

Promoting Best Practices in Safety and Risk Management with CDRA member companies.



**2023 CDRA
Best Practices in
Safety Awards
Application**

Application Deadline: November 10, 2023



CDRA Best Practices in Safety Awards

Creating a Best Practices in Safety Management Program

Construction & Demolition recycling and related operations have some inherent risk factors. The most successful operators have created a specific plan of action to minimize those risks and foster a safety conscious culture. It has been proven that companies that focus on safety are more profitable than those that do not.

The CDRA has created a Best Practices in Safety Awards program to recognize those companies that have achieved a high level of safety management. But more importantly, the program identifies key indicators of safety performance that will help a C&D operator manage their business as a Best Practices in Safety company. The application process and resulting awards are meant to support continuous improvement within your company; a competition within, from one year to the next.

Benefits of participating in the CDRA Best Practices in Safety Awards:

- Provides members an organized approach to analyzing and further developing your company's safety and loss prevention programs.
- Provides an objective method to measure your company's safety program improvement, from year to year.
- Enables you to benchmark your company's safety performance with other businesses in your industry.
- Provides recognition for safety performance that will encourage efforts and provide customer recognition as a safe company.
- Will help reduce frequency and severity of employee injuries and property loss.
- Will help lower Experience Modification rates leading to insurance cost savings.



AWARD INFORMATION

CDRA Best Practices in Safety Awards

Purpose: to promote Best Practices in Safety and Risk Management with CDRA member companies.

Criteria	Level 3 (Gold)	Level 2 (Silver)	Level 1 (Participant recognition)
15 Key Safety Components with fleet management	TOTAL SCORE: 101-121	TOTAL SCORE: 80-100	TOTAL SCORE: Below 80
14 Key Safety Components without fleet management	TOTAL SCORE: 96-109	TOTAL SCORE: 75-95	TOTAL SCORE: Below 75

• Award Criteria

- 15 Criteria (14 criteria without fleet) will be used to evaluate key safety policies & activities related to C&D safety management.
- Each item will carry a weighted score and a minimum score has been established for the award.

See next page.

• Application Process

- Complete Self-Evaluation (pages 4-11)
- Download and email the scoring worksheet to info@cdrecycling.org or fill it out online **no later than November 10, 2023.**
- Questions? Contact:
866-758-4721, or info@cdrecycling.org

• Award Levels

- **Level 3 (Gold)** represents members with a formalized safety management program sustaining low injury/incident rates. This would be represented with a score of 101-121. Gold companies are eligible to participate in a **new mentoring program!** See a CDRA staff person for further information.
- **Level 2 (Silver)** represents members with a formalized safety management program with some key safety management areas for remaining achievement. This would be represented with a score of 80-100.
- **Level 1 (Participant)** represents members who are beginning to implement a formalized safety program. Participation in this award program will provide specific goals for improvement. This would be represented with a score below 80.

Additional Info

- Cost: No fee
- Award recipients will be recognized at the Annual Meeting of the Construction & Demolition Recycling Association: C&D World, being held from January 31 – February 2, 2024 in Bonita Springs, FL.
- Physical Awards Offered:
 - **Gold:** large recognition award
 - **Silver:** small recognition award
 - **Participant:** paper certificate
 - **NEW!** - Recognition award for 5-year, 10-Year and more Safety Awards

Email completed application to info@cdrecycling.org

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Scoring Worksheet 15 Key Safety Components:

Safety Component	Actual Score	Potential Score
A. Written Safety Programs		15
B. OSHA 300 Logs		5
C. Safety Committee		8
D. Incident Investigation		10
E. Safety Training		12
F. Safety Orientation		6
G. Personal Protective Equipment		10
H. Safety Inspections		8
I. Fire Prevention		6
J. Substance Abuse Policies		6
K. Industrial Hygiene- Air Quality		5
L. Industrial Hygiene- Noise		5
M. Lock Out Program		8
N. Experience Modification Factor		5
O. Fleet Management (companies w/fleet operations)		12
TOTAL SCORE WITH FLEET MANAGEMENT		121 with fleet
TOTAL SCORE WITHOUT FLEET MANAGEMENT		109 w/o fleet

- ☐ I certify that I have reviewed this evaluation and to the best of my knowledge the answers are true, accurate and complete.
- ☐ We intend to send a representative to C&D World 2024 to accept the award. Please list the name of the representative here, if known: _____

Company Name (as it should appear as part of recognition engraving):

Address: _____

City: _____ State/Prov: _____ Postal Code: _____

Phone: _____ Email: _____

Executive submitting application: _____

Title: _____

Signature: _____ Date: _____

Brief Description of Operations

# Locations	
# Employees	
# Trucks	
Full time Safety Director?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Email completed application to info@cdrecycling.org

Gold level winners may participate in our **mentoring program**, where successful companies can mentor officials at other companies as a way of improving overall industry performance. If / when your company wins Gold, would you be interested in participating (please check as appropriate)? ☐ Yes ☐ No

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SCORING SHEET

Safety Criteria for CDRA Best Practices in Safety Awards

The Safety Criteria of CDRA Best Practices in Safety Awards are listed below. Each component contains columns that describe 3 or 4 levels of engagement. Select the column that BEST describes your company's safety activities in this category. Transfer the Sub Score to the scoring worksheet on **page 4** of this document.

Note - Each scoring column describes activities that your company is currently doing. To claim a specific category score, your company would be engaged in all activities listed in that column.

A. Written Safety Programs

Written safety policies for your operations including the following specific policies:

Score: 15 pts	10 pts	4 pts	0 pts
<ul style="list-style-type: none">• Safety Policy Statement• Defined safety responsibilities• Safety Rules• Self-Inspection Program• Emergency Response Plan• Hazard Communication/GHS• Respiratory Protection• Fire Protection Policies• Return to Work Program• Substance Abuse Policy• Personal Protective Equipment Policy• Incident/Accident Investigation Policy	<ul style="list-style-type: none">• Defined safety responsibilities• Safety Rules• Self-Inspection Program• Emergency Response Plan• Respiratory Protection• Substance Abuse Policy• Incident/Accident Investigation Policy	<ul style="list-style-type: none">• Employee handbook is in place with general safety rules not specific to the operations.	<ul style="list-style-type: none">• No written safety policies in place.

B. OSHA 300 Logs

Score: 5 pts	3 pts	0 pts
<ul style="list-style-type: none">• 5 years of OSHA 300 Logs are maintained.• 300A forms are posted every year.• 301 Forms are utilized for injury investigation and maintained on file.	<ul style="list-style-type: none">• 3 years of OSHA Logs are maintained.• 300A forms are posted each year.	<ul style="list-style-type: none">• No OSHA 300 Logs are maintained.

SCORING SHEET

Safety Criteria for

CDRA Best Practices in Safety Awards cont.

C. Safety Committee Activity

Score: 8 pts	6 pts	3 pts	0 pts
<ul style="list-style-type: none">• A safety committee meets at least quarterly.• A written agenda is followed, and meeting minutes are maintained.• A member of management team participates in the meeting.• The safety committee includes members from each primary operation of the company.• The safety committee reviews all injuries, crashes or accidents.	<ul style="list-style-type: none">• A safety committee meets at least 3 times annually.• Meeting minutes are maintained.• A member of management receives and reviews a copy of the meeting minutes.	<ul style="list-style-type: none">• An informal safety committee exists and meets 2 times annually.• Meeting minutes are not maintained but an agenda is followed.	<ul style="list-style-type: none">• No safety committee is in place.

D. Incident Investigation

Score:10 pts	7 pts	3 pts	0 pts
<ul style="list-style-type: none">• Supervisors have received training on incident investigation procedures.• A specific investigation format is used that includes:<ul style="list-style-type: none">– Supervisor form– Employee Form– Witness Form• Follow up for corrective action is completed and documented.• “Lessons learned” discussion is shared with employees.• Management reviews all incident investigations.	<ul style="list-style-type: none">• Supervisors have basic knowledge and instruction on incident investigation procedures.• Incident investigation forms are used and completed by supervisor.• Management reviews all incident investigations.	<ul style="list-style-type: none">• Incidents are reported and investigated by a supervisor or member of management.• Incident investigation forms are used and completed by supervisor.	<ul style="list-style-type: none">• No incident investigation policy is in place.

SCORING SHEET

Safety Criteria for

CDRA Best Practices in Safety Awards cont.

E. Employee Safety Training

Score: 12 pts	9 pts	4 pts	0 pts
<ul style="list-style-type: none">• An annual safety training plan is in place based on assessment of hazards and OSHA required topics.• All training is documented with date, topic, trainer and attendees.• Key topics are covered including:<ul style="list-style-type: none">– Lock Out– PPE use– Emergency evacuation– Hazard Identification for the location	<ul style="list-style-type: none">• No annual training plan in place.• All training is documented with date, topic, trainer and attendees.• Key topics are covered including:<ul style="list-style-type: none">– Lock Out– PPE use– Emergency evacuation– Hazard Identification for the location	<ul style="list-style-type: none">• Informal on the job training is completed.• No established training agenda.• Training is not documented.	<ul style="list-style-type: none">• No formal safety training is provided.

F. Safety Orientation

Score: 6 pts	4 pts	2 pts	0 pts
<ul style="list-style-type: none">• A formal safety orientation process is in place for all newly hired personnel identifying timing of training and specifies who is responsible to complete and time frame.• Training is documented.• Safety orientation is provided for all temporary staffed personnel.• Topics covered include:<ul style="list-style-type: none">– Safety policy statement– Safety rules– PPE requirements– Hazard identification	<ul style="list-style-type: none">• Process is not formalized but newly hired employees receive training.• Safety orientation is provided for all temporary staffed personnel.• Topics covered include:<ul style="list-style-type: none">– Safety policy statement.– Safety rules– PPE requirements– Hazard identification	<ul style="list-style-type: none">• No formalized process or specific topic/agenda is used.• New employees receive on the job training by an experience co-worker.	<ul style="list-style-type: none">• No safety orientation program is in place.

SCORING SHEET

Safety Criteria for

CDRA Best Practices in Safety Awards cont.

G. Personal Protective Equipment Use

Score: 10 pts	7 pts	3 pts	0 pts
<ul style="list-style-type: none">• A PPE Hazard assessment has been completed and copy maintained in safety documents.• PPE used includes:<ul style="list-style-type: none">– Safety glasses– Hard hat– High visibility vest– Protective toe footwear– Gloves– Hearing protection/respirators if required• Employees have received documented training on proper use of PPE.	<ul style="list-style-type: none">• A policy is in place requiring use of PPE.• PPE used includes:<ul style="list-style-type: none">– Safety glasses– Hard hat– High visibility vest– Protective toe footwear– Gloves– Hearing protection/respirators if required• Employees have received documented training on proper use of PPE.	<ul style="list-style-type: none">• No PPE policies in writing but some PPE is required.	<ul style="list-style-type: none">• No policy on PPE- optional use by employees.

H. Safety Inspection Program

Score: 8 pts	5 pts	2 pts	0 pts
<ul style="list-style-type: none">• Documented inspections of facility are completed at least 2 times per month.• Specific personnel are assigned responsibility.• Corrective action is followed up and documented.	<ul style="list-style-type: none">• Monthly documented inspections of facility are completed.• Specific personnel are assigned responsibility.• Corrective action is followed up and documented.	<ul style="list-style-type: none">• Periodic safety inspections are completed.• Inspections are not documented.	<ul style="list-style-type: none">• No safety inspection activity is completed.

SCORING SHEET

Safety Criteria for

CDRA Best Practices in Safety Awards cont.

I. Fire Protection Program

Score: 6 pts	4 pts	2 pts	0 pts
<ul style="list-style-type: none">• Automatic sprinkler systems are inspected by contractor at least annually.• Fire Extinguishers are inspected by contractor annually.• Fire extinguishers are inspected monthly by assigned personnel.• Hot work permits are required for any cutting or welding.• A formalized meeting with local fire service to discuss fire event management- within last 12 months.	<ul style="list-style-type: none">• Automatic sprinkler systems are inspected by contractor at least annually.• Fire Extinguishers are inspected by contractor annually.• Fire extinguishers are inspected monthly by assigned personnel.• Hot work permits are required for any cutting or welding.	<ul style="list-style-type: none">• Automatic sprinkler systems are inspected by contractor at least annually.• Fire Extinguishers are inspected by contractor annually.	<ul style="list-style-type: none">• No formal efforts are in place for fire protection.

J. Substance Abuse Program

Score: 6 pts	4 pts	2 pts	0 pts
<ul style="list-style-type: none">• Employee policy statement contains strict rules regarding drug or alcohol use.• Drug/alcohol testing for pre-hire, post-accident and reasonable suspicion.• An employee assistance program is in place.	<ul style="list-style-type: none">• Company has statement in employee handbook about substance abuse.• A post-accident drug/ alcohol testing policy is followed.	<ul style="list-style-type: none">• Company has statement in employee handbook about substance abuse.• No testing completed.	<ul style="list-style-type: none">• Company has no policy regarding substance abuse.

Safety Criteria for

CDRA Best Practices in Safety Awards cont.

K. Industrial Hygiene - Air Monitoring

Score: 5 pts	3 pts	2 pts	0 pts
<ul style="list-style-type: none"> • Air quality testing has been completed in past 2 years by a qualified third party. • Testing has been repeated based on any primary operational changes. • Testing has been completed in various seasons based on ability to use dust suppression equipment (i.e., during winter and summer). • Results are used to determine PPE requirements. • Results are shared with affected employees. 	<ul style="list-style-type: none"> • Air quality testing has been completed in past 2 years by a qualified third party. • Testing has been completed in various seasons based on ability to use dust suppression equipment (i.e., during winter and summer). • Results are used to determine PPE requirements. 	<ul style="list-style-type: none"> • Air testing has been completed in the past 5 years. • Retesting has not been completed. 	<ul style="list-style-type: none"> • No air quality tests have been completed.

L. Industrial Hygiene - Noise Monitoring

Score: 5 pts	3 pts	2 pts	0 pts
<ul style="list-style-type: none"> • Noise level testing has been completed in past 2 years by a qualified third party. • Testing has been repeated based on any primary operational changes. • Results are used to determine PPE requirements. • Results are shared with affected employees. 	<ul style="list-style-type: none"> • Noise level testing has been completed in past 2 years by a qualified third party. • Results are used to determine PPE requirements. 	<ul style="list-style-type: none"> • Noise level testing has been completed in the past 5 years. • Retesting has not been completed. 	<ul style="list-style-type: none"> • No noise level tests have been completed.

SCORING SHEET

Safety Criteria for

CDRA Best Practices in Safety Awards cont.

M. Lock Out Program

Score: 8 pts	6 pts	2 pts	0 pts
<ul style="list-style-type: none">• Written lock out procedures are in place identifying Authorized lockout persons by name.• Equipment specific procedures are in place and posted on each piece of equipment.• Only Lock Out specific locks are used to secure equipment.• All lock out procedures are documented.• Documented lockout observations are completed at least 4 times per year.	<ul style="list-style-type: none">• Written lock out procedures are in place identifying Authorized lockout persons by name.• Equipment specific procedures are in place and posted on each piece of equipment.• Only Lock Out specific locks are used to secure equipment.	<ul style="list-style-type: none">• Written lock out procedures are in place but do not include equipment specific procedures.	<ul style="list-style-type: none">• No formal lock out procedures are used.

N. Experience Modification Factor *

Score: 5 pts	3 pts	1 pt	0 pts
<ul style="list-style-type: none">• Experience Modification Factor is .85 or lower	<ul style="list-style-type: none">• Experience Modification Factor is 1.0 or lower	<ul style="list-style-type: none">• Experience Modification Factor is 1.01 – 1.10	<ul style="list-style-type: none">• Experience Modification Factor is above 1.10

*The EMF number is related to your workers compensation insurance. Your insurance broker can obtain this information for you.

SCORING SHEET

Safety Criteria for

CDRA Best Practices in Safety Awards cont.

O. Fleet Management

Score: 12 pts	8 pts	4 pts	0 pts
<ul style="list-style-type: none">• In-house team to perform preventive maintenance on trucks & equipment• Required pre-trip and post-trip inspections are performed on a regular basis• Pre-trip and post-trip inspections are documented and submitted to in-house team members for assessment to schedule needed repairs or maintenance• Fleet team, drivers, and operators, actively work together for inspection and assessment of each asset on a quarterly basis• Company has a safe driving recognition program• Company has an Accident Review Committee (ARC) to review vehicle accidents and determine a corrective action. Follow-up action, what could have prevented the accident, etc.• Company fleet vehicles have GPS and/or camera system installed and/or require them for subcontractors	<ul style="list-style-type: none">• Preventive maintenance is scheduled and documented• Pre-trip and post-trip inspection reports are completed on a regular basis• Needed repairs are evaluated internally for priority• Repairs are scheduled, based on priority• Company has a journey management program	<ul style="list-style-type: none">• An informal management program exists• Preventive maintenance is not scheduled or documented• All new employees go through a mentor program with senior employee for 1-2 weeks• Company offers defensive driving classes	<ul style="list-style-type: none">• No written fleet management policies in place• Repairs are handled on an as needed basis• Informal pre-trip and post-trip inspections may be performed, but not required or documented