



2020 IDFA Safety Recognition Program

RULES AND INSTRUCTIONS

PURPOSE

The purpose of the IDFA Safety Recognition Program is to recognize those processing facilities and trucking operations that demonstrate excellence in safety. IDFA's Environment, Sustainability and Safety Committee (ESS) has designed the program for IDFA members in the dairy industry.

We believe this program will motivate dairy industry employers to continuously improve their safety performance through the establishment of sound health and safety programs. The program also seeks to recognize those facilities that have achieved a high level of safety performance as part of a continuous effort to reduce occupational illness and injury.

ELIGIBILITY

The program is open to IDFA member facilities and transportation operations that are classified under the following North American Industry Classification System (NAICS) codes:

- **Fluid Milk Manufacturing** – NAICS code 311511. These establishments are primarily engaged in manufacturing processed milk products, such as pasteurized milk or cream and sour cream.
- **Creamery Butter Manufacturing** – NAICS code 311512. These establishments are primarily engaged in manufacturing creamery butter from milk and/or processed milk products.
- **Cheese Manufacturing** – NAICS code 311513. These establishments are primarily engaged in manufacturing cheese products from raw milk and/or processed milk products.
- **Dry, Condensed and Evaporated Dairy Product Manufacturing** – NAICS code 311514. These establishments are primarily engaged in manufacturing dry, condensed and evaporated milk and dairy substitute products.
- **Ice Cream and Frozen Dessert Manufacturing** – NAICS code 311520. These establishments are primarily engaged in manufacturing ice cream, frozen yogurts, frozen ices, sherbets and other frozen desserts.
- **General Freight Trucking, Local General Freight Trucking** – NAICS code 484110. These establishments are primarily engaged in providing in providing local general freight trucking.
- **General Freight Trucking, Long-Distance, Truckload** – NAICS code 484121. These establishments are primarily engaged in providing long-distance general freight truckload (TL) trucking. These long-distance general freight truckload carrier establishments provide full truck movement of freight from origin to destination. The shipment of freight on a truck is characterized as a full single load not combined with other shipments.

- **General Freight Trucking, Long-Distance, Less Than Truckload** – NAICS code 484122. These establishments are primarily engaged in providing in providing long-distance, general freight, less than truckload (LTL) trucking. LTL carriage is characterized as multiple shipments combined onto a single truck for multiple deliveries within a network.

Each entry must be an individual facility operation. Entries for an entire organization, division or region will not be accepted.

To be eligible for award consideration, facilities must have a Total Recordable Cases rate and Cases with Days Away from Work, Job Transfer, or Restrictions (DART) rates less than 50 percent of industry averages as provided by the Bureau of Labor Statistics.

Facilities that have experienced a recordable workplace FATALITY, SEVERE INJURY¹ or WILLFUL or REPEATED final violation order from the Occupational Safety and Health Administration (OSHA) within the three-year review period are NOT ELIGIBLE for award consideration.

RECOGNITION

Recognition for **processing facilities** and **trucking operations** is based on occupational injury and illness performance rates (Section 2) and an evaluation of essential components of an effective safety and health program (Section 3). Applications will be scored on a 100 point scale. Applications receiving a score of 75 points or more will receive recognition for Outstanding Record and Worker Safety Program Award.

Of the 100 points available, 60 points may be earned based on the outcome of a statistical analysis of the plant's injury and illness data. To be eligible for an award, a processing facility or transportation operation must have its Total Recordable Cases rate and Cases with Days Away from Work, Job Transfer or Restriction (DART) rates less than 50 percent of industry averages as provided by the Bureau of Labor Statistics.

The remaining 40 points available may be earned by completing the narrative response portion of the application. This portion of the application provides facilities the opportunity to describe important aspects of safety and health training and education, employee involvement, and unique or innovative safety or health programs that improve safety and health performance or community relations or how they allow greater efficiency at operation. These responses are evaluated by an independent panel of judges.

A **processing facility** will also be recognized as the Most Improved Facility when the facilities shows the largest decrease in both the total recordable case rate and DART rate each of the last two years compared to all other facilities that have applied.

¹ Any work-related amputation or loss of an eye that would be reported to OSHA under the Severe Injury Reporting Requirements, 29 C.F.R. § 1904.

RULES

1. **Applications must be submitted by March 27, 2020.**
2. The IDFA Safety Recognition Awards identify and honor individual facilities which maintain exceptional worker injury and illness rates and exhibit innovative and exceptional worker safety programs.
3. All applications will be treated as confidential.
4. An applicant must have injury and illness incident rates less than 50 percent of industry averages provided by the Bureau of Labor Statistics for the most recent year's published rates with no work place fatalities, disabling injuries, or willful or repeated OSHA final orders during the last three years.
5. An independent review committee will analyze the recordable injury and illness statistics, evaluate the narrative responses and determine the applicant's eligibility for the various awards.
6. The application consists of three parts:
 - a. Section 1 requests general information about the facility.
 - b. Section 2 requests specific information regarding a facility's occupational injury and illness rates for the last three years.
 - c. Section 3 requests a description of the facility's worker safety program.**All three parts of the application must be completed for an application to be considered for an award.**
7. Winners must allow IDFA to feature the award winners on their website and publicize winning entries in local, regional, and national media.

SUBMITTING AN APPLICATION

IDFA member facilities or trucking operations must submit completed applications via email to Danielle Quist, International Dairy Foods Association, dquist@idfa.org **Applications must be submitted by March 27, 2020.**

Within 48 hours of submission, applicants will receive an email confirmation that the application was received. If you do not receive the email confirmation, please contact Danielle Quist at (202) 220-3508.



2020 IDFA Safety Recognition Application

APPLICATION QUESTIONNAIRE

SECTION 1 – GENERAL INFORMATION

1. Facility Information

Company:

Facility Name:

Facility Address:

City, State, Zip Code:

2. Person Completing Application

Name:

Title:

Company:

Work Address:

City, State, Zip Code:

Phone:

Fax:

Email:

3. Please precisely indicate how you would like the facility name and location below to appear on the award.

Example:

4. Type of Facility or Trucking Operation (check one):

☐ Fluid Milk

☐ Creamery Butter

☐ Cheese

☐ Dry, Condensed, and Evaporated

☐ Ice Cream and Frozen Dessert

☐ General Freight Trucking, Local

☐ General Freight Trucking, Long-distance

☐ General Freight Trucking, Less than Truckload

5. Size of Facility (check one, if applicable):

☐ Small, 1-100 employees (annual average)

☐ Medium, 101-250 employees (annual average)

☐ Large, ≥ 251 employees (annual average)

Size of Trucking Operation (check one, if applicable):

☐ Small, 25 or fewer workers or less than 50,000 hours

☐ Large, 26 or more workers or more than 50,000 hours

6. Has this facility been recognized for any other safety and health awards in the last three years?

☐ Yes

☐ No

If yes, please identify the award, sponsor, and nature of award(s):

7. **Has this facility experienced a recordable workplace fatality, severe injury, or willful or repeated OSHA final violation order within the last three years?** A severe injury is any work-related amputation, or loss of an eye that would be reported OSHA under the Severe Injury Reporting Requirements, 29 C.F.R. § 1904.

☐ Yes

☐ No

SECTION 2 – OCCUPATIONAL INJURY AND ILLNESS RATES

Instructions

Obtain data from OSHA 300 Logs for years 2019–2017. Prior years' data must be provided in order to evaluate your facility for all possible awards. However, if your facility has recently opened, enter data beginning with the first complete calendar year of operation.

Note: If there has been a **recordable workplace fatality, disability injury, or willful or repeated OSHA final violation order** within the last three years, the facility is ineligible for award consideration.

Please provide the following information in the table below:

OSHA 300 Log Data	2019	2018	2017
Total hours worked by all employees at the facility or trucking operation described above			
Total number of fatalities (columns G)			
Total number of total recordable cases (columns G, H, I, J)			
Total cases with days away from work, job transfer or restrictions (columns H and I)			

SECTION 3 – NARRATIVE RESPONSE

Please limit responses to no more than 750 words each.

Attach narrative responses on separate pages with the application.

This section must be completed for application to be considered for an award.

1. Describe the safety and health management system employed at your facility, including details on your training and educational program.
2. Please describe how employees are involved in workplace safety and health activities at your facility (beyond OSHA training).
3. Describe any unique or innovative safety or health programs used at the facility that go above and beyond OSHA's requirements. Describe how those programs have improved safety and health or how they allow greater efficiency at the plant operations level.

Submit the completed application via email to Danielle Quist, International Dairy Foods Association, dquist@idfa.org. Applications must be submitted by March 27, 2020.