



2017 ABC NATIONAL Safety Excellence Award Application
Project Entry Requirements and Forms

Associated Builders and Contractors invites your company to enter the ABC National Safety Excellence Awards competition.

Presented by





Dear ABC STEP Diamond, Platinum & Gold Recipients:

Congratulations on reaching the upper echelons of STEP achievement! Your exemplary performance has placed you alongside fewer than 1,400 ABC member companies as industry leaders in safety, exceeding industry standards in lagging indicator performance.

One of the many benefits of achieving Diamond, Platinum or Gold status in ABC's STEP program is eligibility for the prestigious ABC National Safety Excellence Awards. Considered one of the premier measures of a company's total safety performance, winning a National Safety Excellence Award represents a level of achievement in the field of safety unrivaled in the construction industry. Companies are measured not only on exceptional safety performance, but in how they structure their safety program to achieve world-class results.

There are three levels of achievement for the NSEA competition: Excellence, Merit and the Pinnacle Award. While Excellence and Merit represent exceptional and outstanding safety programs, respectively, Pinnacle recipients can truly be considered world-class. The Pinnacle Award reflects exceptional long-term safety performance and processes; only previous year's recipients of the Excellence Award are eligible. Combined, all three National Safety Excellence Award competition levels represent the "best of the best" when it comes to safety in the construction industry.

Safety is a core value for the truly world-class companies; a culture where the term "incident" is measured not just in injury, but the number of lives disrupted both among employees and their families. A culture where each employee views the safety of others as just as important as their own. These core values permeate every part of the organization from the CEO to the men and women in the field. The National Safety Excellence Awards program recognizes these companies and presents them as models to the rest of ABC and the construction industry for what we strive for: to send every employee home in the same—or better—condition than which they arrived.

I hope that you will take the time to complete the attached application and enter the highly competitive 2017 National Safety Excellence Awards competition. Applications are due electronically to ABC National no later than Friday, Sept. 15, 2017. Winners will be selected by an esteemed panel of safety and regulatory professionals through a review of the materials required for submission and through video interviews with each finalist's CEO/president/principal. Finalists will be notified via email of their status by Friday, Oct. 13, 2017, with video interviews taking place through December. Winners of the 2016 National Safety Awards will be notified by Dec. 15, with the awards presented at the annual Excellence in Construction® Awards celebration Wednesday, March 21, 2018 in sunny Long Beach, Calif.

On behalf of the ABC National Environment, Health & Safety Committee, congratulations on your achievements and good luck in the National Safety Excellence Awards competition!

Be safe,

Samuel Stiteler

2017 ABC National Environment, Health & Safety Committee Chair

OVERVIEW

The National Safety Excellence Award competition was established in 1992 by the ABC National Environment, Health & Safety (EH&S) Committee to recognize exceptional achievements in the field of construction safety and training. Applicants are required to exhibit long-term commitment to providing cutting-edge safety training to employees, continuous evaluation and evolution of their safety programs and employer-employee involvement in cultivating a “culture of safety” throughout their company. Winners of National Safety Excellence Awards are recognized at the annual ABC Excellence in Construction® Awards gala.

CATEGORIES

The National Safety Excellence Award competition is comprised of seven (7) man-hour categories in the three (3) North American Industry Classification System (NAICS) construction codes (NAICS 236: General Construction; NAICS 237: Heavy and Civil Engineering/Construction; and NAICS 238: Specialty Contracting). The man-hour categories are comprised of:

- CATEGORY 1:** 0-50,000 annual man-hours worked by all employees
- CATEGORY 2:** 50,000-100,000 annual man-hours worked
- CATEGORY 3:** 100,000-250,000 annual man-hours worked
- CATEGORY 4:** 250,000-500,000 annual man-hours worked
- CATEGORY 5:** 500,000-1 million annual man-hours worked
- CATEGORY 6:** 1 million-2 million annual man-hours worked
- CATEGORY 7:** 2 million + annual man-hours worked

There are three types of awards presented as part of the competition:

- National Safety Merit Award—presented to companies who are adjudged to meet the criteria set forth by the ABC National Environment, Health & Safety Committee through outstanding safety performance and safety culture, systems and processes that lead to a safety program that greatly exceeds industry standards.
- National Safety Excellence Award—presented to companies who are adjudged to meet the criteria set forth by the ABC National Environment, Health & Safety Committee through exceptional safety performance and

world-class leadership commitment to safety, a culture of safety that is embraced and espoused by all company employees, and systems/processes in place that address and eliminate hazards before incidents occur, resulting in a world-class safety program.

- National Safety Pinnacle Award – presented to companies who are adjudged to meet the criteria set forth by the ABC National Environment, Health & Safety Committee for the National Safety Excellence Award each year.

RULES AND REQUIREMENTS

1. Only 2017 STEP Diamond, Platinum and Gold recipients may apply for the ABC National Safety Excellence Award (NSEA).
2. All NSEA applications must be received electronically by close of business on Friday, Sept. 15, 2017 in order to be considered for the award. Any application received after this date WILL NOT be entered into the competition.
3. Materials submitted with the NSEA application WILL NOT be returned to the applicant. Once the winners are announced and awards are presented, all application materials will be destroyed.
4. Winners of the National Safety Pinnacle, Excellence and Merit Awards who consent in the application may have portions of their application submission selected by ABC to appear in the annual “ABC Safety Performance Report” that will be available to ABC members.
5. Recipients of the 2016 National Safety Excellence Award are ineligible for the 2017 National Safety Excellence Award, but remain eligible for the 2017 National Safety Pinnacle and Merit Awards. Recipients of the 2016 National Safety Merit Award WILL BE eligible for the 2017 National Safety Excellence Award.
6. Incorrect OSHA Forms 300/300A and/or inconsistent recording of this data on the applicant’s 2017 STEP Diamond or Platinum application will result in automatic disqualification from National Safety Pinnacle/Excellence/ Merit Award consideration.
7. There are a maximum of three (3) finalists chosen per NAICS Code man-hour category. One (1) National Safety Excellence Award may be presented per category, as determined by the competition judges. In the event that the judge identifies two (2) or more companies whose exceptional performance warrants National Safety Excellence Award recognition, more than one NSEA may be presented.
8. After reviewing a category’s applications, judges may determine that none of the finalists meet the criteria for National Safety Excellence Award consideration; no NSEA will be presented for that category.
9. NSEA award finalists may be selected for a jobsite safety evaluation visit by ABC National EH&S Committee members, or their representatives, as part of the judging process. NSEA judges will contact applicants and schedule these visits with the contact person indicated on the NSEA application. All jobsite safety evaluations will be conducted in November/ December 2017.

DISQUALIFICATION

Applicants will be automatically disqualified from the competition for the following reasons:

- Any jobsite fatality within the previous twenty-four (24) months;
- Any jobsite fatality after submitting a NSEA application, but prior to final judging;
- Failure to properly fill out/complete NSEA application;
- Failure to submit all documents listed in "Rules and Requirements" section:
 - OSHA Form 300 ("Log of Work-Related Injuries and Illnesses") for the last three years

- OSHA Form 300A ("Summary of Work-Related Injuries and Illnesses") for the last three years
- 2017 STEP application
- Written answers, not to exceed 20 pages;
- Incorrect/missing/falsified data on 2017 STEP application and OSHA Forms 300/300A

Applicants are required to notify ABC of any jobsite fatalities that occur between NSEA application submission and presentation of the awards in March 2018.

NOTIFICATION PROCESS

Finalists for the 2017 National Safety Excellence Award will be selected by a panel of judges consisting of members of the ABC National Environment, Health & Safety (EH&S) Committee,

safety professionals and regulatory representatives during NSEA judging in October 2017. Finalists will be notified via email by Friday, Oct. 13, 2017 with confirmation of the video interview, which will take place during one of the applicant's selected preferred times. Winners of the National Safety Pinnacle, Excellence and Merit Awards will be notified no later than Dec. 15, 2017 via email/telephone and mail. The 2017 ABC National Safety Awards will be presented at the Excellence In Construction Awards gala on Wednesday, March 21, 2018 in Long Beach, Calif.

Please note that, due to the high volume of applications received each year, ONLY finalists and award winners will be notified of their status.

Application Now Online!

BE THE BEST | **BUILD WITH THE BEST**

AQC
Associated Builders and Contractors, Inc.
abc.org/aqc

When you choose to work with an **ACCREDITED QUALITY CONTRACTOR (AQC)**, you choose to work with the best of Associated Builders and Contractors' more than 21,000 member firms.

The AQC designation provides national recognition to construction firms that document their commitment to quality achievement in five areas of corporate responsibility: quality, safety training, community relations and diversity, employee benefits and employee training.

APPLICATION FORM

(please type or print legibly and attach to front of application)

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

ABC Chapter Memberships *(please list all memberships)*: _____

Company President/CEO/Principal *(circle title)*: _____

Company President/CEO/Principal Email Address: _____

Alternate Company Principal Name: _____
(Officer or Executive Management, cannot be the company's designated safety professional)

Alternate Company Principal Email Address: _____

This application contains information that is true and correct to the best of my knowledge. I, the undersigned, understand that any misrepresentation or misreporting of the information below could result in the immediate disqualification of the company from NSEA consideration.

Application Prepared by: _____

Title: _____

Preparer's Signature: _____

Date: _____

Phone: _____

Email: _____

General Company Information

6-Digit NAICS Code (as entered on your 2016 OSHA Form 300A):

236-_____

237-_____

238-_____

Annual hours worked (as entered on your 2016 OSHA Form 300A):

Man-hour Category:

0-50,000

50,001-100,000

100,001-250,000

250,001-500,000

500,001-1,000,000

1,000,001-2,000,001

2,000,001+

Experience Modification Rate (EMR) as of January 1st of Each Year:

2016: _____

2015: _____

2014: _____

Total Recordable Incidence Rate (TRIR)

2016: _____

2015: _____

2014: _____

Days Away, Restricted or Transferred (DART) Rate

2016: _____

2015: _____

2014: _____

ALL APPLICATIONS ARE DUE ELECTRONICALLY NO LATER THAN 5:00 PM EST ON FRIDAY, SEPT. 15, 2017

Email completed application packages to Cheyenne Wheeler, Workforce Development and HS&E Coordinator, at wheeler@abc.org with the email subject line, "2017 NSEA Application—(Insert Company Name Here)".

Applications, including three years of OSHA Form 300 ("Log of Work-Related Injuries and Illnesses") and OSHA Form 300A ("Summary of Work-Related Injuries and Illnesses"), one (1) copy of the applicant's 2017 STEP application and answers to application questions should be emailed to wheeler@abc.org. Applications that do not include all required paperwork will not be accepted. Extensions will not be granted, and applications that do not arrive by this deadline will not be considered.

Questions? Email Cheyenne Wheeler at wheeler@abc.org.

AVAILABLE TIMES FOR CEO VIDEO INTERVIEWS

All times Eastern Standard Time (please indicate no more than three dates/times). IMPORTANT NOTE: Enter interview dates/times ONLY IN THE NAICS CODE ENTERED ON YOUR APPLICATION and ONLY DURING THE TIMEFRAME SPECIFIED. Final date/time of interview will be confirmed via email by Friday, Oct. 13, 2017):

NAICS 236 – WEDNESDAY, NOV. 1-MONDAY, NOV. 13

Selection 1: Date: _____ Time (EST): _____

Selection 2: Date: _____ Time (EST): _____

Selection 3: Date: _____ Time (EST): _____

NAICS 237 – MONDAY, OCT. 23-FRIDAY, OCT. 27

Selection 1: Date: _____ Time (EST): _____

Selection 2: Date: _____ Time (EST): _____

Selection 3: Date: _____ Time (EST): _____

NAICS 238 – MONDAY, NOV. 13-FRIDAY, DEC. 1

Selection 1: Date: _____ Time (EST): _____

Selection 2: Date: _____ Time (EST): _____

Selection 3: Date: _____ Time (EST): _____

Interviews will last no more than 30 minutes and are designed to determine the company President/CEO/Principal’s general knowledge of the corporate safety policies and culture outlined in the NSEA application answers. The President/CEO/Principal will receive an email confirming the date/time of the video interview immediately following selection of the 2017 NSEA finalists by Friday, Oct. 13, 2017.

FAILURE TO CONDUCT THE INTERVIEW WILL RESULT IN DISQUALIFICATION FROM NATIONAL SAFETY EXCELLENCE/PINNACLE AWARD CONSIDERATION (applicant will remain eligible for the National Safety Merit Award).

Signature: _____ Date: _____

Best time to contact: _____

PAYMENT INFORMATION (FOR STEP GOLD RECIPIENTS ONLY)

CHECK

Please mail a check for the \$450 NSEA application fee to:

Associated Builders and Contractors, Inc.
Attn: Greg Sizemore
2016NSEA Application Fee
440 First St., NW, Suite 200
Washington, DC 20001

Checks must be received by October 2, 2015.

CREDIT CARD

I hereby authorize ABC to charge \$450 for the 2017 NSEA application fee to the cardholder below:

Card Type (circle one): VISA MASTERCARD AMERICAN EXPRESS

Name on Card: _____

Signature: _____

Card Number: _____

Expiration Date (MM/YY): _____

Email: _____
(for transaction receipt)

- I have read and understand the rules and requirements for the 2017 ABC National Safety Excellence Award competition.
- I permit ABC to publish any “Best Practices” used by my company and outlined in my application, with proper citation, in the 2018 ABC Safety Performance Report.

APPLICATION FORM (continued)

20 page maximum for answers to the following questions (note: the application page and OSHA Form 300s/300As DO NOT COUNT towards this total). Answers must be single-spaced and no less than 10 point font; font should be either Arial, Calibri or Times New Roman. **ANY APPLICATIONS THAT EXCEED THESE REQUIREMENTS WILL NOT BE CONSIDERED.**

1. Describe your operation (i.e., type of projects/work, typical clients, size, geographical area). Describe any special circumstances/situations that make your safety performance particularly noteworthy.
2. List any local, regional or national awards your company has received.
3. This application represents:
 - All work performed company wide
 - Work performed by regional/area office only
4. What percentage of work is self- performed (i.e., work directly performed by company employees) as opposed to work subcontracted to others?
 - 0-40%
 - 41-59%
 - 60-79%
 - 80%+
5. Outline your company's safety vision.
6. Does the CEO/senior management team meet regularly to discuss your company's safety performance, review corporate safety policies and procedures and develop goals and action plans for continual improvement? If so, discuss highlights of recent meetings.
7. What single element of your safety process was the most critical to your success in safety over the past 3 years and why?
8. What were the challenges encountered by your company over the past 3 years that required a strong and innovative safety process?
9. Describe your system for measuring employees' actual fulfillment of their safety responsibilities against those listed as requirements in your company's procedures and policies.
10. Describe your pre-task safety planning system for crews to use before they begin work each day or as their task changes.
11. Describe any new systems, procedures or elements (if any) that were integrated into your overall safety process during the past year.
12. Describe the leading indicators used in your company, how you collect the data, how often is it reviewed and by whom?
13. Describe the lagging indicators used in your company, how do you collect the data, how often is it reviewed and by whom?
14. Describe methods used to recognize and/or reward employees for safety performance.
15. Elements A through J must be answered by applicants who primarily serve as the controlling contractor on jobsites; elements G through J must be answered by all applicants.
 - a. Do you require your subcontractors to adopt your corporate or site safety policies and procedures when performing work on your projects?
 - b. Do you require subcontractors to track and report leading indicators used in your company?
 - c. Do you hold regular meetings of representatives from project contractors, subcontractors and owners to discuss safety performance, corrective actions, initiatives and recognition of supervisors and workers? How often are these meetings conducted? Identify three recent issues that were discussed.
16. Provide your Total Recordable Incident Rates (TRIR) for the last three years.
 - d. Does your company track subcontractor work hours and their recordable incidents? Is the data used for continuing qualification of subcontractors that have previously worked for your company?
 - e. How does your company coordinate project safety among the owner, construction manager and subcontractors?
 - f. Describe your company's prequalification system to ensure highly qualified and [above all] safe subcontractors are hired on your projects.
 - g. If your company has an ongoing observation program, are subcontractors included?
 - h. What is the frequency and duration of your regularly scheduled site safety meetings?
 - i. Do your company employees regularly do stretching exercises on your projects and in your offices?
 - j. Does your company have a requirement to report near misses, and is there a system to develop action plans from near miss investigations and track the completion of required actions?

Questions continue on next page

Indicators are those items that are tracked that assist safety managers in their analysis, and in turn, prevention of accidents. Leading indicators are those indicators that forecast a serious incident. On the opposite end of the spectrum are lagging-indicators. Those are "after the fact" indicators.

Items tracked and analyzed as leading indicators include:

- Non-injury incidents (e.g., violation of company or client's policy)
- Near-miss (sometimes referred to as near-hits)
- Site safety committee in place
- Safety recognition programs
- New employee/site safety orientation
- Jobsite Hazard/Safety Assessments

- Pre-task Plans
- Site-specific safety plans
- Written Substance Abuse Policy
- Designated site safety personnel
- Management involvement in safety planning

Examples of lagging-indicators are:

- Cases involving a visit to the doctor (this may be considered a leading-indicator, too)
- OSHA Recordables
- OSHA days-away-restricted cases
- Fatalities

APPLICATION FORM (continued)

17. Please provide documents that confirm your 2016 STEP scores for 20 Key Components items A, F, I, L and N as identified in the STEP application (see the following footnotes for the Key Components requested).
- A. Employer Commitment: Provide examples showing how the Owners/Leadership actively drive safety in the company from the top. Is safety the direct-line responsibility of your owner/CEO?
- B. Safety Process Goal Setting: What is your company's system to establish safety goals to ensure continual improvement? Provide examples of recent goals and their progress toward completion.
- C. Employee Participation: List the activities in your company that are undertaken that involve employees in the safety process.
- D. Employee Safety Training: How is safety training delivered to employees at all levels? Is company leadership involved and if so, how?
- E. Jobsite Inspections: What types of inspections are conducted, who is required to do inspections and what frequencies are specified? Are checklists used and are findings reported and tracked?



Jim Thompson and Ryan Odendahl of Kwest Group, Perrysburg, Ohio, accepting their 2016 National Safety Pinnacle Award from 2017 ABC National Chair Chuck Goodrich.

2017 NSEA APPLICATION CHECKLIST

- Have you completely filled out all fields in the 2017 NSEA application form, including company name, address, and all contact information for the company CEO/President/Principal?
- Have you indicated the preferred time for the CEO/President/Principal's video interview as part of the NSEA competition judging process?
- Have you included copies of your OSHA Form 300 for the last three years?
- Have you included copies of your OSHA Form 300A for the last three years?
- Have you included a copy of your 2017 STEP application?
- Have you completely answered all NSEA application questions and limited those answers to 20 pages or less?
- Have you reviewed your application prior to sending?

Email completed application packages to **Cheyenne Wheeler, Workforce Development and HS&E Coordinator**, at wheeler@abc.org with the email subject line, "2017 NSEA Application—(Your Company Name)."