



**ASPHALT ROOFING MANUFACTURERS ASSOCIATION**  
**SAFETY CONTEST RULES,**  
**AS AMENDED FEBRUARY 19, 2013**

1. The annual contest will cover the period January 1, to December 31, inclusive. The contest will be open to all Regular Members of the Asphalt Roofing Manufacturers Association (ARMA). Each plant engaged in the manufacture of asphalt roofing products is eligible to be a contestant. An ARMA member may enter as many plants as desired.
2. A contestant may be an entire company, division, plant or mill. Administrative offices may submit data to the Contest but are ineligible to receive awards. Two or more manufacturing units located in the same adjacent city block or separated by the width of a highway, canal, or railroad right-of-way shall be considered a single contestant. **Both the asphalt roofing manufacturing portion and the auxiliary operations, such as on-site granule, paper/mat, and blowing operations, may be included in the contest (labor hours and accidents) provided they are under the same management.**
3. The contest will be directed by the Health, Safety, and Environment (HSE) Committee of the Asphalt Roofing Manufacturers Association.
4. Entries will be grouped in four general categories to be determined by the labor-hours reported so participants will compete with plants of comparable exposure. The categories are as follows:

<b><u>Group A</u></b>	Over 300,000	labor-hours worked per year
<b><u>Group B</u></b>	200,000 to 300,000	labor-hours worked per year
<b><u>Group C</u></b>	100,000 to 200,000	labor-hours worked per year
<b><u>Group D</u></b>	100,000 and under	labor-hours worked per year

5. Plants shall be classified based on their total labor-hours worked for the contest year. Each quarter, plants will be placed in a group category based on an annualized calculation of their year-to-date reported data, but group categories shall not be finalized until all four quarters of labor-hours have been reported.
6. The HSE Committee reserves the right to place a participant in any group which, in the judgment of the Committee, will make for a more equitable contest.

7. Participants must file quarterly reports by the name and location of each plant entered in the contest and officially provide the following information; the reported data for the ARMA Safety Contest is subject to the same definitions and criteria set forth in OSHA Form 300:
  - (A) **the number of Lost and Restricted Workdays** (i.e., the number of days an employee loses time away from the plant or has restricted activity after the day of an injury) during the quarter being reported, provided that the injury has occurred in the Contest year. Lost and restricted workdays for injuries that occurred in a prior year(s) are not to be counted. Record no more than 180 days of restrictions, time away from work (lost time), or sum of restricted and lost time for a single injury;
  - (B) **the number of fatalities** during the quarter being reported;
  - (C) **the number of OSHA reportable incidents** recorded during the quarter being reported (this reflects the total for columns G, H, I, and J of the OSHA 300 log); and
  - (D) **the labor-hours worked at the participating location** during the quarter being reported. The total number of reported lost and restricted days for a single injury occurring during the Contest year shall not exceed 180.
  
8. Reports shall be forwarded to ARMA headquarters within 25 days after the close of the quarter.
  
9. Participants will receive quarterly reports showing year to date contest standing.
  
10. Contest standing shall be based on the **ARMA INDEX**. The index is derived from the following formula:

$$(\text{OSHA INCIDENCE RATE} + \text{OSHA SEVERITY RATE}) / 10 = \text{ARMA INDEX}$$

**CONTEST AWARDS**

Awards will be presented in four categories: President’s Award, Award of Excellence, Perfect Employee Safety Certificate, and Certificate of Improvement. A reported fatality, defined per the definition and criteria set forth in OSHA Form 300, results in an automatic awards disqualification of that plant location for the reporting year.

**PRESIDENT'S AWARD**

Presented to the plant in each contest category that has the lowest combined **ARMA INDEX** over a two-year period. In the event of a tie for the President's Award, the facility with the greatest number of labor-hours reported within the category will receive the President's Award.

AWARD OF EXCELLENCE

Presented to those plants that have recorded three consecutive years of a "perfect" **ARMA INDEX** (i.e., an index of 0.00) and are not President's Award winners.

PERFECT EMPLOYEE SAFETY CERTIFICATE

Presented to those plants that have a "perfect" **ARMA INDEX** (i.e., an index of 0.00) for the reporting year and are not President's Award winners.

CERTIFICATE OF SAFETY IMPROVEMENT

Presented to those plants who demonstrate an improvement in their **ARMA INDEX** of at least 25% over their previous year's performance.