, the facility will receive a Gold Safety Award.  Gold Safety Award:  O.00 Calculate  Silver Safety Award:  O.00 Calculate	Click "O DART o	Calculate" to identify if the facility qualifies for a Gold Safety Award or a Silver Safety Award. If your or CDAW Rate is at or below either rate noted above, you qualify for a Safety Award.
Gold Safety Award: 0.00 Calculate Silver Safety Award: 0.00 Calculate	Gold Safety Award: 0.00 Calculate Silver Safety Award: 0.00 Calculate	Note: If	the facility qualifies for both Gold and Silver Safety Awards, the facility will receive a Gold Safety Award.
0.00 Catoute Silver Safety Award: 0.00 Catoute	0.00 Catcutate Silver Safety Award: 0.00 Catcutate	Gold S	afety Award:
Silver Safety Award: 0.00 Calculate	Silver Safety Award: 0.00 Calculate	0.00	Calculate
0.00 Calculate	0.00 Calculate	Silver \$	Safety Award:
		0.00	Calculate
			Optional Comments:
Optional Comments:	Optional Comments:		
Optional Comments:	Optional Comments:		

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 Siver 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).

Do you have another application to submit? * O Yes No << Previous Next >>	<ul> <li>If you have multiple applications, select "Yes".</li> <li>Note: These procedures are the same for each additional application so you will continue the same process (Step 5 – Step 13).</li> <li>If/once you have completed all application(s), select "No".</li> <li>[Click NEXT to continue or PREVIOUS to go back.]</li> </ul>
Success Thank you for confirming your company information. This ensures that we have accurate information on fies that your environment of these been added to our mailing list for Safety Awards. If you have any questions about your submission, please contact us at a farfy awards@labor.nc.gov. We truly appreciate your being a part of the annual Safety Awards Program!	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 <b>review</b> this information for accuracy. If any discrepancies are noted or changes need to be made, please forward the confirmation with corrections to <u>safety.awards@labor.nc.gov</u> . 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 <u>safety.awards@labor.nc.gov</u> or by phone at 919-707-7855.