



2018

AFPM Distinguished

Safety Award

Application

AFPM DISTINGUISHED SAFETY AWARD

DESCRIPTION

The AFPM Distinguished Safety Award (DSA) recognizes those one or two refineries and petrochemical facilities* that have sustained an exemplary level of safety performance in the domestic refining and petrochemical manufacturing industries*. Recipients are chosen by a selection committee represented by members of the AFPM Safety and Health Committee. It is the selection committee's responsibility to carefully examine the safety performance, management, and culture of individual plant locations using the specific screening and selection criteria detailed below. The selection committee will meet the morning of **March 1, 2019**. The committee requests that the plant safety contact or someone else be available from your site in case the committee has additional questions or clarifications regarding your DSA application.

Selection will not be based on statistical measurement alone but will also be determined by the candidate's written application which should include pertinent, non-statistical information relative to a facility's present and past history of safe operations. The DSA application is included on pages 5 through 12. **It is imperative that both Part A and Part B be thoroughly completed and submitted in order to be considered.**

AWARD LEVELS

- Distinguished Safety Award (Top 1-2 applicants)
- Elite Gold Award (Top 1%)
- Elite Silver Award (Top 5%)

Applicants who do not receive the DSA may be considered for the Elite Safety Gold or Silver Awards which represents the top one to five percent of industry top safety performers. These awards are presented to those DSA applicants that pass the DSA Screening Criteria and in the judgment of the Selection Committee, have exhibited superior and excellent safety performance and program innovation.

DSA APPLICATION WEBINAR

AFPM will host a webinar on **January 10, 2019** at 11:00 Eastern.

Please register for AFPM - How to Apply for the Distinguished Safety Award (DSA) on Jan 10, 2019 10:00 AM EST at:

<https://attendee.gotowebinar.com/register/7313172189693966081>

After registering, you will receive a confirmation email containing information about joining the webinar.

PROCESS

Applications Due: **January 25, 2019 (COB)**

* *A petrochemical facility is defined for this purpose as one which produces first and/or second level derivatives of the basic feedstock petrochemicals.*

Committee Review: January 31, 2019 - February 28, 2019

During this time, your site may receive a call from one of the reviewers to clarify aspects of the application

Selection Committee meeting: March 1, 2019

The selection committee will evaluate all applications and vote on the applications. The results are as follows:

- Applications did not qualify, or no award given
- Elite Silver recipient
- Possible DSA or Elite Gold recipient (Final decision based on in-person interview)

In-person interviews for DSA and Elite Gold Awards: March 18, San Antonio, Texas (AFPM Annual Meeting)

The selection committee will conduct in-person interviews in order to make decisions on awarding the DSA and Elite Gold recipients. The announcement of the DSA and Elite Gold recipients will occur during the Tuesday Luncheon of the AFPM Annual Meeting.

SCREENING CRITERIA (PART A)

In order to qualify for the DSA, a facility must first pass the following screening criteria.

1. A location must achieve the following requirements for the calendar year:
 - a. an employee total recordable incidence rate (TRIR) of 0.30 or less,
 - b. a contractor total recordable incidence rate (TRIR) of 0.30 or less,
2. A location must have had no employee workplace related fatalities and no non-employee (contractor, visitor, etc.) workplace related fatalities for the previous five consecutive years.

A location must answer **NO** to the following questions to pass the screening criteria and be eligible to apply for the DSA award:

3. Did the location experience a community evacuation or sheltering event, or worker/contractor hospitalization (admitted for treatment) during the evaluation period?
4. Did the location experience a recordable injury where any of the following caused or contributed to the injury during the evaluation year?
 - Failure to isolate hazardous energy (lockout/tagout)
 - Opening process equipment not properly prepared for maintenance
 - Improperly prepared or hazardous confined Space
 - Improperly prepared or hazardous excavation
 - Any falls from height (>4 feet)
 - Any Tier 1 or 2 Process Safety Event (PSE)
 - Contact/exposure to hazardous materials (physical and chemical)
 - H2S, HF, Hydrocarbons, Corrosives, Electricity, Radiation, Excessive Heat, etc.
 - Any crane or rigging failure
5. Did the location have any API RP Tier 1 Process Safety Events (PSE) that **required** notification to the National Response Center during the evaluation year?

- a. PSE requirements, No Tier 1 or 2 PSEs that resulted in a recordable injury
- b. No Tier 1 events that required notification to the National Response Center

SELECTION CRITERIA (PART B)

After passing the screening criteria, the candidate facility's overall safety performance record will be evaluated by the selection committee based on the applicant's application.

DEADLINE

The DSA Application can be found on pages 5 through 15. The final date that applications for the Distinguished Safety Award can be accepted is **January 25, 2019 (COB)**. Applications received after this date cannot be processed due to review committee scheduling restrictions. Please contact AFPM early if you anticipate any difficulty.

PRESENTATION

The Distinguished Safety Awards will be presented at the annual AFPM Safety Awards Celebration to be held during the Association's National Occupational & Process Safety Conference and Exhibition on Thursday, April 25, 2019 in Grapevine, TX. Special recognition will also be given to the refining recipients at the General Session of the AFPM Annual Meeting (March 19th, 2019).

PRESS

As an additional service, the AFPM will prepare press releases and photographs of the award presentation to be posted to the AFPM Safety Portal.

DSA COINS

Distinguished Safety Award winners along with the Elite Gold and Silver award winners will be given the opportunity to order special DSA coins for their winning sites. The coins will be made to order with a 50-count minimum and will range in price from \$3.00 - \$6.00 per coin depending on how large an order is made. After the winners are selected you will be contacted by an AFPM staff member to inquire as to whether your site would like to order coins.

DSA HARD HAT DECALS

Distinguished Safety Award winners along with the Elite Gold and Silver award winners will be given the opportunity to order special DSA hard hat decals for their winning sites. The decals will be made to order with a 150-count minimum and will range in price from \$.75 - \$4.00 per 50 – count order depending on how large an order is made. After the winners are selected, you will be contacted by an AFPM staff member to inquire as to whether your site would like to order decals.

APPLICATION INSTRUCTIONS

Please complete all of the information requested in this document to be considered for the award. All applications must be filled out, and either emailed to [Anna Scherer](mailto:anna.scherer@afpm.org) or mailed to the following address:

AFPM DSA, ATTN: Anna Scherer, 1800 M Street, NW, Suite 900 North, Washington, DC 20036

For the written portion of this application please adhere to the page limit listed for each section with a maximum of 21 pages **TOTAL** for the application. Responses that go over the 21-page limit will be deducted one point from the applications overall score. It is recommended to bullet point responses where appropriate.

Distinguished Safety Award Application

COMPANY:

FACILITY NAME:

FACILITY ADDRESS:

SHIPPING ADDRESS:

Plant Safety Contact / Title:

Phone:

Email:

Plant Manager Name/ Title:

Phone:

Email:

Remember –
Application Deadline is
January 25, 2019
(COB)

Submit application to:
AFPM DSA
Attn: Anna Scherer
1800 M St., NW
Suite 900 North
Washington, DC 20036

Or email

ascherer@AFPM.org

PART A – SCREENING CRITERIA

In order to be eligible to apply for the Distinguished Safety Award, a facility must first pass the following screening criteria.

1. A location must achieve the following requirements for the calendar year:
 - a. an employee total recordable incidence rate (TRIR) of 0.30 or less,
 - b. a contractor total recordable incidence rate (TRIR) of 0.30 or less,

2. A location must have had no employee workplace related fatalities and no non-employee (contractor, visitor, etc.) workplace related fatalities for the previous five consecutive years.

A location must answer **NO** to the following questions to pass the screening criteria and be eligible to apply for the DSA award:

3. Did the location experience a community evacuation or sheltering event, or worker/contractor hospitalization (admitted for treatment) during the evaluation period?

4. Did the location experience a recordable injury where any of the following caused or contributed to the injury during the evaluation year?

Cause of Injury	YES	NO
Failure to isolate hazardous energy (lockout/tagout)		
Opening process equipment not properly prepared for maintenance		
Improperly prepared or hazardous confined space		
Improperly prepared or hazardous excavation		
Any falls from height (>4 feet)		
Any Tier 1 or 2 Process Safety Event (PSE)		
Contact/exposure to hazardous materials (physical and chemical)		
H2S, HF, Hydrocarbons, Corrosives, Electricity, Radiation, Excessive Heat, etc.		
Any crane or rigging failure		

5. Did the location have any API RP Tier 1 Process Safety Events (PSE) that **required** notification to the National Response Center during the evaluation year? (Yes __/No __)

** Evaluation period refers to a single calendar year.*

1. Employee Information:

Calendar Year	Employee Hours Worked	Employee # of fatalities	Total # of recordables	Employee # of lost workday cases involving days away from work	Employee TRIR	Employee DART Rate
2018						
2017						
2016						
2015						
2014						

2. Contractor Information:

Calendar Year	Contractor Hours Worked	Contractor # of fatalities	Total # of recordables	Contractor # of lost workday cases involving days away from work	Contractor TRIR	Contractor DART Rate
2018						
2017						
2016						
2015						
2014						

3. Combined employee and contractor TRIR _____ and DART rate _____

$$\text{Combined TRIR} = (\text{Total \# of Employee recordables} + \text{Total \# of Contractor recordables}) * (200000) / (\text{Total Employee Hours Worked} + \text{Total Contractor Hours Worked})$$

$$\text{Combined DART} = (\text{Total \# of Employee DART cases} + \text{Total \# of Contractor DART cases}) * (200000) / (\text{Total Employee Hours Worked} + \text{Total Contractor Hours Worked})$$

4. Date of last fatality: _____

5. Please provide a brief description of each Recordable case for the past five calendar years:

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TRIR = Total Recordable Incidence Rate

DART = A case involving a day away from work, restriction, or transfer

Safety Performance

- a. **Process Safety Event (PSE) Rate** – For reporting purposes, a Process Safety Event is an actual unplanned or uncontrolled Loss of Primary Containment (LOPC) event that either (1) had an effect on people, property, or the environment; or (2) was above a threshold amount as described in ANSI API RP 754. *Refer to ANSI API RP 754 – Process Safety Performance Indicators for the Refining & Petrochemical Industries.*

The PSE calculation is as follows: # of PSE Events x 200,000/Employee and Contractor Work hours

Calendar Year	Total # of Tier 1 PSEs	Tier 1 PSE Rate	Total # of Tier 2 PSEs	Tier 2 PSE Rate
2018				
2017				
2016				
2015				
2014				

Please provide a brief description of each PSE for both Tier 1 and Tier 2 incidents from the past four years.

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- b. **Check all that apply:**

- VPP Star Site
- VPP Star Contractor Company onsite
- Responsible Care®

c. AFPM/ API Advancing Process Safety participation:

Describe the location's participation in the following Advancing Process Safety programs.

- a. Submitted 2017 Tier 1 and Tier 2 PSEs to AFPM 754 database (PSE data collection)
- b. Describe your process for submitting all Tier 1 PSE events in the AFPM Event Sharing Database. Does the location review events submitted to the Event Sharing database?
- c. Participating in AFPM Regional Networks
- d. Does the location review AFPM Hazard Identification documents? How does the location share that information more broadly?
- e. Has the location reviewed the API Process Safety Site Assessment protocols? Has a site assessment been conducted at the location? Are there plans to conduct an assessment at the location in the future?
- f. Other forms of participation?

d. Enforcement History:

Please describe any final order OSHA and/ or EPA RMP citations and their classifications your site has received in the last 5 years.

INSTRUCTIONS:

Please complete the following sections: Commitment, Operating Excellence, Sustainability, Innovation, Collaboration, and Transparency.

Please focus on those programs that your site believes is different and innovative, what sets your site above others? Please bullet point when appropriate and don't feel obligated to answer all of the bullet points, some of them are considerations to help guide your response. The committee is looking for responses that allows them to understand those programs that make the biggest impact in your site's overall safety performance and culture.

Section 2.0 Commitment: How site leadership is involved, plans and invests for the future, and allocates resources:

1. What is it about your site that differentiates this site from other company sites, or other industry locations? Discuss the 2 or 3 things that make the biggest difference.

Consider:

How leaders are visible in the field and actively participate in safety processes (such as performing audits, reviewing PHA recommendations, participating in emergency response exercises/drills, delivering safety training, leading initiatives etc.)

How leadership routinely and systematically interacts, communicates, supports, and delivers safety expectations to all levels site supervisors (including contractor supervisors).

What has led/contributed to sustained success and continuous improvement?

Any tools for evaluating and improving the safety culture.

2. Provide 3-5 examples of forward-looking and future long-term safety performance improvement plans for facilities, systems, infrastructure, etc.
3. Describe how 1st and 2nd line supervisors are trained and developed to be effective safety leaders (including contractors).
4. How does leadership recognize employees for safety/process safety accomplishments? For example, if there is a bonus or profit sharing program that considers safety performance. What are the leading and lagging criteria for rewards, and recognition, bonuses, etc.?

Section 3.0 Operating Excellence: How the site designs, operates, and maintains equipment to ensure excellent asset integrity, and to ensure process safety excellence.
Note: Please focus responses on those programs that have been “the most effective” in improving safety performance.

1. Describe the **mechanical integrity programs/techniques/tactics** that have been the most effective in preventing loss of primary containment (be specific).
2. Explain specifically what you have done to address loss of primary containment due to human factors (example “Walk the Line” programs):
3. Give 2 recent (within 3 years) examples of projects that significantly reduced risk. Include the rationale, effort required, and milestones achieved.
4. What is the most effective thing you do at your site that has been successful at improving operator process safety competency, and awareness (beyond providing training).
5. Describe the site’s KPI/measures/scorecard (leading and lagging, Tier III PSE’s, etc.) for measuring and managing the key aspects of the Process Safety/Operations Excellence program. Please indicate the trends discovered analyzing these data.
6. How does the site ensure the effectiveness of the Management of Change process?
7. Describe the processes you use to ensure the proper application and execution of safe work processes (such as permits, energy isolation, etc).

Section 4.0 Sustainability: How the site embraces institutional learning and systematically seeks continuous improvement.

Note: Please focus responses on those programs that have been “the most effective” in improving safety performance. What is your site doing that is innovative and sets you apart from the rest?

- 8.
1. Describe 2-3 of the major upgrades of your health and safety program driven by your management system.
2. How does the site ensure all action items from investigations, PHA's, risk recommendations, etc., are closed, and sustainably closed?
3. Explain the processes to capture and retain institutional memory/learning, and an example where this has worked.
4. How do you periodically assess the effectiveness of your occupational health program? Describe any assessment process or occupational health metrics.
5. Describe trends from the site's internal auditing system, and give some examples of resulting corrective action that have made a performance difference.
6. What specific improvement programs were implemented as a result of contractor incidents or audits at your site?

Section 5.0 Innovation: How the site safety and health processes evolve, creating new and innovative approaches to safety improvement.

Note: Focus on those programs that are unique to your site and has been effective in improving your safety performance or culture.

1. Describe the top one or two significant, unique, and innovative best practices you have implemented that has transformed your site in the following three areas:
 - A. Personnel safety
 - B. Process safety
 - C. Occupational Health

Consider the following innovation categories:

- Technology
- Human Error Reduction
- Risk Assessment
- Recognition
- Contractor Management
- Turnaround Execution
- Emergency Response Management
- Metrics
- Organizational structure/resources
- Programs/procedures
- Leadership
- Institutional Learning/Knowledge Management
- Employee involvement
- Other

Section 6.0 Collaboration and Involvement: How the site involves employees, contractors, and stakeholders to enhance health and safety.

Note: Please focus on those programs that have been effective.

1. What **specific** personal safety and process safety systems or processes at your site are owned, driven, managed by front line workers?
2. What are the top 2 or 3 significant goals, and accomplishments of your front-line employee safety teams/committee?
3. How do employees provide input and feedback to the site regarding the safety program and future goals?
4. How does your site effectively involve front line workers/contractors in your investigation process? How do you communicate and follow-up findings/learnings/corrective actions with the workforce?
5. Describe the most effective processes that drive contractor safety excellence. Consider:
 - Contractor leadership engagement and interaction
 - Contractor goals and expectations (beyond numerical targets, TRIR/LWCR)
 - Contract worker on-boarding.
 - Contractor recognition
6. How does your site effectively work/communicate with key stakeholders: Regulators, Community, Employees, Contractors, and Service Providers?
7. Learning and Development:
 - Describe any innovative skills, competency, learning and development methodologies used at your facility.
 - How do verify the quality of your training processes and continuously improve?

Section 7.0 Transparency: Describe how the site has exceptional reporting, learns from incidents, and shares learnings.

1. Describe how your site is transparent, encourages incident reporting, has a culture of learning and improving through incidents, takes the “high road” on classifications and communications, and digs deep to find sources and causes of defects?
2. Describe the process used to track high potential non-injury events. Explain the 3 most-common trends, and what your site has done to address these trends?
3. Describe how you ensure you have quality low consequence incident reporting (examples: near miss incidents, good catches, first aid incidents, etc.).
4. Describe the process for determining what type of incidents are investigated, and the level of investigations performed (when, what level, what rigor)?
5. Describe how you share results from audits, PHA’s, investigations, etc. with the workforce.