



Interstate Mining Compact Commission

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December 22, 2015

MEMORANDUM

TO: All Commissioners

FROM: Beth A. Botsis, Deputy Executive Director

RE: IMCC 2016 Mine Safety and Health Training Awards; Criteria/Submission Requirements/Nomination Form

On November 16, 2015, the Interstate Mining Compact Commission (IMCC) member states approved adoption of a new awards program recognizing excellence in mine safety and health training and materials. This memo contains information regarding the criteria and nomination submission requirements for IMCC's annual "Mine Safety and Health Training Awards" that will be presented for the first time in 2016 during the Annual Meeting in Lake Placid, New York. The awards will be presented in two main categories, a state award and an industry award, each including four subcategories: coal surface, coal underground, metal/nonmetal surface, and metal/nonmetal underground. More information on the criteria, eligibility and nomination procedures follows. Please read this memo carefully when preparing your nominations.

All safety training award nominations must be submitted to IMCC by **February 12, 2016**. Due to the potential large file sizes of photos, training materials, and the volume of a nomination, **please DO NOT submit them through e-mail**. Keep in mind when submitting nominations that the committee will meet by conference call to choose the award winners. Therefore the nomination materials will need to be distributed by IMCC to the committee members for their review prior to and during the call. If the material being nominated can be submitted electronically on a CD or flash drive, IMCC can easily burn copies to distribute. If the material is a video or some other media that does not lend itself well to be easily duplicated, you should submit five (5) copies to IMCC for us to distribute to the committee members to review.

The State Mine Safety and Health Training Award nominations will be self-nominated by the state. For the industry training awards, nominations will be handled similarly to how nominations are made for IMCC's Annual Reclamation Awards. Companies may self-nominate to the state regulatory authority (RA), and the state RA may then choose to nominate up to one (1) nomination from those received in each of the four subcategories per year to IMCC. In order to encourage greater participation in the awards program, we encourage the states to work with the nominated company in preparing the nominations. *Complete* contact

information (phone number, email and mailing address) for the appropriate contact person from the state or company being nominated per the form is required. We have a short turn-around time for alerting winners to their selection prior to the Annual Meetings. Having accurate contact information will enable us to contact the winners sooner and facilitate their attendance at the awards banquet.

The presentation of the awards will take place during the Annual Awards Banquet at IMCC's 2016 Annual Meeting in Lake Placid, New York in April. This means you should begin soliciting nominations from your mining industry now. Please begin announcing the awards program in your state. Since the inception of the IMCC in 1964, one main purpose of the Compact has been to encourage programs which will protect, conserve and improve the usefulness of natural resources. Recognizing the efforts to promote safe workplaces within the mining industry is one way of accomplishing this Compact objective.

Important Dates to Remember Include:

January 29, 2016 Date for nominations for the industry category to be submitted by companies to the State Regulatory Authority.

February 12, 2016 Regulatory Authorities must submit their winners by this date to:
Beth A. Botsis, Deputy Executive Director
Interstate Mining Compact Commission
445 Carlisle Drive, Suite A
Herndon, VA 20170

March 1, 2016 Deadline for Awards Committee to select winners.

April 19, 2016 Awards Banquet at IMCC Annual Meeting in Lake Placid, New York

The following procedures should be followed:

- The industry category nomination forms should be submitted by the state — *not* the nominee. This will assure several things: 1) that the IMCC format is followed; 2) that the important aspects of the nomination are addressed; and 3) that as much objectivity as possible is built into the process. Should you work with the applicant in putting together the information, please be sure that it relates specifically and clearly to our awards criteria.
- The nominating state may choose to include a cover letter including a short summary about the nominee and why the state selected it (optional).

The following pages include the specific criteria, eligibility and procedures for selection, and the required nomination forms to be submitted for the two awards categories. A cover page is also included for your use in notifying your industry of the awards program.

If you have any questions about this program, contact the IMCC office at 703.809.8654. Thank you in advance for your participation in this important new awards initiative.

Attachments



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Interstate Mining Compact Commission Mine Safety and Health Training Awards Program

Introduction

The Interstate Mining Compact Commission (IMCC) announces the annual Mine Safety and Health Training Awards to recognize excellence in the development of mine safety and health training materials or programs on a national level. Beginning in 2016, each year there will be awards presented in two categories: state category and industry category. Each category includes the following 4 subcategories: coal surface, coal underground, metal/nonmetal surface, and metal/nonmetal underground, for a potential of 4 awards to be presented annually in each of the two categories.

Competition for the national reclamation awards is limited to IMCC states with each state authorized to make one nomination in each subcategory within each of the two main categories (for a potential of up to 4 nominations within the state category, and 4 nominations within the industry category annually).

Some states have previously established awards to recognize outstanding mine safety and health training materials and programs within their own state. This program allows each state to incorporate existing programs into the nomination process for the IMCC awards and provides for more competition at a national level.

Scope

The IMCC Mine Safety and Health Training Awards will be presented at the IMCC annual meeting and will be judged on the criteria outlined in the following section. The regulatory authority of each state will announce the Awards Program and request that nominations for the industry category be submitted to them by the deadline. Each state will conduct a screening process and select one company for each category, when deemed warranted, to compete for the IMCC awards. Each state will then submit their nominations to Beth A. Botsis, Deputy Executive Director, IMCC, 445 Carlisle Drive, Suite A, Herndon, VA 20170.

Criteria for Selection – State Mine Safety and Health Training Award

- Categories:** Category 1: Coal, and Category 2: Metal/Nonmetal. One surface and one underground nomination may be made by a state annually in each of the two categories, for a potential of four awards total to be presented annually.
- Eligibility:** IMCC member states are eligible to self-nominate for training materials they have developed, or which have been specifically developed for the state by consultants/contractors who help to implement the state's mine safety and health training program. Each state is allowed one nomination per year per category. If the material to be nominated applies to both coal and metal/nonmetal categories, the state may nominate the same material in both categories in the same year, but the material may only be chosen as the winner in one category per year.
- Nominations:** States to self-nominate any training material (video, safety talk, PowerPoint, printed material, etc.) affiliated with their state mine safety and health training program that the state believes is worthy of recognition and that was developed within the preceding calendar year*. The state must provide the required nomination form and information requested therein for any nomination submitted by the state to IMCC in order to be considered.
- Selection:** Award winners will be determined each year by a committee composed of members of the IMCC Mine Safety and Health Committee.
- Award:** Will be presented during the Annual Awards Banquet held during the IMCC Annual Meeting each spring. Will consist of an engraved plaque.
- Criteria:** Three perspectives to consider: trainer's perspective (i.e. is someone utilizing the materials); trainee's perspective (i.e. useful, engaging, understandable to individuals receiving the training); and operator's perspective (i.e. is the material helping to promote safer and better prepared job sites).

Specific criteria for consideration by the awards committee includes:

- **Relevancy:** The training material is relevant to solving a safety problem or promoting a safer work environment.
- **Applicability and Impact:** The training material can be applied on the job and for specific mining situations. The training material addresses specific needs and the information provided is timely and positively impacts employee and workplace safety.
- **Ease of use:** The training material is easy to use.
- **Engaging and Understandable:** The training material is engaging and able to keep the attention and focus of trainees. It promotes employee awareness of workplace safety concepts and issues, and is clear and easily understood by trainees.
- **Uniqueness/innovativeness.** The training materials created are unique/innovative.

*The calendar year preceding the spring Annual Meeting during which the awards will be presented.

Criteria for Selection – Industry Mine Safety and Health Training Award

- Categories:** Category 1: Coal, and Category 2: Metal/Nonmetal. One surface and one underground nomination may be made by a state annually in each of the two categories, for a potential of four awards total to be nominated by each state annually.
- Eligibility:** Companies within IMCC member states are eligible to be nominated for training materials and/or programs they have developed and implement.
- Nominations:** Similar to the IMCC reclamation awards, companies may submit self-nominations to the state regulatory authority (RA). From the nominations received by the state RA, the RA is allowed to submit one nomination in each category to IMCC, for a potential of four nominations maximum from each state annually. A state may submit for all of the categories which the state regulatory authority determines a nomination is worthy of recognition. The nominating state must provide the required nomination form and information requested therein for any nomination submitted by the state to IMCC in order to be considered. Information to be provided by the state nominator will include total incident rate for the preceding calendar year as provided to the state RA by the nominee company*.
- Award:** Will be presented during the Annual Awards Banquet held during the IMCC Annual Meeting each spring. Will consist of a matted and framed certificate.
- Selection:** Award winners will be determined each year by a committee composed of members of the IMCC Mine Safety and Health Committee.
- Criteria:** This award will not be based on a single mine safety record, but will focus on a company's training program while also taking into account the company's safety record. The awards will recognize those companies in each category with one of the safest records in its mines and the best training program, which should correspond.

Specific criteria for consideration by the awards committee includes:

- **Safety Record:** Total Incident Rate for the preceding calendar year*.
- **Relevancy:** The training material/program is relevant to solving a safety problem or promoting a safer work environment.
- **Applicability and Impact:** The training material/program is applicable on the job and for specific mining situations. The training material/program addresses specific needs and the information provided is timely and positively impacts employee and workplace safety.
- **Ease of use:** The training material is easy to use.
- **Engaging and Understandable:** The training material/program is engaging and able to keep the attention and focus of trainees. It promotes employee awareness of workplace safety concepts and issues, and materials are also clear and easily understood by trainees.
- **Uniqueness/innovativeness.** The training material/program are unique/innovative.

*The calendar year preceding the spring Annual Meeting during which the awards will be presented. Total incident rate statistics and calculations must be provided to the state RA by the nominee company to include total hours worked, total reportable injuries and total reportable illnesses for the preceding calendar year. Should include contractors if the contractors are under the immediate supervision of a company supervisor. Consideration will be given as to the size of the mine: small mine defined as 1-49 employees and a large mine as 50 or more employees.

Procedures for Selection

State Award Category: IMCC member states are eligible to self-nominate for training materials they have developed, or which have been specifically developed for the state by consultants/contractors who help to implement the state's mine safety and health training program. Each state is allowed one nomination per year per category. If the material to be nominated applies to both coal and metal/nonmetal categories, the state may nominate the same material in both categories in the same year, but the material may only be chosen as the winner in one category per year.

Industry Award Category: Within the member states of the IMCC, the Regulatory Authority (RA) is responsible for nominating *one* candidate for each subcategory where the RA determines a nomination is warranted. The subcategories include: coal surface, coal underground, metal/nonmetal surface, and metal/nonmetal underground. The nominee(s) will be chosen by the State RA from a pool of applicants submitted by mining companies and/or the RA. If the material or program to be nominated applies to both coal and metal/nonmetal categories, the state may nominate the same material in both categories in the same year, but the material may only be chosen as the winner in one category per year.

The application for the IMCC Mine Safety and Training Awards shall be in the form of a narrative that describes the material or program being nominated and the effectiveness of that material or program. For the industry category, the nominee must also submit the required safety record information (see criteria section). The application narrative should be comprehensive. Any supplemental or support documentation which accompanies the narrative should clearly and succinctly relate to the specific criteria for selection. If material is being nominated (video, print media, PowerPoint presentations, etc.), the material, or a viable link to view the material online, should accompany the nomination.

The RA from each state will submit their respective nominations to the IMCC Deputy Executive Director by the stated deadline each calendar year. Subsequently, the IMCC Deputy Executive Director will convene members of the IMCC Mine Safety and Health Committee during February/March of each year and select the winners in each category. The selection committee will be composed of up to five members of IMCC with mine safety and health expertise.

Submission Requirement for Award Nominations

Due to the potential large file sizes of photos, training materials, and the volume of a nomination, **please DO NOT submit them through e-mail**. Keep in mind when submitting nominations that the committee will meet by conference call to choose the award winners. Therefore the nomination materials will need to be distributed by IMCC to the committee members for their review prior to and during the call. If the material being nominated can be submitted electronically on a CD or flash drive, IMCC can burn copies to distribute. If the material is a video or some other media that does not lend itself well to be easily duplicated, you should submit five (5) copies to IMCC for distribution to the committee.

Steps in Award Process

1. **January 29:** Deadline for mining companies/operators and/or RA to submit nomination application to RA for industry category.
2. **February 12:** Deadline for RA to submit nominations for state and industry categories to IMCC.
3. **March 1:** Deadline for IMCC Safety Awards Committee to select award winners.

4. **April/May:** Presentation of IMCC Mine Safety and Health Training Awards by the IMCC Chairman/designee at the IMCC annual meeting.

Presentation of Awards

During the annual meeting of the IMCC, the Chairman or the Governor's designee will present the awards. Plaques will be awarded to the winner(s) in the state categories, and framed award certificates will be awarded to the winner(s) in the industry categories.

Any questions should be referred to IMCC at 703/709-8654.

6. General Description of the material being nominated:

7. Description of how the material meets the awards criteria:

(NOTE: Should specifically address the 5 criteria for selection of award winners to the extent possible from a trainer's, trainee's and operator's perspective: *Relevancy; Applicability and Impact; Ease of Use; Engaging and Understandable; Uniqueness/Innovativeness.*)

**IMCC Mine Safety and Health Training Awards –
Industry Award Category Nomination Form
(MUST be Completed and Submitted with the Nomination)**

Attach additional pages, if needed

Important Dates:

- **January 29:** *deadline for company nominations to be submitted to the state RA.*
- **February 12:** *deadline for State RAs to submit the selected states' nominations to IMCC (1 nomination allowed per state per category per year).*

1. Company being nominated (*Company name as it should appear on the award, should the nominee be chosen as the winner*):

2. Nominating state RA contact person/phone/e-mail (*The person we should contact with any questions regarding the nomination*):

3. Company contact person/ mailing address/phone/e-mail (*This should be the company representative that we will contact and send the notification/Annual Awards Banquet invitation to, should the company win the award.*):

4. Category of the nomination (check applicable category):

- Coal Category -- Surface
- Coal Category -- Underground
- Metal/Nonmetal Category -- Surface
- Metal/Nonmetal Category -- Underground

5. Type of material or training program being nominated (video, safety talk, PowerPoint, printed material, class, etc.):

6. General Description of the material or program being nominated (*See section 8 also*):

7. Total incident rate for the preceding calendar year for the nominated company*.

Total Hours Worked:

Total Reportable Injuries:

Total Reportable Illnesses:

**Total incident rate statistics and calculations must be provided to the state RA by the nominee company to include total hours worked, total reportable injuries and total reportable illnesses for the preceding calendar year, i.e. calendar 2015 for the 2016 award, etc. Should include contractors if the contractors are under the immediate supervision of a company supervisor. Consideration will be given to the size of the mine: small mine defined as 1-49 employees and a large mine as 50 or more employees.*

8. Description of how the material or program meets the awards criteria:

(NOTE: Should specifically address the 5 criteria for selection of award winners to the extent possible from a trainer's, trainee's and operator's perspective: *Relevancy; Applicability and Impact; Ease of Use; Engaging and Understandable; Uniqueness/Innovativeness.*)