



**NORTHWEST INDIANA BUSINESS ROUNDTABLE (NWIBRT)
2014
SAFETY AWARDS APPLICATION**

Welcome to the 2014 Safety Award Application.

We are looking forward to receiving your application and seeing you at this year's banquet.

Please read the application in its entirety before submitting your company information.

Instructions for Filing Application

Mail or drop off completed applications to:

NWIBRT

c/o Jim Arendas
The Construction Advancement Foundation
6050 South Port Rd., Suite A
Portage, IN 46368

All award applicants are required to complete the application in full for acceptance, and have the application signed off by the Chief Executive Officer or President of the contractor firm.

Deadline for Filing Application: Must be postmarked or emailed before midnight February 13, 2015.

Questions: Direct any questions to Jim Arendas at (219)764-2883

The awards will be presented at the Annual Safety Awards Banquet at the Avalon Banquet Facility on Thursday May 14, 2015.

2 items to note: If your company nominated someone for the Roger Walters Award and they were not the recipient that year, you can resubmit a new Roger Walters application for that same person. Also, there is no limit to the number of outstanding crafts person's you submit for your company.

Thank you and work safely,
NWIBRT Safety Subcommittee

ELIGIBILITY

1. Subscriber dues must be up-to-date.
2. All subscribers to the Northwest Indiana Business Roundtable are eligible to participate.
3. Any company that experienced a work-related fatality or an OSHA violation that was “willful” or greater in the past year will only be eligible for the Innovation Award, Roger Walters Memorial Award, and the Outstanding Craft Person Safety Leader Award.

CRITERIA FOR APPLICATION EVALUATION

1. **Complete Part 1.**
2. **Complete Part 2.**
3. Parts 1 & 2 must be completed for consideration.
4. Submit photocopies of the OSHA 300-A log summary sheets for the past 3 years to validate your application.
5. The applicant’s safety performance at **NWI** sites will be reviewed.
6. Finalists are subject to a selected work site audit. The audits will be performed by an independent party. The application and the audit results will then be judged by a third party team of three of safety professionals who will decide the Contractor of the Year.
7. Submit (2) two copies of the application packet

AWARD CATEGORIES

RECOGNITION

The Company's OSHA Days Away from Work (DAFW) Rate, Days Away Restricted and Transferred Rate (DART), and Total Recordable Incident Rate (TRIR), must be below the most current **national** industry average rates for the company's NAICS code as established by the Bureau of Labor Statistics. Those average rates are:

	NAICS 23*	NAICS 54*
Days Away From Work Rate (DAFW)	1.5	.2
Days Away, Restricted or Transferred Rate (DART)	2.2	.3
Total Recordable Incident Rate (TRIR)	3.8	1.0

- "DAFW" stands for "Days Away From Work". A DAFW case is a subset of OSHA recordable cases where the injury/illness is severe enough that the individual loses time away from his/her job by being away from work.
- "DART" stands for "Days Away, Restricted or Transferred". A DART case is a subset of OSHA recordable cases where the injury/illness is severe enough that the individual loses time away from his/her job by being away from work, on restricted duty, or is transferred to another job function because of the injury.
- "TRIR" stands for Total Recordable Incident Rate. TRIR equals the division of all recordable cases by the hours worked, multiplied by 200,000 for standardization.

Note: See page 5 for rate calculations.

The eligible NAICS Code Groups are listed below:

Group #1: **NAICS 23 – Construction**

Group #2: **NAICS 54 – Professional, Scientific & Technical Services**

*Your NAICS code must reflect the majority of your work. For information regarding the SIC to NAICS code conversion refer to: www.naics.com/search.htm. Use the first 2 numbers of the NAICS code. Call Jim Arendas at CAF, (219)764-2883, if you have questions.

ACHIEVEMENT

The Company must first meet the criteria for **Recognition** Level.

The company's DAFW, DART and TRIR must be below the averages of the submitted applications for the company's NAICS code group.

The company must demonstrate its safety management system by addressing the questions in Part 2 of the application.

EXCELLENCE

The Company must first meet the criteria for **Achievement** Level.

The company's DAFW, DART and TRIR must be below the averages for our NWI Regional Contractor Community for the company's NAICS code for the last three years.

Any contractor receiving the Excellence Award and being a finalist for the Contractor of the Year award is subject to a random job site audit. This audit may be conducted by an outside source selected by the NWIBRT committee.



ADDITIONAL AWARD CATEGORIES

PROGRESS AWARD

Any subscriber can submit an application to be considered for this award. The company **does not have to meet any of the criteria for the other award categories** to submit an application for the Progress Award. However, the subscriber must show an improving DAFW, TRIR and DART Rate for the past three years. If you are applying for this award, fill out Part 1 completely and Part 2 of this application to the best of your ability.

INNOVATION AWARD

NWIBRT Member Companies can nominate a contractor that performs work on its site for this award, by submitting a letter describing the innovation. As a contractor (subscriber) you also can submit a letter explaining your innovative contribution that would qualify you for this award. Your company must have played a proactive role in developing a new safety initiative at that site. Also, NWIBRT will recognize a company who creatively manages workplace safety by developing and implementing effective safety programs, processes and procedures. The company would devise innovative and creative solutions that effectively solve industry safety challenges and problems. You must include a contact name and number for the Member Company that benefited from the innovation. Companies being considered do not have to meet any of the criteria for the other listed awards.

CONTRACTOR OF THE YEAR

Each contractor who meets the Excellence Award criteria will be considered for this award. One Contractor of the Year award will be presented. The winner will be selected by the NWIBRT Member Companies based on application evaluation, overall contributions to the safety culture in Northwest Indiana and open discussion among the Member Companies.

ROGER WALTERS MEMORIAL AWARD

This award will be presented to the safety representative that has demonstrated extraordinary contributions to the safety of the workers in Northwest Indiana. Refer to pages 8 & 9 of this application for the description of the award in detail along with the application process.

OUTSTANDING CRAFT PERSON SAFETY LEADER AWARD

Companies can submit one craft person from their organization that exemplifies dedication to safety to receive an honor for their accomplishment. Please refer to page 10 for full details

LIFESAVER AWARD

Recognition of an individual who has demonstrated heroism and skill in saving or attempting to save a life without regard to his/her own personal safety or harm to themselves. Please refer to page 11 for full details.

NWIBRT – SAFETY AWARDS APPLICATION

PART 1

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____

Company Website: _____

Email for Return Notification: _____

NAICS Category (From Page 3): _____

Information:

Enter your NWI OSHA injury/illness (total cumulative for all Indiana locations) statistical data for the past 3 years in the table below:

	2012 NWI	2013 NWI	2014 NWI
Total No. of Fatalities			
Total No. of Cases with DAFW			
Total No. of Cases with Job Transfer/Restriction			
Total No. of Other Recordable Cases			
Total Hours Worked			
DAFW Incident Rate (# cases x 200,000/hours)			
DART Incident Rate (# cases x 200,000/hours)			
TRIR (# cases x 200,000/hours)			

To Calculate Rates:

DAFW = $\frac{\text{Number of cases (row 2)} \times 200,000 \text{ hours}}{\text{Total Hours Worked (row 5)}}$

DART = $\frac{\text{Number of cases (rows 2+3)} \times 200,000 \text{ hours}}{\text{Total Hours Worked (row 5)}}$

TRIR = $\frac{\text{Number of cases (rows 1+2+3+4)} \times 200,000 \text{ hours}}{\text{Total Hours Worked (row 5)}}$

Prepared By (Print Name and Title): _____

Signature: _____ Date: _____

CEO/President (Signature): _____

CEO/President (Print): _____

NWIBRT – SAFETY AWARDS APPLICATION

PART 2

Industry Type: _____

NAICS Category (From Page 3): _____

Describe the type of work/service you provide:

List three clients from the NWIBRT Member Companies to contact for a reference of your safety practices and performance:

Name	Title	Company	Phone	E-mail

Provide double-spaced typewritten pages describing your safety management system including the following criteria (do not include safety manuals, booklets, etc.):

- A. Management accountability and commitment (include statement or policy)
- B. Written safety and health programs (include who maintains the program within your organization)
- C. Orientation for new employees and on-going safety training for all employees (include how you determine the effectiveness of your training)
- D. Site safety meetings (include frequency, duration, who conducts, attends, and how meetings are documented)
- E. Conformance to safe work practices (include accountability for safe and unsafe behavior)
- F. Incident reporting/investigation & use of incident statistics to improve safety performance (include how the statistics are used)
- G. How unsafe conditions are reported and resolved
- H. New program innovations that you implemented in the last year to improve your safety culture and reduce injuries & illnesses

5. If your firm is selected as a finalist, who is to be contacted to arrange a work site audit?

Name: _____

Title: _____

Phone Number: _____

Email: _____



ROGER WALTERS MEMORIAL AWARD

The Roger Walters Memorial Award is presented to a safety representative that has demonstrated extraordinary contributions to the safety of the workers in Northwest Indiana. We are not looking for a single great act, but a person whose everyday diligence and dedication goes above and beyond creating a safe working environment.

Roger Walters took safety seriously. To him, safety wasn't just part of his job, it was a part of him and who he was. Safety was his life. Whether he was working at the refinery, in an ambulance as a paramedic, or at home as a dad, he always took safety seriously. He set the example and taught others to do the same.

He felt responsible for those who worked with him. He always went above and beyond, going out of his way, to help correct situations by taking action to make the job safer. People owe their lives to him because he was always looking out for their well being and safety.

Roger was always honest, truthful and fair. By always taking the time to discuss issues, he earned the respect of those who worked with him. He was someone you could always count on.

He didn't stop with safety at work. He lived it every day in everything he did. Listening to his stories made it real and that you too could have the dedication and courage to always have safety on your mind. He was a selfless champion, a leader, a hero and someone to look up to.

We ask that you take careful consideration when nominating your company safety representative for this award. The nominee must have a minimum of five (5) years of experience and at least 50% of his/her job must be dedicated to safety. The representative should be involved in his/her community past or present as a volunteer or community leader. Also, the nominee must have a minimum of three (3) years with a company doing work in Northwest Indiana.

Please refer to the following page for the application and requirements. Complete the application and submit it with your Safety Awards Application.

Thank You,
NWIBRT Safety Sub-Committee

ROGER WALTERS MEMORIAL AWARD APPLICATION

Company: _____

Address: _____

Contact Name: _____

Contact Title: _____

Contact Phone No: _____

Nominee Name: _____

Nominee Title: _____

Years of Service with NWI Company (min 3): _____

Years of Service in the Safety Field (min 3): _____

Percent (%) of Job dedicated to Safety (min 50%): _____

Attach the following to complete the application:

- One typed page describing why this award should go to the nominee
- Recommendations from three (3) hourly employees

Please mail your nominee's application to the following:

NWIBRT

c/o Jim Arendas

The Construction Advancement Foundation

6050 South Port Rd., Suite A

Portage, IN 46368

OUTSTANDING CRAFT PERSON SAFETY LEADER AWARD

Companies can submit a person or persons from their organization that exemplifies dedication to safety. These crafts persons will be honored by being recognized at the annual Safety Awards Banquet and will receive a jacket with their name, company name, NWIBRT Logo and accomplishment embroidered on it.

Companies must submit the information below along with an application fee to help defray the cost of the jacket (see below for fee amounts). Please note that this fee does not include the costs associated with attendance at the Safety Awards Banquet. It is a basic expectation that any company submitting a name will arrange for that person and a guest to attend the banquet for proper recognition.

Company Name: _____ (as it will appear on the jacket)

Address: _____

Contact Name: _____

Contact Title: _____

Contact Phone No: _____

Honoree's Name: _____ (as it will appear on the jacket)

Honoree's Trade: _____

Honoree's Years of Service with Company: _____

Jacket Size: _____

Application Fee: \$95.00 (S – XXL)
\$105.00 (Tall & Big)



NORTHWEST INDIANA BUSINESS ROUND TABLE LIFESAVER AWARD

Nominator's Name: _____ **Nominator's Company:** _____

Nominator's Job Title: _____

Nominator's Phone: _____ Nominator's E-Mail: _____

Signature: _____

The LifeSaver Award recognizes the extraordinary humanitarian efforts of an individual while at work or away from work. But at the time of his/her act, the individual must be employed by a member or subscriber company of the Northwest Indiana Business Round Table. To qualify, the individual must have: 1) Demonstrated exemplary assistance to a fellow employee or private citizen in an effort to prevent injury and/or save a life over and above the call of duty or 2) Has recognized an uncommon degree of concern that could put individuals in a situation possibly causing catastrophic results.

LIFESAVER AWARD: Recognition of an individual who has demonstrated heroism and skill in saving or attempting to save a life without regard to his/her own personal safety or harm to themselves.

Submit a Typed description of the event

Nominee: _____ Nominee Company: _____

Nominee Job Title: _____ Date of Incident: _____

Describe in detail, the events of the qualified individual's action on a separate form. Include names of all affected parties, dates and circumstances leading up to and including the outcome of the situation. Use additional sheet(s) of paper if needed.

[illegible]