



The Nineteenth Annual Metro Indianapolis Coalition for Construction Safety Anniversary and Awards Celebration

Please note there are changes to this document including revised categories.

Excellence in Safety Awards Program

PURPOSE

MICCS's Excellence in Safety Awards Program is for companies that are involved on the construction team - owners, design firms, construction manager, general and prime contractors, and subcontractors. Qualifying companies are honored for outstanding safety programs and records.

Companies compete within categories with similar companies. Each company whose entry is deemed by the judges to be complete, and that rise to a level of having made outstanding efforts to ensure the safety of construction employees, will be awarded a "Safety Achievement Award."

Competing against each other within their categories, all of those who are awarded a "Safety Achievement Award" are nominees for the "Safety Leader Award." This Award is given to the company in each category deemed by the judges as having done the best in their category in ensuring the safety of construction employees.

Those that are winners of the "Safety Leader Award" in their category then compete against each other for the sought-after "Excellence in Safety Award," the highest honor that MICCS can bestow upon a company. This award is symbolized by the magnificent crystal eagle, which has become the most coveted award in Indiana's construction industry.

COMPANY CATEGORIES

Companies competing for the Excellence in Safety award must enter in one of the following categories:

- General Contractor (Below 300,000 man-hours)
- General Contractor (Above 300,000 man-hours)
- Trade Partner (Under 100,000 man-hours)
- Trade Partner (100,000 – 200,000 man-hours)
- Trade Partner (Over 200,000 man-hours)
- Owner/Facilities Maintenance
- Construction Manager/Developer
- Residential Construction

If one company wishes to compete in more than one category, a separate and distinct entry is required for each category.

Awards and How They Will be Submitted

ELIGIBILITY AND APPLICATION

Companies do not have to be a member of MICCS to be eligible to participate. If your company is not a member, MICCS strongly encourages you to become one. A list of all entrants will not be published. Only those who qualify for an award will be publicly named.

NEW THIS YEAR—All submissions should be submitted electronically in PDF or a Microsoft Office based format. Please email all submissions to mwatson@miccs.org with the subject line stating your company's name and the name of the award for which you are submitting. Each must have the application on the following page as the cover sheet for the entry noting which category for which you are submitting. If you have an extremely large file that cannot be emailed, please contact our office for an alternative. Also, please email your company logo (.jpg or .tif) with your submission.

INSPECTIONS

The application requires a list of three jobsites that will be made available for inspection. These job sites must:

- Be located within 60 miles of Indianapolis AND/OR within 60 miles of Lafayette.
- Be within 30% and 70% complete during the inspection period of March 1 – March 19. This is necessary so that significant work is being done by the entry/company to conduct a meaningful inspection.
- Be of three different owner companies.
- Allow the inspector to speak to 2-3 craftspersons for a short interview.
- Be contacted in advance of the inspection period, with instructions to allow a MICCS inspector on the premises.

The inspectors will perform a general safety evaluation of the jobsite and will consider the specific areas and responsibilities of the entry being inspected. In addition, the inspectors will be provided the entire submission of the entry, in advance of the inspection. The inspectors will seek to verify that the processes and programs cited by the entry in the awards submission are being implemented on the inspected job sites. Note: Inspections are not applicable to every category. Please see your category's requirements attached.

SAFETY STATISTICS

A form entitled "Safety Statistics" must accompany each entry. A worksheet is included to assist entrants in completing the form. These statistics alone will not be the determinative factor in judging submissions, and will serve only as one element that the judges will consider.

This portion of the submission will not be required by companies participating in the MICCS Certification Program due to the statistics being on file with the MICCS office.

WRITTEN COMMENTS SECTION

The "Written Comments" section guides entrants as to what their written comments must address.

The purpose of this section of the entry is to give the entrant the ability to explain to the judges how their company distinguishes itself with regard to these important safety topics.

Each topic in each applicable check list must be addressed. The total length of the responses to the check list must not exceed seven (7) pages.

ADDITIONAL COMMENTS OF THE ENTRANT'S CHOOSING

In addition to addressing each applicable check list, each entrant **IS ENCOURAGED TO** submit up to three (3) pages of narrative to showcase one main aspect of your safety program that makes your company a leader in the industry. This is an opportunity to present to the judges your program's unique place in the safety arena and why it deserves to be considered for the industry's highest safety award.

ADVICE: BE CAREFUL

Please note that with regard to the entire submission and the inspection process, the judges' primary objective is to evaluate an entrant's safety performance, programs, and achievements. However, since the judges are safety professionals who are volunteering their time, adherence to these submission guidelines and the organization of the entry can be considered by the judges in their deliberations.

SUBMISSION AND ENTRY DEADLINE

Entries must be received by the MICCS office no later than **FRIDAY, FEBRUARY 24, 2012.**

QUESTIONS

The MICCS office may be contacted:
Phone: 317-686-2665
Fax: 317-686-2672
Email: mwatson@miccs.org

PRESENTATION

The Excellence in Safety and other awards will be presented on the evening of **Thursday, April 12, 2012** at the Indiana Convention Center Sagamore Ballroom, 100 S. Capitol Ave., Indianapolis, Indiana 46204.



APPLICATION

MICCS EXCELLENCE IN SAFETY AWARDS

NOTE: A copy of this completed application must accompany the electronic version of all awards submissions in this category.

Name of Company: _____

Person Preparing Entry: _____

Phone: _____ Fax: _____

Email: _____

Person Who Will Accept any Award(s): _____

Check Category of Award this Entry Supports:

- **CONTRACTORS**
 - **GENERAL**
 - Below 300,000 man-hours during calendar year 2010
 - Above 300,000 man-hours during calendar year 2010
 - **TRADE PARTNER**
 - Under 100,000 man-hours during calendar year 2011
 - 100,000 – 200,000 man-hours during calendar year 2011
 - Over 200,000 man-hours during calendar year 2011
- OWNER/FACILITIES MAINTENANCE**
- CONSTRUCTION MANAGER/DEVELOPER**
- RESIDENTIAL CONSTRUCTION**

MICCS EXCELLENCE IN SAFETY AWARDS

THREE (3) JOBSITES AVAILABLE FOR INSPECTION

(must be within 60 miles of downtown Indianapolis AND/OR within 60 miles of Lafayette)

*Residential submissions should list up to 3 subdivisions where work is currently taking place. Inspectors will contact the contact listed to work out logistics to visit a project.

JOBSITE #1

NAME OF PROJECT: _____

ADDRESS: _____

JOBSITE PHONE: _____

CONTACT PERSON AT SITE: _____

PERSON TO PROVIDE PRE-AUTHORIZATION: _____

COMPANY (IF DIFFERENT): _____

PHONE: _____

OWNER/BUILDER REPRESENTATIVE: _____

N.A. PHONE: _____

GENERAL CONTRACTOR: _____

N.A. PHONE: _____

CONSTRUCTION MANAGER: _____

N.A. PHONE: _____

REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PLEASE LIST):

SECURITY CLEARANCE AUTHORIZATION

NAME: _____ PHONE: _____

PLEASE INDICATE THE DEGREE TO WHICH YOUR COMPANY IS RESPONSIBLE FOR SAFETY ON THIS JOBSITE: _____

JOBSITE #2

NAME OF PROJECT: _____

ADDRESS: _____

JOBSITE PHONE: _____

CONTACT PERSON AT SITE: _____

PERSON TO PROVIDE PRE-AUTHORIZATION: _____

COMPANY (IF DIFFERENT): _____

PHONE: _____

OWNER/BUILDER REPRESENTATIVE: _____

N.A. PHONE: _____

GENERAL CONTRACTOR: _____

N.A. PHONE: _____

CONSTRUCTION MANAGER: _____

N.A. PHONE: _____

REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PLEASE LIST):

SECURITY CLEARANCE AUTHORIZATION

NAME: _____ PHONE: _____

PLEASE INDICATE THE DEGREE TO WHICH YOUR COMPANY IS RESPONSIBLE FOR SAFETY ON THIS JOBSITE: _____

JOBSITE #3

NAME OF PROJECT: _____

ADDRESS: _____

JOBSITE PHONE: _____

CONTACT PERSON AT SITE: _____

PERSON TO PROVIDE PRE-AUTHORIZATION: _____

COMPANY (IF DIFFERENT): _____

PHONE: _____

OWNER/BUILDER REPRESENTATIVE: _____

N.A. PHONE: _____

GENERAL CONTRACTOR: _____

N.A. PHONE: _____

CONSTRUCTION MANAGER: _____

N.A. PHONE: _____

REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PLEASE LIST):

SECURITY CLEARANCE AUTHORIZATION

NAME: _____ PHONE: _____

PLEASE INDICATE THE DEGREE TO WHICH YOUR COMPANY IS RESPONSIBLE FOR SAFETY ON THIS JOBSITE: _____

MICCS EXCELLENCE IN SAFETY AWARDS PROGRAM SUBMISSION

SAFETY STATISTICS

Contractors, Owners, and Construction Managers/Developers will *all* need to provide Safety Statistics. **Contractors** and **Facilities Maintenance*** will use accident numbers and man-hours worked by their employees; **Owners** will use accident numbers and man-hours for contractors working on their site; **Construction Managers/Developers** will use accident numbers and man-hours for contractors working on their projects.

Design Professionals do not need to complete this form.

Please complete the requested information and return an electronic copy of the forms to the MICCS office, along with your Awards Submission. A worksheet is provided to assist in completing this form.

Or, if your company is in the MICCS Certification Program, you may simply check this box and the MICCS staff will print of your statistics. (No OSHA 300 Log required)

Injury Statistics for Indiana for the past three years. **Include a copy of your OSHA 300 log for 2009.**

STEP 1) Experience Modification Rates (EMRs)

_____ '11 _____ '10 _____ '09

STEP 2) Total Recordable Incident Rate (TRIR)

_____ '11 _____ '10 _____ '09

STEP 3) Days Away including Restricted and Transfer (DART) Rate

_____ '11 _____ '10 _____ '09

STEP 4) Number of Fatalities

_____ '11 _____ '10 _____ '09

STEP 5) Total Man-hours

_____ '11 _____ '10 _____ '09

*Facilities Maintenance – owners will report statistics for contracted facilities maintenance as if they were owner's employees.

MICCS EXCELLENCE IN SAFETY AWARDS PROGRAM

SAFETY STATISTICS WORKSHEET

The following is a step by step procedure to assist providing safety statistics. **Owners and Construction Managers/Developers** will need to use a compilation of statistics for contractors that worked on their projects, and Contractors will need their OSHA 300 form to complete the following steps.

STEP 1) **Provide your firm's Experience Modification Rate (EMR) for the past three years.**

Owners and Facilities Maintenance will not have an EMRs.

STEP 2) **Determine your firm's Total Recordable Incident Rate (TRIR)**

The TRIR is determined by using data from 2010 and the following formula:

$$\frac{\text{Number of recordable injuries} \times 200,000}{\text{Total number of man-hours}} = \text{TRIR}$$

Recordable injuries can be determined by adding columns H, I and J on the OSHA 300 form.

STEP 3) **Determine your firm's Days Away including Restricted or Transfer**

(DART) *The DART is determined by using data from 2010 and the following formula:*

$$\frac{\text{Total lost workday cases} \times 200,000}{\text{Total number of man-hours}} = \text{DART}$$

Total lost workday cases are determined by adding columns H and I on the OSHA 300 form.

STEP 4) **Provide the number of fatalities during the prior three years (if in the event of a fatality, provide an attached description of the incident and any legal and/or OSHA decision that was made).**

STEP 5) **Provide the total number of man-hours worked by all employees (include office support) during the prior three years.**

MICCS EXCELLENCE IN SAFETY AWARDS PROGRAM

Written Comments Section

In an accompanying document, entrants should provide written comments that address each item below. Entrants may provide as much information regarding any particular item(s), but the combined length of the written comments relating to these items on the checklist **cannot exceed seven (7) pages**. Entrants must organize this section of their submittal by clearly indicating the item that is being addressed. The order in which the items are addressed in the submittal must be in the same order as they appear below.

I. All Submissions

To provide consistency in the process of evaluating submissions from all categories for the “Excellence in Safety” Award, all applicant categories are requested to respond to how their company addresses the following policies and procedures.

1. Please describe your incident analysis program/procedure. Include what close-out measures are implemented to prevent future occurrences and how that information is disseminated to your workforce.
2. What type of training programs do you provide both internally and externally to increase safety awareness and buy-in?
3. What type of mentoring programs do you provide both internally and externally to increase overall project safety awareness and buy-in?
4. Describe any examples of how your firm has worked collaboratively with other firms on projects to prevent safety incidents and promote a positive job-site safety culture.
5. Please describe what your firm does to analyze and address leading indicators.
6. What is your company doing to promote and spread the mission of MICCS which is to achieve zero injuries on construction and facility maintenance job-sites?
7. Describe how the Executive Management within your firm directly impacts your company’s safety program
8. Describe how your craft personnel are directly involved in your company’s safety program.
9. Each trade has specific statistics which identify the most common accidents which lead to job-site fatalities. What is your firm doing in regard to risk assessment and educating your workers to avoid these types of accidents?
10. Describe any new initiatives or accomplishments in regard to safety your company has made since April 19, 2011, the date of the last MICCS Awards Banquet.

NOTE: By submitting for the Excellence in Safety Award, you give MICCS permission to use practices from your submission in a presentation highlighting the “best practices” found in all submissions, according to the judges, unless special contact has been made to MICCS regarding the use of this information.