



Program Guidelines

The BCA Safety Committee is dedicated to raising the bar on the safety culture for northeast Indiana construction jobsites. To support that objective, BCA annually recognizes members who are performing strongly with their safety programs. Benefits of the program include:

- Winners of the Safety Excellence Awards, the Safety Recognition Awards, and the Supervisor Safety awards will be announced at the BCA Spring Membership Dinner & Awards Banquet April 23, 2020. Each Safety Excellence Award winner will receive one complimentary reservation (\$60 value)
- Crystal Blue Orb Awards will be presented to the Safety Excellence Award winners along with a large, heavy-duty banner customized with the winner's corporate logo for display at their place of business or on jobsites throughout the year and beyond.
- The program offers marketing benefits through these outlets:
 - Full page advertisement in *Business People* July 2020 construction issue
 - Press releases announcing the winners will be sent to print media outlets covering the state of Indiana and the northeast Indiana region
 - Winners will be posted to the BCA website for the upcoming year
- Recognition within the region's construction industry and the larger business community as a contractor who takes safety seriously and is an industry leader on that front
- Jobsite evaluation by two construction safety professionals who will prepare an in-depth report with valuable information and insight to help applicants improve their safety programs

About the Judging & Application Process

Contractors are placed in class by total labor hours self-performed, and only one Safety Excellence award may be given in each class. The Judging Panel is comprised of three insurance loss control and construction safety professionals. None are contractor members of BCA. The program uses a three-year look back period.

Applicants will be judged on four areas:

- The Overall Application
- Narratives Under Sections B, C & D
- OSHA 300 Logs and EMRs (3-year review)
- Field Verification (Separate score by inspector)

The maximum score is 100 points with minimum points of 75 to qualify. Materials given to the judging panel will be anonymous. Time to complete the application should be about an hour based on what past participants have reported. No special marketing skills are needed. **Narratives are an important piece of the application however, so devoting time to properly communicate why your company deserves this award or any special circumstances which the judges should consider is an important consideration.**

Determination of the awards, interpretation of these guidelines and submitted materials is at the sole discretion of the judging panel and their decision on the awards shall be deemed final and binding.

Field Verifications

This is a required component of the overall application and the Judging Panel will not consider applications without the Verification Report attached to it (BCA will attach the report). The field verification consists of a walkthrough by a two-person team of the jobsite with the contractor's representative. One team member will be a BCA Safety Committee member; the other team member will be selected from a pool of three volunteer safety and risk management professionals with strong construction backgrounds. The team leader will contact the contractor's representative (designated by completing Part 1 of the application) prior to the site walkthrough to verify availability of the site (e.g., bad weather, schedule, availability). The walkthrough should take about an hour. The verification teams will use the same criteria for all walkthroughs. [Click here to view the form.](#)

Safety Recognition Awards

The Safety Committee acknowledges the hard work and dedication required of construction company personnel to maintain a safe work environment. Recognizing this fact and in consideration of the applicant's time in applying for a BCA Safety Excellence Award, all non-winning entries will receive a Safety Recognition Award subject to receiving a minimum score of 75.

Supervisor Safety Awards

The Supervisor Safety Awards are designed to honor individuals who are outstanding in their ability to positively influence safety conditions on their employers' jobsites. Nominations for this award are optional, but the form is to be returned with the application. Employer must be an applicant for a main award.

TIMELINE FOR APPLICATION & AWARDING PROCESS

FIELD VERIFICATION PERIOD:	October 1 Through December 31, 2019 <i>Return Part 1 of the application to start your application process.</i>
APPLICATION DEADLINE:	February 7, 2020 <i>Have Part 2 of the application completed and return with Part 1 and required attachments to the BCA by this date.</i>
JUDGING PANEL SESSION:	End of February / Early March 2020 <i>Field Verification report will be emailed to you after this session.</i>
WINNERS ANNOUNCED:	Mid-March

Return Part I to start your application.

Return Part II and required attachments by February 7, 2020.

Building Contractors Association of Northeast Indiana | 536 W. Cook Road | Fort Wayne, Indiana 46825

Applications may be e-mailed as one document in PDF format to: mail@bcafortwayne.org

Please call BCA at 260 483-9596 with any questions on the BCA Gibson Safety Excellence Awards Program.

2020 BCA GIBSON SAFETY EXCELLENCE AWARDS



Application - Part I

Return this page to start the application process and order your jobsite inspection. Part II and the required attachments are requested by February 7, 2020. Please return by email to: mail@bcafortwayne.org.

Applicant Information

COMPANY: _____

AWARDS CONTACT: _____ TITLE: _____

E-MAIL: _____ DATE: _____

If different than the designated contact above for the awards program, provide following preparer information in case there are questions on your application.

PREPARED BY _____ E-MAIL: _____

Applicant Classification

Check the box that corresponds to your total labor hours for 2019. Hours reported should be **self-performed** and based on **company-wide operations**, not only work performed out of your Fort Wayne office. BCA reserves the right to adjust classifications based on actual hours reported to allow for additional awards.

Up to 100,000
 100,001 to 200,000

200,101 up to 500,000
 500,001 and over labor hours

Field Verification / Jobsite Visit Scheduling

Verification team leader will call contractor representative at least 24 hours prior to site visit. Below list the name of the contractor representative. You may list an additional person to help in completing the walkthrough if the first contact is not available.

1) Contact name: _____ Phone: _____

2) Contact name: _____ Phone: _____

Required Attachments - *Incomplete entries will not be judged*

- This application with completed sections A, B, C, & D
- OSHA 300 & 300A logs for 2017, 2018, and 2019 - *Blackout employees' names prior to submitting*
- EMR rates for 2017, 2018, and 2019 – *Submitted on insurance agency letterhead*
- Table of Contents page from your company's safety policy - *Blackout company name in document*
- BCA will attach the report from your field verification

APPLICATION TO BE GENERIC BEYOND THIS POINT – NO COMPANY NAMES / LOGOS PLEASE

A COMPANY SAFETY PROGRAM

Please answer each of the following questions. Attach additional sheets as needed numbering your replies according to the question and provide additional comments as you feel appropriate.

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Does your organization have company-wide safety goals? If yes, please list one of them: |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Does your organization’s front-line supervision lead and manage daily safety efforts? If yes, please describe: |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Does your organization designate competent persons when required? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Does your organization encourage field employees to call the safety director for help when faced with an unsafe task? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. If you are a general contractor, does your organization enforce OSHA compliance with your subcontractors? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Does your organization train jobsite supervisors on how to conduct daily safety meetings? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Does your organization require jobsite supervisors to conduct weekly safety meetings (i.e., toolbox talks, tailgate meetings, safety huddles, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Does your organization require your jobsite supervisors, superintendents or safety representatives to prepare and/or participate in creating jobsite safety plans to address hazards analysis and preventive actions? |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Does your organization conduct jobsite safety reviews, inspections or surveys? If yes, with what frequency?
<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly
<input type="checkbox"/> Other (explain) |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Does your organization provide mandatory new-hire orientation training at the time of initial hire or before starting to work at the company? |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Does your organization have a written plan to provide task-specific, hands-on training? |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Does your organization provide hazard recognition training that includes what to do to correct hazards? |
| | | 13. Which of the following does your organization require be worn on the job at all times?
<input type="checkbox"/> Hard hats <input type="checkbox"/> Safety glasses <input type="checkbox"/> Safety-toed shoes <input type="checkbox"/> Hi-visibility clothing <input type="checkbox"/> Gloves |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Does your organization require at least one person on each jobsite or within three minutes of a medical care facility To be certified in First Aid & CPR? |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Does your organization require OSHA training for onsite field-level workers? <input type="checkbox"/> 10-Hour <input type="checkbox"/> 30-Hour <input type="checkbox"/> Both |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Does your organization require OSHA training for foremen? <input type="checkbox"/> 10-Hour <input type="checkbox"/> 30-Hour <input type="checkbox"/> Both |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Does your organization require OSHA training for superintendents? <input type="checkbox"/> 10-Hour <input type="checkbox"/> 30-Hour <input type="checkbox"/> Both |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Does your organization require OSHA training for middle/upper managers? <input type="checkbox"/> 10-Hour <input type="checkbox"/> 30-Hour <input type="checkbox"/> Both |
| Optional: | | 19. What is the average number of training hours provided per employee annually? |

Supervisor Safety Award



BCA makes this award available to members' supervisory personnel as part of the 2020 Safety Excellence Awards program. This is an optional and automatic award made by the employer.

Award Guidelines

Each member who submits an entry for a 2020 Safety Excellence Award is eligible to nominate up to two of their supervisors who are outstanding in their commitment to safety for this Supervisor Safety Award. Nominations for this award are optional, but this form is requested to be submitted with the application for the main award.

Submission of this award requires a \$50 entry fee to cover costs associated with making these awards. Supervisor Safety Awards will be presented at the BCA Spring Membership Dinner & Awards Banquet April 23, 2020. An award letter will be mailed to your nominee at your company's address (you will be copied) and banquet information will be included if you choose to reserve a seat for your supervisor to attend.

Award Criteria & Candidate Requirements

- Candidate directly supervises the company's jobsite activity and personnel
- Candidate actively promotes and enforces the company safety policy
- Candidate serves as a role model in safety attitude and performance for your other employees
- Provide a short paragraph explaining why this person is being nominated:

2019 Supervisor Safety Award Winners

Daric Fleming
Smith Erectors

Sam Grotrian
The Hagerman Group

John Scott
Smith Erectors

Robert Singer
The Hagerman Group

Brad Smith
Michael Kinder & Sons

Jarrold Wilcox
Fox Contractors Corp.

Nominee: _____ (Copy form for 2nd person)

Company: _____ Nominated By: _____

\$50 entry fee is enclosed. Invoice us for \$50 entry fee.

We want to make reservations for the April 23, 2020 Spring Membership Dinner so our nominee can personally accept the award (\$60 per person estimated). Please contact me to confirm the reservations.

Return by e-mail to mail@bcafortwayne.org or by mail to:

Building Contractors Association of Northeast Indiana | 536 W. Cook Rd. | Fort Wayne, IN 46825