

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



2022 CDRA  
Best Practices in  
Safety Awards  
Application

Application Deadline: January 13, 2023



## CDRA Best Practices in Safety Awards

### *Creating a Best Practices in Safety Management Program*

Construction and 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 create 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 award program to recognize those companies that have achieved a high level of safety management. But more importantly, to begin identifying a level of safety performance that will help C&D operators 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.



## 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	TOTAL SCORE: 101-121	TOTAL SCORE: 80-100	TOTAL SCORE: Below 80

- **Award Criteria**

- 15 Criteria 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 will be 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](mailto:info@cdrecycling.org) or fill it out online **no later than January 13, 2023.**

– Questions? Contact:

Becky Caldwell CDRA Risk Management Committee Chair

615.979.3119

[becky@everythingsolidwaste.com](mailto:becky@everythingsolidwaste.com)

- **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 on March 14-15 2023, in Las Vegas, NV.
- Awards
  - **Gold:** large plaque
  - **Silver:** small plaque
  - **Participant:** paper certificate

Email completed application to [info@cdrecycling.org](mailto:info@cdrecycling.org)

## 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 (for companies with fleet operations)		12
<b>TOTAL SCORE</b>		121 with fleet (109 w/o fleet)

I certify that I have reviewed this evaluation and to best of my knowledge the answers are true, accurate and complete.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Executive Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Participant Information

Brief Description of Operations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

Email this page to [info@cdrecycling.org](mailto:info@cdrecycling.org)

Gold level winners may participate in a **new 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

**Deadline: January 13, 2023**



## 15 Safety Criteria for CDRA Best Practices in Safety Awards

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

### B. OSHA 300 Logs

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

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

### D. Incident Investigation

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

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

#### F. Safety Orientation

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

# SCORING SHEET

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

#### H. Safety Inspection Program

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



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

#### J. Substance Abuse Program

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

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

#### L. Industrial Hygiene - Noise Monitoring

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

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

#### N. Experience Modification Factor \*

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

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

## 15 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"> <li>• In-house team to perform preventive maintenance on trucks &amp; equipment</li> <li>• Required pre-trip and post-trip inspections are performed on a regular basis</li> <li>• Pre-trip and post-trip inspections are documented and submitted to in-house team members for assessment to schedule needed repairs or maintenance</li> <li>• Fleet team, drivers, and operators, actively work together for inspection and assessment of each asset on a quarterly basis</li> <li>• Company has a safe driving recognition program</li> <li>• 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.</li> <li>• Company fleet vehicles have GPS and/or camera system installed and/or require them for subcontractors</li> </ul>	<ul style="list-style-type: none"> <li>• Preventive maintenance is scheduled and documented</li> <li>• Pre-trip and post-trip inspection reports are completed on a regular basis</li> <li>• Needed repairs are evaluated internally for priority</li> <li>• Repairs are scheduled, based on priority</li> <li>• Company has a journey management program</li> </ul>	<ul style="list-style-type: none"> <li>• An informal management program exists</li> <li>• Preventive maintenance is not scheduled or documented</li> <li>• All new employees go through a mentor program with senior employee for 1-2 weeks</li> <li>• Company offers defensive driving classes</li> </ul>	<ul style="list-style-type: none"> <li>• No written fleet management policies in place</li> <li>• Repairs are handled on an as needed basis</li> <li>• Informal pre-trip and post-trip inspections may be performed, but not required or documented</li> </ul>