

# 2024 SAFETY ACHIEVEMENT AWARD APPLICATION INSTRUCTIONS

## LLR's Mission

The mission of the Department of Labor, Licensing and Regulation (LLR) is to promote the health, safety and economic well-being of the public through regulation, licensing, enforcement, training and education.

## General Instructions

### Application Cycle

The LLR Safety Achievement Award Application cycle is typically within mid-March to May. Applicants may start and submit the application as soon as it is available. LLR will not accept application materials after May 3, 2024, when the 2024 cycle officially closes, unless an official statement extending the deadline has been published by LLR.

### Important Notices

- **Please make sure you have filled out the correct application. There are differences in the award criteria for the public sector.**
- Once your application is received, allow four (4) to six (6) weeks for LLR to review the application and verify the information provided.
- Additional materials or information may be required before your application is considered for an award. If the information is not provided within three (3) days of the request, your company may be disqualified for an award.
- **DO NOT ALTER THE FORM 300 OR 300A.** These Forms should have already been completed for the years requested. The OSHA Form 300A must be appropriately signed and dated by the owner (if sole proprietorship or partnership), officer of the company, highest ranking company official at the establishment, or immediate supervisor of the highest-ranking company official at the establishment.
- The number of employees and OSHA Form 300 must be based on the company's employees at the specific establishment, not the employees of subcontractors.

## Specific Instructions

### Company Information

Please list the company name exactly as it should be written on the award certificate, including specific site names. The address and phone number listed under "Name of Company" should be

for the company site in South Carolina. Contact information for regional or national headquarters should be provided in the “Name of Parent Company” section.

State agencies, counties, towns, municipalities, and other public agencies are also eligible to apply. Any South Carolina state agency can apply for an award. With regard to counties, cities, and towns, given the number of departments that comprise these public entities, applications may be submitted within the following four major groups:

1. *Public Works* – includes public works, landfills, parks and recreation, roads/streets/landscaping, garbage service, airport, and maintenance shops.
2. *Public Utilities* – includes all utilities such as power, sewer, water, cable, and telephone (land/cell) departments. All water pumping stations, regardless of the number or locations, will be counted as one department.
3. *Public Safety* – includes public safety, such as fire department, sheriff/police/jail department, animal control, EMS, and Civil Defense.
4. *Public Administration* – includes administrative activities, such as county manager/mayor’s office, courts, treasurer’s office, libraries, Veteran’s Affairs, personnel, supply, and other activities that do not fit into one of the first three groups.

For example, the City of Safety may submit an application on behalf of its Public Works departments. The name on the application would read, “City of Safety – Public Works.” **The OSHA Form 300 and 300A from each of the areas listed within that group must be submitted, and the incidence rate calculated for those areas as a whole.**

#### Award Category

Please check all of the criteria that apply to the company. All calculations will be verified. If an applicant does not meet the criteria for the highest award, the information and documents provided may be considered for other award levels.

#### Safety Culture

All applicants must provide a summary of what programs, initiatives, actions, etc., have been completed within the company and within the community, in the last calendar year. Supporting documentation such as pictures, videos, powerpoints, flyers, meeting agendas, brochures, etc. must be included in the application materials. **DO NOT INCLUDE MATERIALS/PICTURES FROM PREVIOUS YEARS. Failure to provide updated documentation will disqualify your company from an award.**

#### Signature of Management Official:

A signature from management of the applicant must be provided. Applications will be considered incomplete without a signature.