



2011 ILTA Safety Survey and Recognition Program For 2010 Performance

Purpose of the Program

The International Liquid Terminals Association (ILTA) is pleased to continue its Safety Survey and Recognition Program for 2011. The program will collect safety performance data from the terminal industry and present findings to participating companies and facilities for benchmarking and continued safety awareness. ILTA encourages all of its terminal member companies to participate in this survey.

All survey participants are eligible for consideration in ILTA's Fifth Annual Safety Recognition Program, which acknowledges those companies that demonstrate exemplary performance in protecting their employees from injury and illness while promoting employee safety and health. Award recipients will be honored during ILTA's 31st Annual Operating Conference and Trade Show in Houston, Texas on Tuesday, June 7, 2011. Recipients may freely communicate this prestigious recognition in their marketing efforts, on their website, during sales presentations, and in other media relations activities.

2011 Safety Program Dates

- January 5 Solicitation and Call for Participation in Safety Survey and Recognition Program
- March 1 Submittal Deadline
- April 5 Selection Committee Review of Platinum Safety Award Finalists' Applications
- April 25 Board Review of 2011 Recognition Program Results
- June 7 Safety Recognition Program Breakfast during ILTA's Conference

Participation

Participation in ILTA's Safety Survey and Recognition Program requires the completion of the 2011 Terminal Member Survey of 2010 OSHA Statistics. Terminal companies wishing to be considered for ILTA's Platinum Safety Award must also complete the Platinum Award Application. The survey and award application will be distributed to terminal member representatives on January 5, 2011.

SUBMISSIONS ARE DUE MARCH 1, 2011 and should be sent electronically to ILTA at kvassalli@ilta.org.

2011 Terminal Member Survey of 2010 OSHA Statistics: For the past eight years, ILTA has conducted an annual safety survey of its terminal members, collecting self-reported data provided on OSHA Form 300A. Participation is strongly encouraged, and all company information will remain strictly confidential. Terminal companies with international operations are also invited to submit related safety data for those facilities in accord with OSHA Form 300A definitions. A report on aggregated safety performance will be distributed exclusively to participating companies.

Safety data should be reported individually for each terminal facility. Data from multiple facilities may be submitted on a single form. Multiple forms may be submitted, such as for when different individuals are responsible for reporting results at various facilities within the organization. ILTA will aggregate data from multiple sites to determine overall company TRIR performance.

2011 ILTA Terminal Safety Award Program

Since 2007, throughput data has also been requested. This data is not directly related to safety performance and is not a component of the recognition program evaluation process. ILTA recognizes that throughput varies dramatically by facility, commodities handled and principle mode(s) of transportation.

Platinum Award Application: In addition to reporting the OSHA 300A data, a questionnaire is required of terminal members wishing to be considered for the Platinum Safety Award. It consists of ten questions for completion at the corporate level. Individual facilities may contribute by including references to programs or initiatives that have been implemented at the local level. The questions are intended to capture a sense of the terminal company's safety culture. ILTA encourages all of its terminal members to consider these important questions, regardless of whether they submit the application in 2011.

Recognition Program Qualifications¹

ILTA's Safety Survey and Recognition Program is open to all ILTA terminal member companies as described below.

Workforce Size: To be considered a large terminal company, it shall employ a combined minimum of 100 full time equivalent (FTE) employees in its terminal operations, representing 200,000 annual employee hours. If a company does not meet the 100-FTE standard as reported to OSHA, it will be considered a small terminal company and must include additional data for the lesser of:

- The minimum number of years necessary to attain 200,000 cumulative hours of employment (100 FTEs) ; or
- Five years, including each year since 2006, as reported in 2007.

NOTE: Prior year data submissions remain on file with ILTA. Terminal companies that employ fewer than 100 FTEs and that participated in 2010 need only to submit current year data.

Performance: To earn recognition, survey data for all domestic terminal operations must be reported and must meet the following requirements:

Safety Excellence: Company safety performance for the overall terminal workforce, as defined above, must demonstrate the following:

- A large terminal company shall achieve an employee total recordable incidence rate (TRIR) of 1.0 or less in the reporting year.
- A small terminal company shall achieve an average TRIR of 1.0 or less based on the multiple-year data submitted to meet the workforce size requirements, as defined above.
- The applicant must not have experienced any employee or *non-employee* workplace-related fatalities in its terminal or other operations year-to-date (2011), or the previous two years (2010 & 2009), and
 - For small companies, any additional years for which data may have been submitted to meet workforce size requirements.

¹ This program does not consider contractor safety data.

2011 ILTA Terminal Safety Award Program

Safety Improvement: The improvement qualification is based on the applicant's TRIR history, regardless of whether the applicant is a large or small company. Companies may be eligible if they achieve the following in regard to TRIR:

- Demonstrate an improvement over the prior year;
- Show trend-line improvement for the current year and two of the preceding three years; and
- Report a current TRIR that is 40 percent lower than the average of the three prior years.

Awards

ILTA will present four levels of recognition in 2011. All awards are based on aggregated company data and will be presented to the corporate office. Recipients will be offered an opportunity to purchase additional recognition plaques for each of their participating terminal facilities.

NEW! ILTA Safety Improvement Award: Companies that achieve an employee TRIR that is greater than 1.0, but meet the qualification requirements for improvement, shall receive a Safety Improvement Award.

ILTA Safety Excellence Award: Companies that achieve an employee TRIR of 1.0 or less, based upon reported survey data, and meet the zero fatality performance criteria shall receive a Safety Excellence Award.

ILTA Platinum Safety Award: Companies that both qualify for a Safety Excellence Award and submit the Platinum Award Application will be considered for the ILTA Platinum Safety Award. Among these applicants, two companies will receive the ILTA Platinum Safety Award: One small and one large terminal company (as defined earlier). *2010 Platinum Award winners are not eligible for the 2011 Platinum Award, but may again be considered in 2012.*

NEW! ILTA Safety Milestone Award: Companies that have participated in the ILTA Safety Survey and Recognition Program and that have maintained a TRIR of 1.0 or less for five consecutive years shall receive an ILTA 5-Year Safety Milestone Award.

Selection of Recipients

The ILTA Safety Improvement, Safety Excellence and Safety Milestone Awards will be determined from the survey submittals on a strictly analytical basis by ILTA Staff. Those companies that also submit a platinum award application will be considered for the Platinum Safety Award.

For the Platinum Safety Award, ILTA Staff will select the leading three large and three small candidates, for a total of six finalists, based on scores from multi-year TRIR data reported in the survey. Selection criteria include:

- Qualification for Safety Excellence Award;
- Exceptional performance based on hours worked, including freedom from lost-workday cases;
- Overall performance history showing consistently good or steadily improving performance over at least a three-year period; and
- Responses to the Platinum Award Application, including descriptions of the company's safety program.

2011 ILTA Terminal Safety Award Program

Following this review, both the survey and award application responses from the finalists will be sent to the ILTA Safety Survey and Recognition Working Group. References to the identity of the six finalists will be removed prior to this distribution. The Working Group consists of terminal member representatives nominated by ILTA based on sustained interest in the strength and integrity of ILTA's Safety Program.

If a Working Group member is an employee of an award finalist, he shall be recused from the selection process for the applicable large or small company category. Remaining members will individually rank the three large and three small candidates based on select criteria for scoring the responses to each question. ILTA will tabulate the rankings for each candidate. The highest scoring large terminal and small terminal will be recognized.

ILTA's Board of Directors will be provided with the list of recognitions in advance of the presentation ceremony. Recipients will also be notified prior to presentation.

Please contact Katie Vassalli at ILTA with any questions or comments on this program at (202) 842-9200, or kvassalli@ilta.org.