



2014 **ABC NATIONAL** Safety Excellence Award Application
Project Entry Requirements and Forms

Associated Builders and Contractors invites your company to enter the 2014 ABC National Safety Excellence Awards competition.

Presented by





Dear 2014 ABC STEP Diamond & Platinum Recipients

Congratulations on reaching the upper echelons of STEP achievement! Your exemplary performance has placed you alongside fewer than 600 ABC member companies as industry leaders in safety, exceeding industry standards in lagging indicator performance.

One of the many benefits of achieving ABC's STEP Diamond or Platinum designation is automatic eligibility for the prestigious ABC National Safety Excellence Award competition. Considered one of the premier measures of a company's total safety performance, the 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 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 new 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 a long-term commitment to performance and processes; only the 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 ABC and its member companies—a culture where no incident is acceptable and where each employee views the safety of others as just as important as their own permeates every part of the organization from the CEO to the men and women in the field. The National Safety Excellence Award program recognizes these companies and provides 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 2014 National Safety Excellence Awards competition. Applications are due electronically to ABC National no later than **Friday, Oct. 31**. Winners will be selected by an esteemed panel of safety 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 Monday, Nov. 17, with video interviews taking place the week of Dec. 1-5. Winners of the 2014 National Safety Awards will be notified by Dec. 16, with the awards presented at the 25th annual Excellence in Construction Awards celebration Thursday, March 5, 2015 in sunny Fort Lauderdale, Fla.

On behalf of the ABC National Environment, Health & Safety Committee, congratulations on your achievements and good luck in the 2014 National Safety Excellence Awards competition!

Be Safe,

A handwritten signature in black ink, appearing to read 'Shelley Sutton', with a long horizontal flourish extending to the right.

Shelley Sutton
2014 ABC National Environment, Health & Safety Committee Chairwoman
hth companies, inc.
Union, MO

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 the National Safety Excellence Award 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 2014 STEP Diamond, Platinum and select 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, Oct. 31, 2014**, 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 Best Practices Compendium” that will be available to ABC members.
5. Recipients of the 2013 National Safety Excellence Award are ineligible for the 2014 National Safety Excellence Award, but remain eligible for the 2014 National Safety Pinnacle and Merit Awards. Recipients of the 2013 National Safety Merit Award WILL BE eligible for the 2014 National Safety Excellence Award.
6. Incorrect OSHA Forms 300/300A and/or inconsistent recording of this data on the applicant’s 2014 STEP application will result in automatic disqualification from National Safety Pinnacle/Excellence/Merit Award consideration.
7. There are a maximum of two (2) 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. In that case, 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 2014.

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 an 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, including:
 - 2011, 2012 & 2013 OSHA Form 300 ("Log of Work-Related Injuries and Illnesses")
 - 2011, 2012 & 2013 OSHA Form 300A ("Summary of Work-Related Injuries and Illnesses")

- 2014 STEP application
- Written answers, not to exceed 20 pages;
- Incorrect/missing/falsified data on 2014 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 2015.

NOTIFICATION PROCESS FOR 2014 NSEA COMPETITION

Finalists for the 2014 National Safety Excellence Award will be selected by a panel of judges consisting of members of the ABC National Environment, Health &

Safety Committee, safety professionals and regulatory representatives during NSEA judging in November 2014. Finalists will be notified via email by Monday, Nov. 17, with confirmation of the video interview, which will take place during one of the applicant's selected times the week of Dec. 1. Winners of the National Safety Pinnacle, Excellence and Merit Awards will be notified no later than Dec. 16, via email/telephone and mail correspondence. The 2014 ABC National Safety Excellence Awards will be presented at the 25th Annual Excellence In Construction Awards gala on Thursday, March 5, 2015, in Fort Lauderdale, Fla.

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

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 19,000 member firms.



**Associated Builders
and Contractors, Inc.**

Build With The Best

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 service, employee benefits and employee training.



To find out if you qualify as an AQC company, call toll-free 877-22-MERIT or visit www.abc.org/aqc

APPLICATION FORM

(please 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: _____

- I have read and understand the rules and requirements for the 2014 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 annual "ABC Member Safety Best Practices Compendium" for 2015.

Available times for Video Interviews – all times Eastern Standard Time
(please check no more than 3. Final date/time of interview will be confirmed via email by Monday, November 17th):

Wednesday, Dec. 4th	Thursday, Dec. 5th	Friday, Dec. 6th
<input type="checkbox"/> 10:00-10:30 AM	<input type="checkbox"/> 10:00-10:30 AM	<input type="checkbox"/> 10:00-10:30 AM
<input type="checkbox"/> 10:30-11:00 AM	<input type="checkbox"/> 10:30-11:00 AM	<input type="checkbox"/> 10:30-11:00 AM
<input type="checkbox"/> 11:00-11:30 AM	<input type="checkbox"/> 11:00-11:30 AM	<input type="checkbox"/> 11:00-11:30 AM
<input type="checkbox"/> 11:30 AM-12 PM	<input type="checkbox"/> 11:30 AM-12 PM	<input type="checkbox"/> 11:30 AM-12 PM
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Video interview software preference
(please check all that apply):

- Apple FaceTime
User Name/Email: _____
- Skype (www.skype.com to download software)
User Name: _____
- GoToMeeting (meeting set up by ABC)

Interviews will last no more than 30 minutes and are designed to determine the company President's/CEO's/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 2014 NSEA finalists by Monday, November 17th, 2014.

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).

ALL APPLICATIONS ARE DUE ELECTRONICALLY NO LATER THAN 5:00pm EST ON FRIDAY, OCTOBER 31st, 2014

Email completed application packages to Chris Williams, ABC National Director of Safety, at cwilliams@abc.org with the email subject line, "2014 NSEA Application—(Insert Company Name Here)".

Applications, including **2011, 2012 and 2013 OSHA Form 300** ("Log of Work-Related Injuries and Illnesses"), **2011, 2012 and 2013 OSHA Form 300A** ("Summary of Work-Related Injuries and Illnesses"), one (1) copy of the applicant's **2014 STEP application** and answers to application questions should be emailed to the above address, to the attention of Chris Williams, Director of Safety. 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.

For Questions, please email Chris Williams at cwilliams@abc.org

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, including but not limited to local ABC chapter safety awards.
3. Does this application represent:
 - 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) and what work is subcontracted out?
 - 0-40% 41-59% 60-79% 80%+
5. Outline your company's safety vision and culture.
6. Does the CEO/senior management team meet regularly to discuss the company's safety performance, review/revise corporate safety policies and procedures, and include craft/field employees in the process?
7. What single element of your safety program was the most critical to your safety performance over the past 3 years and why?
8. What were the most difficult circumstances encountered by your company over the past 3 years that required a strong, innovative safety process?
9. Give an overview of your 2013 OSHA-recordable incidents. For example, why did the incident(s) occur, what circumstances were responsible for each incident, what did the company do to prevent each incident from reoccurring?
10. Performance Monitoring – Does your company measure its workforce against safety goals and objectives? Is safety weighted at an equal or higher measure in an individual's performance above cost, quality and schedule?
11. Innovations – what new elements/innovations (if any) were integrated into your safety program last year? Provide specific examples of where your company has implemented a solution to a safety issue and how this protected the workforce.
12. Describe the leading indicators that your company uses, how you collect that data and how often you review it. Supply any additional information.
13. Describe the lagging indicators your company uses, how you collect that data and how often you review it. Supply any additional information.
14. Rewards, Recognition & Positive Reinforcement – Outline any methods used to recognize and/or reward employees (awards, gifts, positive reinforcement) for safety and how this is impacting safety performance.
15. Safety Culture – sub-questions A through E should be answered by applicants who primarily serve as the controlling contractor on jobsites; sub-questions F through I should be answered by all applicants.
 - a) Do you require your subcontractors to adopt your corporate/site safety policies and procedures when performing work for you?
 - b) Do you require subcontractors/vendors to follow and track leading indicators set forth by you?
 - c) Do you hold regular meetings of principals/representatives from all onsite contractors, subcontractors, vendors, owners/users, etc., to discuss planning and performance?
 - d) Are you tracking the hours worked and number of recordable incidents for subcontractors and using the data in pre-qualifications? How do you use this data?
 - e) Are subcontractors included in your observation program?
 - f) What is the frequency and duration of your site safety meetings, if any (eg., toolbox talks, stretch and learn, lunch and learn, etc.)?
 - g) What is the number of site personnel trained on your average jobsite (please include training subjects/topics)?
 - h) Have you implemented a behavioral-based safety, prevention-through-design, or system safety program? (If so, please provide a sample of the data collection form(s))?
 - i) What initiatives/efforts have been undertaken to coordinate safety among the owner, construction manager and subcontractors on jobsites that you've been on and what was/is your role in coordinating these efforts?
16. Please provide your Total Recordable Incidence Rates (TRIR) for years 2011, 2012 and 2013.

Questions continue on next page

Indicators are tracked to assist safety managers in their analysis of company safety, which in turn, helps prevent accidents. Leading indicators are indicators that forecast a serious incident. Lagging indicators 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 2014 STEP scores for 20 Key Components items A, F, I, L and N as identified in the STEP application (see following footnotes for Key Components requested).

- A. Employer Commitment: Provide examples of how the Owners/Leadership actively drive safety in the company from the top. Is safety the direct-line responsibility of your owner/CEO.
- F. Safety Program Goal-Setting/Safety Culture: How would you define the safety culture within your company.

For example, every meeting starts with a safety moment, there is a safe driving policy in place, every incident is investigated regardless of severity, etc.

- I. Employee Participation: For example, what process are you utilizing to orient workers each day and check that they know the risks they will face in a changing daily environment?
- L. Employee Safety Training: For example, what is your company's approach to training—is it a balance of technical, behavioral and classroom training and is it attended by company leadership?

N. Jobsite Inspections: For example, how regularly are your projects audited by someone independent from the site to identify areas of improvement? How are the items identified addressed by the leadership?



2014 NSEA APPLICATION CHECKLIST

- Have you completely filled out all fields in the 2014 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's/President's/Principal's video interview as part of the NSEA competition judging process?
- Have you included copies of your 2011, 2012 & 2013 OSHA Form 300?
- Have you included copies of your 2011, 2012 & 2013 OSHA Form 300A?
- Have you included a copy of your 2014 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?

2013 ABC National Safety Pinnacle Award recipient Lauren Engineers & Constructors (Abilene, Texas) on stage with 2014 ABC National Chairman Dan Brodbeck (Compass Partners LLC, Brentwood, Tenn.) at the 24th Annual Excellence in Construction Awards.

Email completed application packages to Chris Williams, ABC National Director of Safety, at cwilliams@abc.org with the email subject line, "2014 NSEA Application—(Insert Company Name Here)".