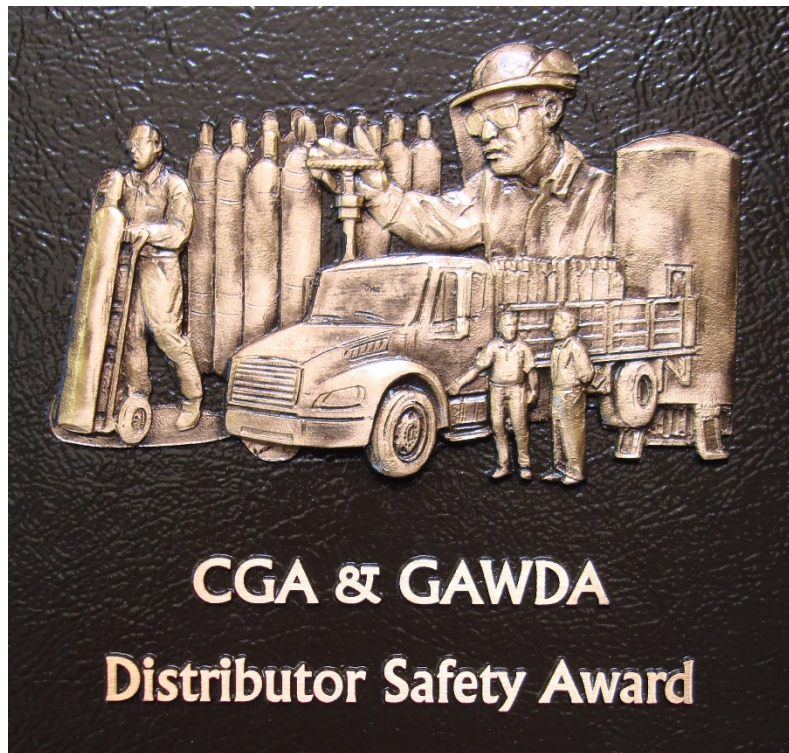


CGA and GAWDA ANNUAL DISTRIBUTOR SAFETY AWARDS



CGA and GAWDA Distributor Safety Reporting and Awards Program

1. General.

a. The Compressed Gas Association (CGA) and Gases and Welding Distributors Association's (GAWDA) Distributor Safety Reporting and Awards Program promotes safety awareness as an extension of the Associations' missions. All GAWDA distributor members are encouraged to participate.

b. The annual CGA and GAWDA Distributor Safety Awards program was initiated in 2012. The awards, sponsored by CGA and GAWDA, honor the participating GAWDA distributor member companies that have shown the greatest improvement in safety performance.

2. Eligibility.

Any GAWDA distributor member company that reports its annual occupational injury and illness experience for the award year and the previous four consecutive years is eligible to compete for an award.

3. Type of Award and Presentation.

At the discretion of CGA and GAWDA, the award may be broken into categories based on employee exposure hours of participating companies. Separate awards may be given to the winners in each category.

The awards will be presented by representatives of CGA and GAWDA at the GAWDA annual meeting to accredited representatives of the member companies winning the award and at the subsequent CGA annual meeting.

4. Basis of Award.

a. The basis of the award is a calculation that compares the sum of the total recordable case incidence rates of the two most recent years with those of the three most remote years of the past five years:

% Improvement =

$$\frac{(\text{three most remote years}) - (\text{two most recent years})}{(\text{three most remote years})} \times 100$$

For example:

2000 % Improvement =

$$\frac{(1998 \text{ Rate} + 1997 \text{ Rate} + 1996 \text{ Rate}) - (2000 \text{ Rate} + 1999 \text{ Rate})}{(1998 \text{ Rate} + 1997 \text{ Rate} + 1996 \text{ Rate})} \times 100$$

b. In addition to having the greatest percent improvement, the company must meet four other requirements in order to win:

- (1) The company's Total Recordable Case Incidence Rate must not exceed the award year's average for the participating group.
- (2) The company must not have experienced a fatality in the reporting year.
- (3) The company must not have won the award during the prior year. (The Distributor Safety Award may not be awarded to the same company in two consecutive years.)
- (4) The company must have been a member of GAWDA for the twelve calendar months of the award year.

c. In the event of a tie, the company with the lowest Total Recordable Case Incidence Rate for the award year will be declared the winner.

5. Amendment of Plan.

The Plan may be changed at the direction of the Presidents of the CGA and GAWDA in order to more effectively carry out the Associations' intention to inspire and encourage member companies to improve their industrial safety program to prevent personal injuries.

6. Guidelines for Reporting.

Each company's report should cover all of its gas-related operations. Companies who have operations or subsidiaries that are not directly related to the compressed gas industry should not include data from those activities in the reports.

a. The U.S. Occupational Safety and Health Act requires employers to record information concerning recordable injury and illness cases. Recordable cases are defined as any of the following:

- (1) An occupational death.
- (2) A non-fatal occupational illness.
- (3) Non-fatal occupational injuries involving loss of consciousness, restriction of work or motion, transfer to another job or medical treatment (other than first aid).

Information about these cases is recorded on a log designated as OSHA 300A.

b. All information needed to fill out the Occupational Injury and Illness Report (page 7) and participate in the program, except for the number of exposure hours, can be taken directly from the OSHA log. **NOTE: Do not submit your company's OSHA 300A logs: complete and return the electronic report form.**

Column A of the CGA/GAWDA report, *Total Recordable Cases*, is the total number of cases on the log (sum of the number in G, H, I, and J).

Column B, *Deaths*, is the sum of entries in G of the log.

Column C, *Cases Involving Days Away From Work*, is the number listed in H of the log.

Column D, *Hours of Exposure*, is the number of hours all employees actually worked during the year. (Vacation time, sick leaves, holidays, etc., are not counted.) This appears on the log under "Establishment information" as "Total hours worked by all employees last year."

c. Hours of Exposure and the associated statistics defined above are for operations in the compressed gas industry and associated operations which support that industry.

Incidence rates (Columns E and F) are all calculated using the same general formula:

Incidence Rate =

$$\frac{\text{Number of Cases X 200,000}}{\text{Hours of Exposure}}$$

200,000 is the factor chosen since that is the number of hours 100 employees working 40 hours per week, 50 weeks per year, would work in a year. Therefore, the incidence rate is approximately the number of cases of concern per 100 employees.

Example: The Total Recordable Case Incidence Rate for a firm which worked 300,000 hours and sustained 15 recordable injuries is calculated as follows:

$$\frac{15 \times 200,000}{300,000} = 10.00$$

d. The specific formulas used to calculate each of the two incidence rates are found on the form used to report the statistics (see sample form on page 6).

e. If your company wishes to participate in the CGA publication subscription program, but has less than 10 employees and does not wish to track safety data, please check the line at the bottom of the form.

7. Confidentiality.

a. Award data is submitted to CGA for calculation of the winners. Data of individual companies are held in confidence and are not shared with any person outside of CGA staff, including CGA or GAWDA members.

b. Data, in the aggregate, of all submitters by category may be shared to monitor overall industry safety improvement, but no individual company's data will be shared without their express written permission.

8. Reports.

a. GAWDA companies should send the Occupational Injury and Illness Report to the Administrator, Safety Reporting and Awards Program at the CGA headquarters on an annual basis as requested.

b. A report of each company's data in each of the award groups will be generated and sent to all participants by the Administrator. The report will show the data from the current and previous four years for hours of exposure, total recordable case rate, and lost workday case away from work rate (Columns D, E, and F). Each company's data will be assigned a coded identification marking in lieu of the company name. A company will indicate on the annual report submitted to the CGA whether or not it agrees to disclose its coded identification to other award participants. Those members willing to disclose their identification will receive a key to the identification code of other members also willing to disclose their identification.

c. The report will also contain the composite results for each of the award groups and a combined composite for all participating companies.

9. Glossary of Terms. (From U.S. Department of Labor Bureau of Labor Statistics, September 1986, Supplementary Instruction Booklet, *Record Keeping Guidelines for Occupational Injuries and Illnesses*)

Employee A person who is directly employed or is a contract employee under the management direction of the member company (e.g. all member company employees, temporary staff, and vacation replacement workers) employed in the manufacture, sale, marketing, distribution, and administration of industrial gases and related businesses. Excluded are all non-gases employees, independent contract employees engaged in specific contract work (e.g.: turnaround contractors, construction workers, lawn care employees, vending and office equipment repair employees) that are supervised by contractor management or are performing work conducted as part of a specific contract.

Lost workday cases. Cases which involve days away from work or days of restricted work activity, or both.

Lost workdays. The number of workdays (consecutive or not), beyond the day of injury or onset of illness, the employee was away from work or limited to restricted work activity because of an occupational injury or illness.

(1) *Lost workdays-away from work.* The number of work days (consecutive or not) on which the employee would have worked but could not because of occupational injury or illness.

(2) *Lost workdays-restricted work activity.* The number of workdays (consecutive or not) on which, because of injury or illness: (a) The employee was assigned to another job on a temporary bases; or (b) the employee worked at a permanent job less than full time; or (c) the employee worked at a permanently assigned job but could not perform all duties normally connected with it.

The number of days away from work or days of restricted work activity does not include the day of injury or onset of illness or any days on which the employee would not have worked even though able to work.

Medical treatment. Includes treatment of injuries administered by physicians, registered professional personnel, or lay persons (i.e., nonmedical personnel). Medical treatment does not include first aid treatment (one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care) even though provided by a physician or registered professional personnel.

Occupational illness. Any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment. It includes acute and chronic illnesses or diseases which may be caused by inhalation, absorption, ingestion, or direct contact.

Occupational injury. Any injury such as a cut, fracture, sprain, amputation, etc., that results from a work accident or from a single instantaneous exposure in the work environment.

NOTE: Conditions resulting from animal bites, such as insect or snake bites, and from one-time exposure to chemicals are considered to be injuries.

Occupational injuries and illnesses, extent and outcome. All recordable occupational injuries or illnesses result in either:

- (1) Fatalities; a fatal injury that occurs during course and scope of employment, regardless of the time between the injury or the length of illness and death;
- (2) Lost workday cases, other than fatalities, that result in lost workdays; or
- (3) Nonfatal cases without lost workdays.

Recordable cases. All work-related deaths and illnesses, and those work-related injuries which result in: Loss of consciousness, restriction of work or motion, transfer to another job, or require medical treatment beyond first aid.

Restriction of work or motion. Occurs when the employee, because of the result of a job-related injury or illness, is physically or mentally unable to perform all or any part of his or her normal assignment during all or any part of the workday or shift.

Work hours The number of regular and overtime hours worked for all direct company employees and all contract employees under the direct management of the member company. This would include both workforce and management employees. Excluded work hours are those contract employees, not under direct member company management, who are supervised by contractor management or are performing work as part of a specific contract.

9. Questions.

Contact Mike Federovich at (703) 788-2722 if there are any questions regarding completing and submitting your company's annual occupational injury and illness information.