

2021 Safety Recognition Award Program

The PRINTING United Alliance's Safety Recognition Program helps members learn about, implement and track safety and health issues in their facilities so they can provide a safe workplace. The program also helps companies identify their OSHA compliance obligations and take steps to meet them.

Studies have shown that companies that integrate and focus on safety in their daily operations enjoy significant benefits ranging from increased employee morale and productivity to reduced operating and insurance costs. Furthermore, a commitment to safety helps prevent businesses from being fined or penalized by OSHA in the event of a non-compliance situation.

Through this program, businesses are encouraged to regularly check their operation for any safety concerns or potential OSHA violations and identify any areas that may need improvement. All companies that complete the program's minimum requirements (80 points) will receive an award and recognition on the PRINTING United Alliance website. In addition, the top three businesses who earn the most points for their safety efforts will receive recognition for their accomplishment.

Responsibilities

Upon joining the program, each company must establish a primary contact who will be responsible for managing the program, providing all requested documentation to PRINTING United Alliance for proof of completion and receiving updates from PRINTING United Alliance on progress, monthly Safety Tips, and any other activities throughout the year.

Companies will be expected to complete a bi-monthly report of their activities through an online reporting tool and each one will earn points. Companies earn points for completed activities as outlined below.

Safety Program Activities

To earn the Safety Recognition Award, your facility needs to earn 80 points by conducting any combination of activities listed below, completing additional identified actions during the year, or taking other actions and requesting points be awarded. We recommend that you complete all bi-monthly checklists and conduct at least one additional activity to earn the award. Remember, PRINTING United Alliance's goal for this program is to help you integrate safety and health into your operation. Activities fall under three sections: "Written Safety Items," "Employee Involvement and Education" and "Workplace Review and Maintenance." Each item details the expected completion documentation as well as the points to be awarded.

Written Safety Items

Task	What to Send	Points	✓
**Develop a new company safety policy	A sample page of the new policy and the date of creation.	10	<input type="checkbox"/>
Establish a safety improvement project	A description of the project and its results.	10	<input type="checkbox"/>
**Create a safety training program for new hired and temporary employees.	Sample page from the training plan and date of creation OR Front page of contract and page with safety training responsibilities if conducted through an agency that is performing the safety training.	25	<input type="checkbox"/>
Participate in industry support by providing PRINTING United Alliance with a safety blog, article, case study, or participate in a safety webinar.	Link to PDF of article/ link to blog/ proof of contribution in webinar	15	<input type="checkbox"/>
**Perform an annual review and update of existing formal written plans such as hazard communication, workplace hazard assessment, emergency action plan and lockout/tagout.	Sample page from the material reviewed/ updated and date of action.	25	<input type="checkbox"/>

Employee Involvement and Education

Task	What to Send	Points	✓
Provide management, supervisor and/or safety committee participant training.	Training topic and sign in sheet OR certificate of training OR other proof of attendance with the date of completion.	15	<input type="checkbox"/>
*Hold a safety committee meeting.	Minutes and date of meeting.	15	<input type="checkbox"/>
Provide worker safety training.	Topic of the training, sign-in sheet with date of completion.	15	<input type="checkbox"/>

Task	What to Send	Points	✓
Share safety tips with staff. (These can be those provided by PRINTING United Alliance, OR other sources if they are pertinent to your company.)	Screenshot of email sent to staff OR Include PRINTING United Alliance contact in email sent to staff OR picture of tip posted in the workplace.	5	<input type="checkbox"/>
Complete and post OSHA Form 300A by February 1 and take down on April 30, if you have 10 or more employees.	Photo of posted Form 300A	10	<input type="checkbox"/>
**Submit electronic Injury and Illness Report to OSHA by March 2, if you have 20 employees or more.	Screenshot of confirmation page by March 15.	10	<input type="checkbox"/>
Complete the 10-hour OSHA 511 Safety Training.	Certificate/ proof of completion with date completed.	30 for each employee	<input type="checkbox"/>
Attend a safety-related webinar.	Screenshot of registration confirmation.	5	<input type="checkbox"/>

Workplace Review and Maintenance

Task	What to Send	Points	✓
Conduct bi-monthly inspections of the workplace. (This can be done using the checklists PRINTING United Alliance provides OR a checklist of your own.)	Checklist used and date of inspection.	10	<input type="checkbox"/>
Implement and document corrective actions for any identified safety hazards.	Documentation of the hazard was and how it was corrected.	10	<input type="checkbox"/>
Receive a Safety Excellence award from an organization other than PRINTING United Alliance.	Certificate of recognition and date.	50	<input type="checkbox"/>
**Annually review Hazard Communication chemical inventory to ensure its accuracy and that the SDS is available for each chemical in use.	Document of changes and date of review.	5	<input type="checkbox"/>
Post machine instructions, best practices for equipment and reminders to lockout equipment or use alternative safe procedures during servicing and maintenance.	Photo of posting next to equipment.	5	<input type="checkbox"/>
**Ensure that annual inspection and certifications are completed for safety-related equipment such as fire extinguishers, compressed air tanks, sprinkler system and building alarm.	Copy of invoice for service.	10	<input type="checkbox"/>
Institute a system where machine guards and safety systems (e.g., light curtains, interlocked guards, interlocked panels, etc. are checked on a periodic basis to ensure proper use and operation.	Copy of first page of checklist	10	<input type="checkbox"/>
If employees are using respirators such as N95 or greater face mask, cartridge type, or other tight fitting ones, ensure that a formal respirator program (written program, fit testing, medical evaluation, employee training, etc. has been implemented	Copy of first page of written program	10	<input type="checkbox"/>
If employees are using dust masks, ensure that each employee is given a copy of Appendix D of OSHA's Respiratory Protection Standard.	Copy of an Appendix D sign off form	10	<input type="checkbox"/>
**Have an outside party (consultant, OSHA consultation program, insurance company, etc.) perform a safety and/or OSHA compliance audit.	Name of organization, auditor and cover page of report showing date of audit.	70	<input type="checkbox"/>

* Can only earn points for these items once a month.

** Can only earn points for these items once a year, and points will only be earned if actions were completed the current year. For example, points will not be given for a safety policy or training plan created in previous years.

Examples of Action Items

Written Safety Items

- **Safety Policy**
 - Policies can include, but are not limited to, general safety policy, safe dress code, powered industrial truck operation and fire extinguisher use.
- **Safety Improvement Project**
 - A safety project is one that identifies a clear safety objective, steps that will be taken to accomplish it, and a description of the results. Projects can include reducing the number or type of injuries occurring or achieving other safety accomplishments. Identify safety issues that have been recurring or potential hazards that do not have a risk management solution set in place and create a project or program that with a feasible timeline that would be a solution to the problem.
- **Safety Training Program**
 - Include department-specific safety rules, regulations and guidelines. These could include, but are not limited, to proper housekeeping, specific job-related rules, required training from OSHA, emergency prevention and evacuation procedures. Be sure to give this training to each new employee hired and temporary workers.
- **Review Existing Written Items**
 - Read through documents to ensure everything is up to date, in compliance with updated regulations and in compliance with how business is currently run.

Employee Involvement and Education Items

- **Safety Training**
 - Anyone in a management, supervisory, or safety committee that receives training either on or off site, attends a webinar, or participates in an OSHA-recognized training program (e.g., OSHA 511 10-hour program) will receive points.
- **Safety Committee**
 - Committees should be composed of diverse groups of people (i.e., people in differing positions within the company, not just management) to get an overarching idea of safety efforts needed throughout the year.
- **Safety Committee Meetings**
 - Discussions in monthly meetings should cover any safety accidents that have occurred or any concerns that have been brought to attention, confirmation that new hires and temporary workers have received proper training, a routine monthly inspection of the workplace, equipment, required PPE, etc. They should also include a reminder that the safety committee members should observe the workplace for potential safety problems and how to proactively correct them each day they are on-site.
- **Safety Training**
 - Stay up to date with training that can benefit your specific workplace. Points will be received for training performed with new employees and temporary workers, and with existing employees when new hazards, safety procedures, or regulations are introduced.
 - Except for new-hire trainings, the same training conducted multiple times will not receive extra points.
- **Safety Tips**
 - PRINTING United Alliance provides safety tips via a monthly email. Others can be created by the safety committee or obtained from other sources as long as they provide sound, useful advice.
- **Machine/ Equipment Instructions**
 - Don't assume 100% of what was taught in training is remembered. Enhance the chances of safe behavior by posting instructions/safety procedures next to potentially dangerous equipment.

- **OSHA Reports**

- OSHA requires companies with 10 or more employees to annual post their Form 300A in a public location for 90 days starting on February 1 through April 30th. The posting is required even if there are no recordable injuries or illnesses.
- OSHA's annual electronic submission of injury and illness data from Form 300A is due by March 2 for the previous year. This is required for companies that had more than 20 employees — including full-time, part-time and temporary employees — present in the previous year.
- Any accident that results in the loss of an eye, amputation or hospitalization for treatment must be reported to OSHA within 24 hours of management becoming aware of the injury.
- Any fatality, regardless of cause, must be reported to OSHA within eight hours of management becoming aware of the incident.

- **Webinars**

- Webinars can be given by any reputable source but must be related to safety and health in the workplace.

Workplace Review and Maintenance Items

- **Bi-Monthly Checklist**

- Ensure all OSHA compliance requirements are reviewed to ensure they are being met. Treat it like an OSHA inspection.

- **Corrective Actions**

- Keeping records of how safety issues were resolved can provide helpful guidance for future emergencies. These logs should include what the issue was, how it was resolved, and what can be done to prevent future occurrences.

- **Chemical Inventory Review**

- Review SDSs to ensure there is one for each chemical and that it is current. Keep an archive of all SDSs for chemicals no longer in use for up to 30 years.

- **Complete Safety Audit**

- This entails bringing in a professional third-party auditor from a consulting firm, OSHA consultation program, insurance company, etc. to inspect