



2019 GOVERNOR'S WORKPLACE SAFETY AWARDS

The annually-presented Governor's Workplace Safety Awards recognize occupational safety and health excellence through partnerships, innovations, and education and outreach.

About the 2019 Governor's Workplace Safety Award

The Governor's Workplace Safety Awards recognize Hoosier workplaces that have made employee safety and health a deep-rooted component of their culture. The awards provide acknowledgment to companies based on outreach and education, innovations and partnerships.

The conference partners are pleased to call for nominations for the *Everyday Safety Hero* award. The *Everyday Safety Hero* award category seeks to recognize an individual and his or her contributions, achievements, or impact on Hoosier occupational safety and health in their own workplace. This award was introduced in 2017. Please see the *Everyday Safety Hero* nomination form.

A review committee comprised of conference partner representatives will evaluate submissions. These competitive awards recognize the most exemplary workplaces. It is possible that no award will be granted in a particular category. However, it is also possible that more than one award may be given in any category if there are multiple exceptional examples of workplace health and safety success.

Award recipients will be notified in advance of the Governor's Workplace Safety Awards Luncheon. The Luncheon will be held during the annual [Indiana Safety and Health Conference & Expo](#), on Thursday, February 28, 2019. The conference partners will recognize and celebrate the successes of the Governor's Workplace Safety Awards recipients. The annual conference will be held February 26-28, 2019 at the Indiana Convention Center in downtown Indianapolis. Visit www.INSafetyconf.com for more information or to register for the conference.

Eligibility for the Award

The awards are open to all Indiana workplaces, regardless of size or number of employees affected by the safety and health management program. The review committee does recognize the limited resources of smaller companies and evaluates overall effectiveness of the program, processes and techniques relative to the organization's size and available resources.

To qualify, applicants or nominee must be deemed free of compliance disputes concerning all applicable local, state and federal statutes and regulations.

Application Submission Deadline

Applications for consideration of a Governor's Workplace Safety Award must be **received by the Indiana Chamber of Commerce by 5 p.m. (EST), Friday, January 11, 2019**. Applications submitted after this deadline may not be reviewed.

Application Directions

- All applicants are required to complete the **General Information** section of the 2019 Governor's Workplace Safety Awards Application/Nomination Form.
- **All applicants are required to answer questions 1 through 10.**
- All applicants, (including construction companies) must address the **questions in the award category for which the applicant is seeking recognition.**
- If you are mailing or hand-delivering this application, please submit three (3) copies.

For award category definitions and examples, please see the Appendix. Incomplete applications may not be scored or may result in no points awarded in a given area.

Please visit the Governor's Workplace Safety Awards webpage at IN.gov/DOL/2934.htm for answers to frequently asked questions (FAQs) and information about previous recipients. Additional questions may be emailed to insafe@dol.in.gov.

Access to Public Records Request (APRA)

Submissions may be subject to Access to Public Records Request (APRA). Please do not include confidential or trade secret information in your application/nomination.

GENERAL INFORMATION

Directions: All 2019 Governor’s Workplace Safety Awards applicants are required to complete the General Information section below.

Please provide the contact information for the organization or company you represent or that you are nominating for a 2019 Governor’s Workplace Safety Award.

Name of Organization		
Contact Individual	Title	Phone Number (Include Area Code)
Email Address	Organization’s Website Address (if available)	
Street Mailing Address		
City	State Indiana	Zip Code
Primary 6-digit NAICS*		
<small>*Please only list the primary North American Industrial Classification System (NAICS) Code for your organization or company. The NAICS is the former Standard Industrial Classification (SIC) Code. To search for your NAICS code or convert SIC to NAICS, use www.naics.com/search/.</small>		
Please provide the name exactly as it should appear inscribed on the award if selected as a Governor’s Workplace Safety Award recipient:		

GENERAL INDUSTRY AWARD APPLICANTS

Directions: All general industry applicants are required to complete this section. Please select the appropriate organization size (as described below) and the award category. Please note, only one award category box may be selected per submission.

Construction industry applicants should not complete this page. Construction industry applicants must complete the next page of this application.

In the event the award category selection has multiple selections or is blank, the application may not be scored.

Applicants who desire to be considered for multiple award categories must submit a separate application for each category in which they seek recognition. However please note; applicants are limited to one application/nomination for each Award Category per location.

Organization Size – select the box that best represents your organization’s employment size.

- Small employer** – less than or equal to 100 employees at this location.
- Medium employer** – 101 to 499 employees at this location.
- Large employer** – more than 500 employees at this location.

Award Category* – select the box that best represents the award category in which your organization is applying. *Only one award category may be selected per application/nomination.*

- Innovations** (new or unique approach to employee safety and health)
- Education & Outreach – Internal** (development and sharing of safety best practices within the organization)
- Education & Outreach – External** (incident prevention educational activities to an outside group or party)
- Partnerships** (emphasizes activities where the organization has joined with another external group to promote injury and illness prevention)
- Rising Star** (highlights an organization that has improved the impact on employee safety and health in a positive way)

**See the Appendix for Award Category definitions.*

CONSTRUCTION INDUSTRY AWARD APPLICANTS

Directions: All construction industry applicants are required to complete this section. Please select the appropriate organization size (as described below) and the award category. Please note, only one award category box may be selected per submission.

In the event the award category selection has multiple selections or is blank, the application may not be scored.

Applicants who desire to be considered for multiple award categories must submit a separate application for each category in which they seek recognition. However please note; applicants are limited to one application/nomination for each Award Category per location.

<p>Contractor Type – select the box that best represents your organization.</p> <p><input type="checkbox"/> General Contractor/Heavy Highway</p> <p><input type="checkbox"/> Residential Contractor</p> <p><input type="checkbox"/> Specialty Contractor</p>	<p>Award Category* – select the box that best represents the award category in which your organization is applying. <i>Only one award category may be selected per application/nomination.</i></p> <p><input type="checkbox"/> Innovations (new or unique approach to employee safety and health)</p> <p><input type="checkbox"/> Education & Outreach – Internal (development and sharing of safety best practices within the organization)</p> <p><input type="checkbox"/> Education & Outreach – External (incident prevention educational activities to an outside group or party)</p> <p><input type="checkbox"/> Partnerships (emphasizes activities where the organization has joined with another external group to promote injury and illness prevention)</p> <p><input type="checkbox"/> Rising Star (highlights an organization that has improved the impact on employee safety and health in a positive way)</p>
<p>Organization Size – select the box that best represents your organization’s employment size. Your selection MUST be based upon your <u>company-wide</u> size.</p> <p><input type="checkbox"/> Small employer – less than or equal to 100 employees <u>company-wide</u>.</p> <p><input type="checkbox"/> Medium employer – 101 to 499 employees <u>company-wide</u>.</p> <p><input type="checkbox"/> Large employer – more than 500 employees <u>company-wide</u>.</p>	

**See the Appendix for Contractor Types and Award Category definitions.*

REQUIRED APPLICATION QUESTIONS

ALL APPLICANTS: All Governor’s Workplace Safety Award applicants are required to answer questions 1-10.

1. Provide a brief description, overview or summary of your organization. What services or products does your organization provide? Please describe the processes, equipment or machinery used by employees. For construction industry applicants, please note the specific area of construction (e.g. industrial, heavy highway, residential, specialty contracting, etc.) your company performs. *(Please limit your response to no more than 500 words.)*

2. Complete the table below for calendar years 2014-2018 of your organization’s Total Recordable Case (TRC) rate history. Ensure the TRC rate is calculated using OSHA’s standard formula (number of OSHA recordable incidents X 200,000 divided by the actual hours worked by all employees at the site in the given calendar year).

Year	Number of Employees	Total Number of Cases (Columns H, I, & J from OSHA 300 Log)	Total Hours Worked by All Employees At this Site for Given Year	Total Recordable Case (TRC) Rate
2018				
2017				
2016				
2015				
2014				

3. Complete the table below for calendar years 2014-2018 of your organization’s Days Away Restricted and Transferred (DART) rate history. Ensure the DART rate is calculated using OSHA’s standard formula (number of OSHA DART cases X 200,000 divided by the actual hours worked by all employees at the site in the given calendar year).

Year	Number of Employees	Total Number of Cases With <u>Days Away from Work, Restriction</u> or <u>Transfer</u> (Columns H & I from OSHA 300 Log)	Total Hours Worked by All Employees At this Site for Given Year	Days Away Restricted and Transferred (DART) Rate
2018				
2017				
2016				
2015				
2014				

4. Provide an overview of the workplace safety and health training provided to all employees including management, supervisory, and front-line personnel. Please include information on the topics that are covered in the training and provide examples of how the training is performed. Ensure you describe your organization’s new hire and temporary employee training process (if applicable) as well. *(Please limit your response to no more than 500 words.)*

5. What are your organization's safety and health goals? Please provide an attachment of your organization's occupational safety and health commitment statement/policy.

6. Describe how workplace safety and health information is exchanged in your organization. How does workplace safety and health information flow from management to front-line employees and then back from front-line employees to management? *(Please limit your response to no more than 500 words.)*

7. Has this location or jobsite experienced a workplace fatality? Additionally, has this location received any OSHA violation(s) of a serious, knowing, repeat, or failure-to-abate in the last five (e.g. 2014-to current) years? If yes, please provide additional information.

8. How does your organization measure the effectiveness of its occupational safety and health management system? Please include information about your leading indicators (i.e. preventative, proactive, etc.) used to measure your successes. *(Please limit your response to no more than 500 words.)*

9. Please discuss any lagging (i.e. reactive, after-the-fact, gap analysis etc.) indicators used to assess the effectiveness of your organization's occupational safety and health management system. *(Please limit your response to no more than 500 words.)*

10. Describe how employees are actively involved in your workplace safety and health management program. *(Please limit your response to no more than 500 words.)*

ADDITIONAL QUESTIONS

Directions: Applicants are only required to answer questions for the Award **Category** selected by the applicant (e.g. Innovations, Education and Outreach–External, Education and Outreach–Internal, Partnerships, or Rising Star). Please only answer the questions associated with the award category selected on this application. *Please also note: Only one Award Category may be selected per submission.*

INNOVATIONS AWARD APPLICANTS

INNOVATION AWARD APPLICANTS: All Innovation award category applicants are required to provide a response for questions 11-16.

11. Describe the new or unique health and safety approach; training program, procedure or device that your organization implemented. *(Please limit your response to no more than 500 words.)*

12. What prompted your organization to implement the action indicated above? *(Please limit your response to no more than 500 words.)*

13. Describe how employees participated in the development of the new or unique health and safety approach. *(Please limit your response to no more than 500 words.)*

14. What impact or benefit has the action or program yielded? *(Please limit your response to no more than 500 words.)*

15. Describe any barriers your organization had to overcome in developing and/or implementing the innovation. *(Please limit your response to no more than 500 words.)*

16. Describe how your organization will sustain or continuously improve the innovation. *(Please limit your response to no more than 500 words.)*

EDUCATION & OUTREACH—EXTERNAL APPLICANTS

ALL EDUCATION & OUTREACH—EXTERNAL AWARD APPLICANTS: All Education & Outreach - External award category applicants are required to answer questions 17-22.

17. Describe the safety activity, practice or educational initiative developed, implemented or shared with an external group. (Please limit your response to no more than 500 words.)

18. Provide a description of the external group who benefited from the above-mentioned activities. Describe how your organization’s employees were involved in the activity. (Please limit your response to no more than 500 words.)

19. How was the activity shared or implemented; how did the external group “buy into” the activity; what benefits did that organization gain by adopting the activity? (Please limit your response to no more than 500 words.)

20. How did your organization “buy into” the activity; what benefits did your organization gain by adopting the activity? (Please limit your response to no more than 500 words.)

21. How was the impact of the activity measured? (Please limit your response to no more than 500 words.)

22. Describe how your organization will sustain and ultimately improve its educational and outreach efforts. (Please limit your response to no more than 500 words.)

EDUCATION & OUTREACH—INTERNAL APPLICANTS

ALL EDUCATION & OUTREACH—INTERNAL AWARD APPLICANTS: All Education & Outreach - Internal award category applicants are required to answer questions 23-28.

23. Describe the safety activity, practice or educational initiative developed, implemented or shared with an internal group. (Please limit your response to no more than 500 words.)

24. Provide a description of the internal group that benefited from the above-mentioned activities. (Please limit your response to no more than 500 words.)

25. How was the activity shared or implemented; how did the internal group “buy into” the activity; what benefits did your organization gain by adopting the activity? (Please limit your response to no more than 500 words.)

26. How were your organization’s employees involved? (Please limit your response to no more than 500 words.)

27. How was the impact of the activity measured? (Please limit your response to no more than 500 words.)

28. Describe how your organization will sustain and ultimately improve its educational and outreach efforts. (Please limit your response to no more than 500 words.)

PARTNERSHIP AWARD APPLICANTS

ALL PARTNERSHIP AWARD APPLICANTS: All Partnership award category applicants are required to answer questions 29-34.

29. Describe the safety practice or activity that was implemented by the partnership and what prompted the activity. (Please limit your response to no more than 500 words.)

30. Outline your organization's role in developing and promoting the activity, and describe how your organization's employees were involved in the partnership. (Please limit your response to no more than 500 words.)

31. Describe the partnering organization's role in developing and promoting the activity. (Please limit your response to no more than 500 words.)

32. Describe the target audience of the activity, their level of participation and benefits to be gained by the audience. (Please limit your response to no more than 500 words.)

33. How was the impact of activity measured? (Please limit your response to no more than 500 words.)

34. Describe how your organization will sustain and ultimately improve this partnership. (Please limit your response to no more than 500 words.)

RISING STAR AWARD APPLICANTS

ALL RISING STAR AWARD APPLICANTS: All Rising Star award category applicants are required to answer questions 35-40.

35. What prompted your organization to develop, re-design or enhance your safety and health management system? (Please limit your response to no more than 500 words.)

36. Describe the action(s) that your organization took to develop, re-design or enhance your safety and health management system. (Please limit your response to no more than 500 words.)

37. Describe the roles your stakeholders (e.g. management and employees) played in this new process. (Please limit your response to no more than 500 words.)

38. Describe any barriers or challenges your organization encountered along the way in the process, emphasizing or developing its safety and health management system. (Please limit your response to no more than 500 words.)

39. How is your organization measuring the success of the new program process? (Please limit your response to no more than 500 words.)

40. Describe how your organization will monitor and continuously improve your safety and health management system. (Please limit your response to no more than 500 words.)

APPLICATION/NOMINATION SUBMISSION

For all applications/nominations, please submit three (3) copies of the following items:

- Responses to questions 1 through 10.
- Responses to the specific questions applicable for the selected award category:

Category	Response to Questions
Innovations	11-16
Education and Outreach – External	17-22
Education and Outreach – Internal	23-28
Partnerships	29-34
Rising Star	35-40

Please note: All nominations/applications for the 2019 Governor’s Workplace Safety Awards must be received by the Indiana Chamber of Commerce by **5 p.m., Friday, January 11, 2019.**

Please mail or hand-deliver the completed application/nomination packet to:

Indiana Chamber of Commerce
2019 Governor’s Workplace Safety Awards
Attention: Ms. Kristi Cruse
115 West Washington Street, Suite 850S
Indianapolis, Indiana 46204

APPENDIX

Award Category	Definition
<p>Innovations</p>	<p>This award category highlights:</p> <ul style="list-style-type: none"> • <i>New or unique</i> approaches that were implemented to enhance a company’s safety program. • Development of a new training program or procedure that reduced the risk for employee injuries. • Development of a new device that would provide protection to decrease the risk for injuries or illnesses. • How the site adapted to new hazards.
<p>Education or Safety Assistance—Internal Outreach</p>	<p>This award category highlights providing educational and awareness activities for accident/incident prevention, hazard recognition or sharing safety best practices within the applicant’s place of work as a one-time or ongoing activity.</p> <ul style="list-style-type: none"> • The practice(s) should be identified. • Describe how the practice(s) were shared. • Describe the population impacted. • Describe how employees “bought into” the suggestion(s.) • Describe the benefits of the practice(s) if known or measurable, etc.
<p>Education or Safety Assistance—External Outreach</p>	<p>This award category highlights providing accident/incident and injury prevention educational activities to a group(s) outside/external of the applicant’s workplace as a one time or ongoing activity. Examples of such activities may include sharing safety information:</p> <ul style="list-style-type: none"> • Contributing to a community event (i.e. health fair event). • Working with any external organization to provide education that focuses on accident/incident and injury prevention or enhances safety and health processes. • Joined with other local employers to mutually assist one another in the event of an unfortunate large incident (i.e. assist flood victims; provide shelter to an employer’s population in the event of a fire or tornado; provide guidance to a municipality in developing an emergency response plan, etc.).
<p>Partnerships</p>	<p>This award category highlights an activity or activities where the employer has joined with another external group to promote injury prevention. Examples of such activities may include:</p> <ul style="list-style-type: none"> • Jointly hosting or sponsoring a safety conference for your own employees; area employers; etc. • Working with a neighboring plant, company, facility, community group, etc. • Contributing monies for the purchase of safety equipment that would benefit a group (i.e. purchase gas detection equipment for a fire department confined space rescue team). • Collaboration with another workplace or individual to resolve a safety issue.
<p>Rising Star</p>	<p>This recognition category highlights a workplace or worksite that has demonstrated steady progress towards meeting occupational safety and health compliance. A “Rising Star” workplace or worksite may have TRC and DART rates that are higher than the national average for the given industry or may be absent or lacking in other facets of a fully-developed and implemented workplace safety and health management system so long as significant improvements can be demonstrated over the last five calendar years.</p>

Construction Contractor Definitions

Construction Contractor Type	Definition
Specialty Contractor	A contractor involved in a very specific area, typically one (1) trade involvement, i.e. heating and cooling, roofing, brick-laying, painting, etc. Applicable for either residential or general construction.
General Contractor/Heavy Highway	A contractor responsible for the construction of non-residential buildings or large residential buildings (four stories or more), typically of concrete block, steel, poured concrete or the construction of state infrastructure, etc. The course of construction may require the oversight of several specialty contractors on the job.
Residential Contractor	A contractor specializing in the construction of residential buildings, generally of wood stud framing and generally three stories or less.

