ILTA SAFETY SURVEY & RECOGNITION PROGRAM

TERMINAL MEMBER SAFETY PERFORMANCE FOR CY 2019

The International Liquid Terminals Association (ILTA) is pleased to present its 14th Annual Safety Survey and Recognition Program. In conducting this survey, ILTA will collect safety performance data from the terminal industry and present its findings to participating companies and facilities for their use in benchmarking and continued safety awareness.

As in previous years, all survey participants will automatically be evaluated for ILTA’s Safety Improvement Award, Safety Excellence Award, and Safety Milestone Award. Terminal companies that also submit a Platinum Award Application\(^1\) will be considered for the prestigious ILTA Platinum Safety Award, which honors up to two companies that best demonstrated exemplary safety performance during the prior year.

Awards will be presented during ILTA’s 40\(^{th}\) Annual Operating Conference and Trade Show in Houston, TX. Winners will also receive recognition in the July issue of ILTA News, the association’s monthly newsletter.

2020 PROGRAM SCHEDULE

- Friday January 24  Distribution of Safety Survey
- Friday, March 13  Survey Submission Deadline
- Friday, April 3  Platinum Award Application Deadline
- Wednesday, May 6  2020 Award Recipient Notifications
- Tuesday, June 9  14\(^{th}\) Annual ILTA Safety Awards Presentation and Breakfast

ELIGIBILITY AND PARTICIPATION

All ILTA terminal member companies are eligible to participate in ILTA’s Safety Survey and Recognition Program. Participation requires completion of the 2020 Terminal Member Survey of 2019 OSHA Statistics. ALL SURVEY SUBMISSIONS ARE DUE BY COB FRIDAY, MARCH 13, 2020 and should be submitted electronically to safetysurvey@ilta.org. Terminal companies seeking consideration for ILTA’s Platinum Safety Award must also complete the Platinum Award Application and meet the other applicable criteria. PLATINUM AWARD APPLICATIONS ARE DUE BY COB FRIDAY, APRIL 3, 2020.

Participation by all members is strongly encouraged. The annual survey and application are e-mailed to all terminal member company representatives, as well as members of ILTA’s Health and Safety Subcommittee.

\(^{1}\) To be considered for the ILTA Platinum Safety Award, a company must also meet additional criteria, as detailed on page 5.
Since 2003, ILTA has conducted an annual safety survey of terminal member safety performance, collecting self-reported injury and illness data included on OSHA Form 300A. All company information remains strictly confidential.

Participants are required to provide data for all domestic facilities. Terminal companies with international operations are also invited to submit related safety data for those facilities in accordance with OSHA Form 300A definitions. The survey also solicits information regarding contractor labor at terminal facilities. Survey participants are asked to estimate (e.g. +/- 10 percent) the proportion of their annual facility labor that was provided by contractors during the prior calendar year. This data may be reported either as an estimated percentage of the total or as an approximate number of hours worked.

In addition, participants are asked to report the total number of recordable contractor injuries sustained at their facilities. Aggregated contractor data will be included in ILTA’s annual safety report for informational purposes only. Fatalities notwithstanding, contractor safety will not be considered in determining award eligibility. The survey also solicits throughput data for informational purposes only. As this data is not directly related to safety performance, it will not be considered in the recognition program evaluation process.

Incident data should be reported on a per-facility basis, if possible. Companies with multiple locations may submit one survey form but should list each facility as a separate line item on the form. ILTA will aggregate data from multiple locations to determine a company’s Total Recordable Incident Rate (TRIR). Companies that submit facility-specific data separated by region should use separate tabs of the excel survey form, instead of submitting separate individual survey forms.

ILTA TERMINAL MEMBER SAFETY SURVEY REPORT

ILTA prepares a comprehensive report based on data collected through the survey analyzing 2019 terminal member safety performance to aid companies in benchmarking. The report features aggregated terminal company and facility-level data for TRIR and days away from work, job transfer or restriction (DART) incident rates. The report also contains contractor incident rates and estimated contractor labor for participating companies, as well as a summary of terminal company throughput data. The report is available exclusively to survey participants.

AWARD CRITERIA AND QUALIFICATION

All survey participants will be considered for recognition. To earn an ILTA Safety Award, a terminal member company must submit survey data for all domestic terminal operations, and must meet the award requirements as detailed below. Additionally, each award candidate must not have experienced any employee, contractor, or third-party workplace-related fatalities at any of its terminals or other operations for the previous two calendar years (2018 and 2019).

Survey participants qualify for recognition based on employee safety data; contractor safety and throughput data will not be considered.
COMPANY SIZE CLASSIFICATION:

For recognition purposes, each participating company is categorized as "large" or "small" based on its workforce size:

**Large** – A company that reports a minimum of 400,000 annual work hours in its terminal operations, representing a combined minimum of 200 full-time equivalent (FTE) employees, shall be considered a large terminal company.

**Small** – If a company does not meet the 200 FTE standard as reported to OSHA, it will be considered a small terminal company. Additionally, if the small terminal company has fewer than 200,000 cumulative hours of employment (100 FTEs), it must include prior year 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 2014 as reported in each subsequent year.

Once designated, a terminal company’s size classification shall not change unless:

- The total number of work hours reported, averaged together with the number of hours reported during two prior years, indicates a sustained change in classification;
- The company identifies business or operational changes during the reporting year that can be reasonably expected to result in a sustained change in classification for the current and future years; or
- ILTA re-assigns threshold levels between size categories.

AWARD CATEGORIES

ILTA’s award program includes four levels of recognition, based on aggregated company data. Awards are presented to the recipient's corporate office; however, recipients may purchase recognition plaques for their individual terminal facilities.

SAFETY IMPROVEMENT AWARD

Eligibility for this award requires that the applicant's data submission:

- Demonstrate an improvement in the average employee total recordable incident rate (TRIR) over the prior year (2018);
- Show trend-line improvement for the current year (2019), and two of the preceding three years (2016-2018); and
- Report a 2019 TRIR that is 40 percent lower than the average of the three prior years (2016-2018).

Small terminal companies must also maintain the same trend-line performance standard for all required reporting years, as applicable. Companies that achieve these requirements and meet the zero fatality performance criteria (including on-site contractor fatalities), shall receive the Safety Improvement Award.

SAFETY EXCELLENCE AWARD

In order to earn a Safety Excellence Award, a company’s reportable safety performance data for the overall terminal workforce must demonstrate the following:
Prior year data submissions remain on file with ILTA. Terminal companies that participated in the Safety Survey and Recognition Program in prior years should submit current year data only.

**Large Company Safety Performance Requirements:**

- Achieve an average TRIR of 0.75 or less in the reporting year.

**Small Company Safety Performance Requirements:**

- Achieve a TRIR of 0.75 or less for the current year (2019); and
- If applicable, achieve an average TRIR of 0.75 or less based on the multiple-years of data required to meet the workforce size requirements (as defined above).

All qualifying companies that meet these criteria shall receive the Safety Excellence Award.

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**SAFETY MILESTONE AWARD**

This award category recognizes continual safety performance over consecutive years. Companies that qualify shall be recognized at five-year intervals. For 2020, companies that have participated in the ILTA Safety Survey and Recognition Program and qualified for a Safety Excellence Award during each calendar year from 2016 – 2020 shall receive a 5-Year Safety Milestone Award.

Companies that have participated in the ILTA Safety Survey and Recognition Program and qualified for a Safety Excellence Award during each calendar year from 2011 – 2020 shall receive a 10-Year Safety Milestone Award.

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**PLATINUM SAFETY AWARD**

To qualify for the Platinum Safety Award, a company must achieve the following safety performance:

**Large Company Safety Performance Requirements:**

- Achieve an average TRIR of 0.5 or less in the reporting year.

**Small Company Safety Performance Requirements:**

- Achieve a TRIR of 0.5 for the current year (2018); and
- If applicable, achieve an average TRIR of 0.5 based on the multiple-years of data required to meet the workforce size requirements (as defined above).

In addition to meeting the above safety performance criteria, the company must submit a Platinum Award Application. If the company uses contractor labor, it must also demonstrate that it has a contractor safety management program in order to be considered for the ILTA Platinum Safety Award. From among the applicants meeting these criteria, one large and one small terminal company will be selected to receive the Platinum Safety Award by ILTA’s Safety Survey & Recognition Program Working Group.

Platinum Safety Award candidates are expected to continue their demonstration of worker safety throughout the program lifecycle. As such, candidates must notify ILTA of any subsequent employee, contractor, or third-party workplace-related fatalities at their terminal or other operations prior to the award selection committee review of award applications in April 2020.
Prior 5-Year Safety Milestone Award winners who maintain their eligibility may qualify for a 10-year Safety Milestone Award.

2019 Platinum Award winners are not eligible for the 2020 Platinum Award but may again be considered in 2021.

PLATINUM AWARD APPLICATION

In addition to reporting the OSHA 300A data, completion of a questionnaire is required of terminal members wishing to be considered for ILTA’s Platinum Safety Award. The questionnaire consists of 12 corporate-level questions. Applications may include examples of individual programs at specific facilities to support their application.

The questionnaire is intended to capture a sense of the terminal company’s safety culture. ILTA encourages all its terminal members to consider these important questions, regardless of whether they submit a Platinum Award Application.

ILTA will continue the application process as updated in 2018. Companies that meet the qualifying criteria for the Platinum Safety Award will be notified by ILTA following the survey submission deadline on March 13. All applications must then be received by April 3, 2019 to be considered for the award.

SELECTION OF AWARD RECIPIENTS

The Safety Improvement, Safety Excellence, and Safety Milestone Award recipients will be identified on a strictly analytical basis by ILTA staff using submitted survey data.

Companies that also submit a Platinum Award Application will be considered for the Platinum Safety Award. ILTA staff will select up to three large and three small company candidates, for as many as six. Selection criteria for the Platinum Safety Award include:

- Achieving applicable qualifying TRIR threshold;
- Exceptional performance based on hours worked, including lost-workday cases;
- Overall performance history showing consistently good or steadily improving performance over a multiple-year period; and
- Responses to the Platinum Award Application, including descriptions of the company’s safety program and, if applicable, the company’s contractor safety management program.

TRIR data and award applications for each finalist will be sent to ILTA’s Safety Survey and Recognition Program Working Group. If a working group member is an employee of a Platinum Award finalist, then that individual 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 selection criteria for scoring the responses to each question. ILTA will tabulate the rankings for each candidate. Members will discuss the finalist applications and select the winner in each category based on the tabulated rankings and vote of the working group members.

3 All references to company names and facility locations will be omitted from the materials submitted for review by ILTA’s Safety Survey and Recognition Program Working Group.

4 This group consists of terminal member representatives, not to exceed 15 in number, as nominated by ILTA based on the member company’s sustained interest in the strength and integrity of ILTA’s Safety Survey and Recognition Program.
All award recipients will be notified no later than three weeks prior to the award ceremony, which will be held during ILTA’s annual conference in Houston, TX. Recipients are not to externally communicate their receipt of an award until after the award ceremony in early June.

2020 AWARDS PRESENTATION

The 14th Annual Safety Awards Presentation and Breakfast will be held on Tuesday, June 9, 2020, from 8:00 a.m. to 9:00 a.m. at the Marriott Marquis Houston. Following the ceremony, recipients are encouraged to communicate their award recognition in their marketing efforts, on their website, during sales presentations, and in other media relations activities.