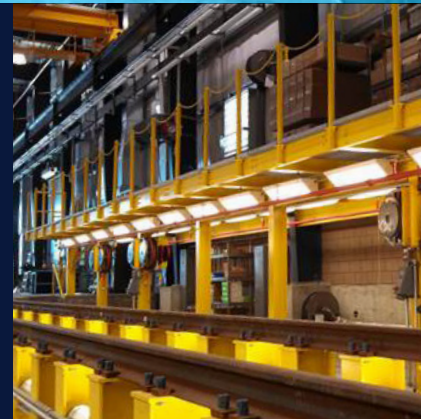




INDEPENDENT ELECTRICAL  
CONTRACTORS



# 2014 IEC NATIONAL AWARDS



Call for Nominations



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*All featured photos including the cover are of 2013 IEC National Award Winners*

# Call for Nominations

Receiving an IEC National Award is a tremendous achievement, and we urge members and chapters to take advantage of this significant opportunity for visible and tangible recognition. Be appreciated by your peers for your accomplishments and a job well done. Don't let this opportunity pass you by!

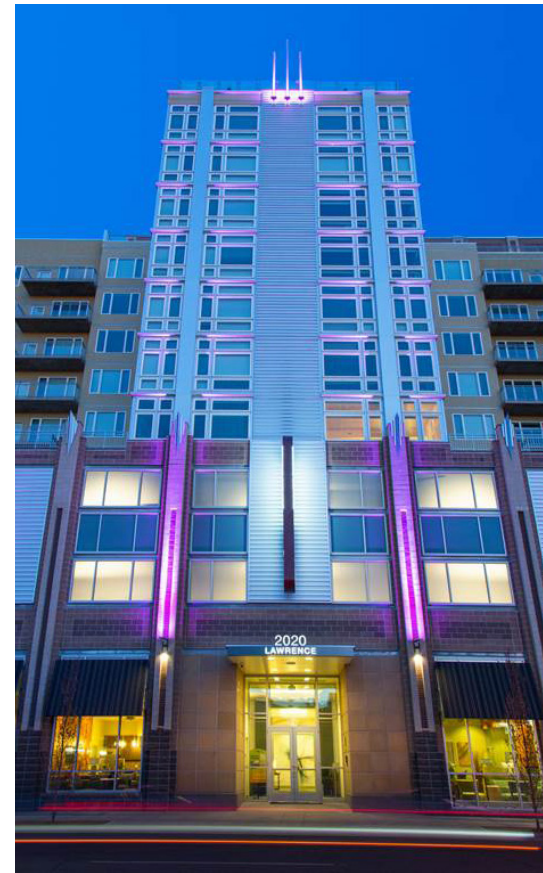
This brochure contains all of the information you need to submit a nomination. If you have any questions, please don't hesitate to contact IEC National at (703) 549-7351.

Award winners will be announced throughout the 57th Annual IEC National Convention & Electric Expo, October 22-25, 2014, in Baltimore, Maryland.

## All Award Recipients Receive:

- Recognition at the 57th Annual IEC National Convention & Electric Expo;
- A professional-quality award for display;
- A press release to share with local media;
- Electronic "Winner" icon to use on websites or other digital media;
- A featured article in *Insights*, *IEC Extension*, and other applicable IEC publications; and
- Recognition on the IEC National website.

Additionally, recipients of Excellence in Electrical Construction Awards will receive a full-size, 24 x 36" poster shipped to their office to match the one that will hang in the IEC National Office.



2013 Residential Award of Excellence in Electrical Construction Winner 2020 Lawrence Street Apartments by 1st Electrical Contractors

**DEADLINE FOR NOMINATIONS IS AUGUST 18, 2014**

# Individual AWARDS

## National Member of the Year Award

The National Member of the Year Award recognizes an individual IEC contractor who has made outstanding contributions to IEC, the electrical industry, and the community as a whole in the preceding 12 months. Any IEC contractor member is eligible to be nominated for this award. Nominees will be judged based on the listed criteria as determined by the Awards Committee.

**Nomination form can be found on page 13.**

## Industry Achievement Award

The Industry Achievement Award recognizes significant contributions to the electrical industry by an industry partner. Any IEC industry partner (company or individual from a company) who has made outstanding contributions to the electrical industry is eligible to be nominated for this award. Nominations must come from a current IEC contractor, chapter, or associate member company.

The Awards Committee will evaluate the scope of each nominee's contributions to the electrical industry and/or IEC.

**Nomination form can be found on page 13.**

## IEC Apprenticeship Alumni Award

The IEC Apprenticeship Alumni Award recognizes an alumnus of an IEC apprenticeship program who has worked diligently to distinguish him/herself as a leader, mentor, and supporter of IEC and the electrical industry. Any IEC member or chapter staff who graduated the IEC Apprentice Training Program is eligible for this award.

To submit a nomination, you must include:

- Name of chapter where nominee attended the apprenticeship program.
- Letter from the nominee's local or graduating chapter certifying that the nominee is a graduate from the IEC Apprentice Training Program.
- A list of nominee's accomplishments in the electrical industry.
- An essay (750-word maximum) on how the nominee distinguished him/herself in the association and the contracting industry (ex. assists others in pursuing a career in electrical field; supports IEC nationally and/or locally; has community, state, and nationwide involvement with areas of the electrical industry such as code; demonstrates IEC principles and goals; etc.)

**Nomination form can be found on page 13.**



2013 Industrial Award of Excellence in Electrical Construction Winner Mitsubishi Power Systems Americas – Savannah Machinery Works by Excel Electrical Technologies



2013 Chapter Excellence – Category B Winner Central Pennsylvania IEC



2013 Commercial Award of Excellence in Electrical Construction Winner Hazelton Correctional Facility by Northern Electric

# Awards of Excellence IN ELECTRICAL CONSTRUCTION

The Awards of Excellence in Electrical Construction recognize IEC contractor members that exhibit excellence in electrical or systems construction by striving for total quality. Only projects completed between August 1, 2013, and August 18, 2014, may be submitted regardless of start date. An independent panel of electrical contractors, inspectors, and other experts in the field will judge submissions.

Award categories include:

## Residential Construction Categories

- A. Single family residence (including new construction or renovation).\*
- B. Multi-family residences to three stories, including senior housing facilities.
- C. Multi-family, mid-rise buildings above three-stories.

\*Multiple Awards may be presented.

## Commercial Construction Categories

*[includes office buildings, institutions, banks, restaurants, retail facilities, churches, outdoor lighting, etc.]*

- A. Electrical contract amounts up to \$500,000.
- B. Electrical contract amounts from \$500,001 to \$1,500,000.
- C. Electrical contract amounts from \$1,500,001 to \$5,000,000.
- D. Electrical contract amounts over \$5,000,001.

## Industrial Construction Categories

*[includes manufacturing, utilities, processing, transportation, warehouses, outdoor lighting, etc.]*

- A. Electrical contract amounts to \$1,500,000.
- B. Electrical contract amounts from \$1,500,001 to \$5,000,000.
- C. Electrical contract amounts over \$5,000,001.

## Low-Voltage/Limited Energy Systems Construction Category

This Award of Excellence recognizes IEC member companies that exhibit excellence in low-voltage systems construction by striving for innovation and total quality.

## Energy Efficient/Green Construction Categories

This Award of Excellence recognizes IEC member companies that demonstrate innovation, new ideas, and success in energy efficient or green building construction projects. The Awards Committee will consider costs of installation vs. payback and carbon credits earned and low environmental impact during construction or environmentally responsible business operations during the construction process if measurable or demonstrable.

- A. **Efficient Energy Retrofit** – any previously constructed building (residential, commercial, or industrial) that has been retrofitted for energy savings and reduced energy consumption.
- B. **LEED Approved Construction** – any new project (residential, commercial, or industrial) in which a majority of power usage is designed for energy savings and reduced consumption. Include LEED classification and performance benchmarks in key LEED areas.
- C. **Power Generation** – any new or retrofit project that can demonstrate a greater power generation than usage ratio (such as wind farms, solar collectors, etc.). For each category, please include: How were old materials recycled? What are the documented energy savings? How long until ROI is achieved (if available)? What other financial impact was there?

## Service Contractor of the Year

This Award of Excellence recognizes an IEC member company that excels in providing electrical service to its customers. Companies need to submit:

1. A description of what sets your service department apart from your competitors.
2. Supporting materials such as letters of recommendation, policies, response time, etc.

**Nomination form can be found on page 20.**

# Chapter AWARDS

## Chapter of the Year

The Chapter of the Year Award recognizes chapters that have provided their members with exemplary member service and have made efforts to grow over the past year.

Applicants must write an essay (750-word maximum) that explains why the chapter deserves the Chapter of the Year Award. This essay must include the following:

- Percentage of new (net) contractor members from July 1, 2013 to June 30, 2014.
- Active National committee/board volunteers.
- Current active chapter committees.
- The number of events the chapter held July 1, 2013-June 30, 2014 (excluding continuing education classes).

In addition to the essay, two letters of recommendation from members that support how the Chapter distinguishes itself in the electrical industry and your community must be included.

**Category A** – up to 15 contractor members

**Category B** – 16 to 30 contractor members

**Category C** – 31 to 60 contractor members

**Category D** – 61 plus contractor members

## Apprenticeship Chapter of the Year

The Apprenticeship Chapter of the Year Award recognizes an IEC chapter apprentice program that has demonstrated outstanding accomplishments in growth and development on both a local and national level. Any chapter in good standing using the four-year IEC apprentice curriculum is eligible to be nominated for this award. Nominees will be judged based on the following criteria:

- Percentage of member companies participating in the four-year IEC apprentice program.
- Establishment of innovative recruiting and/or student programs and services (such as tutoring, alumni programs, or diversity recruitment strategies).
- Existence of an IEC apprentice community (defined by other activities/events for apprentices in addition to classroom education).
- Average GPA of each class year and completion rates.
- Participation by chapter on local/national committees with a direct impact on education quality (A&T, Education, Curriculum).
- A comprehensive statement on what has been done by the chapter to improve instructor performance (training, certifications, etc.).
- Submission of media articles about programs.
- Illustration of innovative measures that have been put into place to teach the curriculum (including subject matter experts, hands-on labs, in-class labs, use of video, etc.).
- Number of apprentices compared to previous years.

**Nomination form can be found on page 13.**



2013 Commercial Award of Excellence in Electrical Construction  
Winner Splash Kingdom Family Waterpark – Wild West by Tutor  
Electrical Services

# Chapter AWARDS

## Instructor of the Year

The Instructor of the Year Award recognizes an IEC instructor who possesses creativity, a positive attitude, and the ability to transfer knowledge through excellent communication skills and innovative teaching methods. The winner will best embody the merit shop ideals through superior effort and talent as recognized by others. Nominees for the Instructor of the Year Award must teach the IEC curriculum at an IEC chapter or chapter training affiliate.

Nominees will be judged based on certain criteria determined by the Awards Committee to include activity and involvement in IEC, student recommendations, participating in professional development activities, and more (see nomination form). Please also include any information with the application that emphasizes how the nominee has helped other instructors, the industry, and/or the advancement of the IEC National curriculum.

Please include high-resolution JPEG (.jpg) photos of the instructor interacting in classrooms, labs, or with students.

**Nomination form can be found on page 13.**

## Legislative Chapter of the Year

The Legislative Chapter of the Year Award recognizes an IEC chapter that has made significant strides in achieving IEC's legislative goals by pursuing legislative and regulatory initiatives that seek to promote and support the merit shop philosophy.

To assist with judging, submissions should fully explain campaigns, obstacles overcome, and outcomes. Please include the number of National PAC and PEF contributors from the chapter (information available from the IEC National Office).

The Legislative Chapter of the Year will be awarded in four categories based on size:

**Category A** – up to 15 contractor members

**Category B** – 16 to 30 contractor members

**Category C** – 31 to 60 contractor members

**Category D** – 61 plus contractor members

**Nomination form can be found on page 13.**

## Chapter Executive Director of the Year

The Chapter Executive Director of the Year Award recognizes an IEC chapter executive director who exhibits outstanding leadership, accomplishments, and service during the past year. Any IEC chapter executive director is eligible to be nominated for this award.

Nominees will be judged based on:

- Setting a good example for other chapters.
- Working with other chapters to develop shared resources.
- Legislative activities and programs.
- Regularly published communications for members.
- Helping other chapters or IEC National grow.
- Percentage of membership growth from the previous year.
- Chapter educational programs.
- Contributions toward overall growth of IEC as an organization.
- Participation at IEC National meetings or on committees.
- Working with other chapters & IEC National for the benefit of the association.
- Public relations activities.
- Submission of three contractor member reference letters.

**Nomination form can be found on page 13.**

# Achievement AWARDS

## IEC Community Service Award

The Community Service Award recognizes an individual IEC member company or an IEC chapter, who as a team, provided a valuable community service. Community service efforts are not limited to the electrical industry and can be any type of community service or charitable activity that benefits a group outside of IEC. To enter, please submit a description of the activity and who it benefitted, photos, members/employees involved, and outcomes along with a completed Awards Nomination Form.

[Nomination form can be found on page 13.](#)

## NEW! IEC National Legacy Award

The Legacy Award has been designed to honor an IEC member whose work has not only made a lasting impression on this association but the electrical industry as a whole. This individual has been a tireless advocate for merit shop electrical contractors and has worked countless hours to brand the IEC as the premier electrical contracting association.

The award recognizes a person who has given freely of their time and energies to insure merit shop core principles are understood and valued throughout the electrical industry. Their professionalism, leadership, and innovation over a substantial period of time has left a true lasting impression on this association and each of its members.

[Nomination form can be found on page 13.](#)



2013 IEC National Member of the Year Wade Hamlin of N Line Electric

## NEW! IEC National Team Award

The Team Award has been designed to honor a group of individuals who have come together to assist IEC (at the national, regional, chapter level) in securing a common and important goal. These individuals make up the “behind the scenes” team that have worked tirelessly and over an extended period of time to complete key association projects. The nominated team will have made a significant and positive impact on IEC.

**Examples:** National or Chapter Committees, Task Forces, Work Groups

[Nomination form can be found on page 13.](#)



# Safety AWARDS

## Safety Program Awareness & Retention Kit (SPARK) Award

The Safety Program Awareness & Retention Kit (SPARK) is a self assessment that helps companies assess their safety standards and practices. Companies that meet the requirements will receive national recognition and a certificate.

The SPARK Award is also Part II of the IEC-CNA Safety Award. To see the SPARK Award brochure, visit [www.ieci.org/awards/safety](http://www.ieci.org/awards/safety).

## IEC-CNA Safety Award

The IEC-CNA Safety Award recognizes and awards companies that excel beyond Occupational Safety and Health Administration (OSHA) recordable incidence rates. We will seek to reward companies that have taken safety beyond traditional programs. Our analysis will take into account important safety program components including: management commitment, safety committee participation, investigation of incidents/near misses, employee involvement, worksite auditing for unsafe acts and conditions, recognition of safe actions, and recordable rates.

Award winners are presented with a professional quality IEC-CNA Safety Award, a press release to share with local media, and an electronic "Safety Award Winner" icon for use on any publication, website, or promotion. Winners also may use the following phrase on any publication, website, or letterhead to promote the company's elite category safety program:

"Winner of the 2014 IEC-CNA Safety Award" for three years following the presentation of the award. The runner-up will receive a second place award.



2013 Energy Efficient/Green Award of Excellence in Electrical Construction Winner National Renewable Energy Laboratory Controllable Grid Interface by Weifield Group Contracting



Aaron Kock of CNA presenting the 2013 IEC-CNA Safety Award to Bret's Electric

# IEC-CNA Safety AWARDS

## IEC-CNA History

The Independent Electrical Contractors, Inc. (IEC) and CNA Insurance formally recognize electrical and systems contractors who place safety as a high priority in their organization and have the results to prove it. The IEC-CNA Safety Award is viewed as the elite safety award for the industry, recognizing those companies that excel in multiple areas of their safety program. The award was first presented in September 2006.

Completed applications should be sent to a local IEC chapter office or the IEC National Office by **August 18, 2014**.

Company names/identification will be removed from the documentation that committee members review to maintain equal opportunity for every submitted applicant.

## Award Categories by Company Size

<b>1-15 Employees</b>	Category 1
<b>16-50 Employees</b>	Category 2
<b>51-125 Employees</b>	Category 3
<b>126-300 Employees</b>	Category 4
<b>301 Plus Employees</b>	Category 5



**Disqualifications:** Experience Mod exceeding 1.0 in most recent year; OSHA recordable rate exceeds the national average for Electrical Contractors NAICS code for most recent calendar year; Nominees with a jobsite fatality, resulting in a citation, within the 36 month qualification period must not apply. Any nominee who experiences a workplace fatality after completing the application but prior to final judging must contact IEC and make the fatality known. Understandably, any notification of a fatality will disqualify the company's nomination.

# IEC-CNA Safety AWARDS

## Selection of Finalists

There are four parts to the award selection process:

- Part I.** Key Metrics Report
- Part II.** Safety Program Awareness & Retention Kit (SPARK) Self-Assessment (Separate Document)
- Part III.** Operations/Safety Management Report
- Part IV.** Live or virtual presentations to independent judges (live presentations will be conducted at the IEC National Convention in Baltimore, Maryland).\*

*\*For finalists only.*

The applicants will be selected as finalists in each category by September 5, 2014, and invited to make a presentation (of no longer than 10 minutes) to a panel of independent judges during the 57th Annual IEC National Convention in Baltimore, Maryland or virtually via Skype or webinar. The judges will make final selections based on the written submissions and live presentations.

There will be a first and second place award.

## The awards program is based around four distinct themes:

- Evidence of upper management/owner commitment.
- Evidence of employee involvement.
- Evidence of active participation throughout the company.
- Evidence of effective controls over major exposures to loss.

Note: Frequency and severity rating along with EMR rates are important, but the rates will not be the only metric used to determine the winners.

### IMPORTANT APPLICATION REMINDERS (FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION):

- Only send the information requested in Part I, II, III, and IV above. No other materials will be accepted.
- Do not staple or bind the application pages and summary letters. The materials must be unbound for copying and distribution to the judging panelists.
- Do not submit additional material like safety programs, advertising literature, flyers, company profile sheets, etc.

SUBMITTAL OF ANY OF THE ABOVE MATERIAL MAY RESULT IN DISQUALIFICATION.

## Schedule & Deadlines

### AUGUST 18, 2014

Applicants must submit their applications to IEC National.

### AUGUST 29, 2014

Judges (Comprised of the IEC National Safety Committee Members) will review submitted applications and select award finalists.

### SEPTEMBER 5, 2014

IEC will notify the finalists in each category.

### OCTOBER 22-23, 2014

Finalists will be invited to make a live presentation to a panel of judges. Finalists attend the awards ceremony at the 57th Annual IEC National Convention & Electric Expo. If the finalist is unable to attend the convention, arrangements will be made for a virtual presentation.

# Submission Guide

In an effort to cut nominees' costs of submitting an award and create an easier, more streamlined submission process, the 2014 IEC National Award submissions will be completed online for all awards, including Excellence in Electrical Construction.

Please note, all forms in this brochure are writeable PDFs. There are a number of ways in which you can easily submit online:

## IEC Website

Every form found in the 2014 Awards Brochure, excluding Awards of Excellence in Electrical Construction\*, is also available online at [www.ieci.org/awards](http://www.ieci.org/awards).

You simply fill out your information and attach extra documents, photos (under 5 MB), or zip files and submit. You will then get a confirmation that your nomination was successfully submitted.

## Dropbox

For submissions that contain a large amount of information, such as the Awards of Excellence in Electrical Construction, Dropbox is the easiest way to submit nominations. It is a free program accessible at [www.dropbox.com](http://www.dropbox.com). Once you register your e-mail address, you will be able to share and transfer large amounts of data, which is stored in the cloud.

To submit an awards nomination, select the "shared folders" option, and create a new folder (please use the nominees, name when naming a folder).

Next, you will be prompted to invite users to view/share your folder. **Please enter in the e-mail address: [communications@ieci.org](mailto:communications@ieci.org)** and hit submit. Your folder will be created and you can now begin the process of uploading content to that shared folder either using the web uploader or the desktop application. Include all aspects of your awards nomination. If you are submitting an Award of Excellence in Electrical Construction, be sure to have different subfolders within the main shared folder, just as you would have sections in a binder.

Only those who are invited to see your shared folder will have access to the files, so your nomination will be completely confidential.

## Mail

ATTN: Awards  
Independent Electrical Contractors  
4401 Ford Ave.  
Suite 1100  
Alexandria, VA 22302

## E-mail

If you wish to e-mail your items, send them to [communications@ieci.org](mailto:communications@ieci.org). Please keep the e-mail under 5 MB. If your information is over that amount, please attach a zip file.

For any questions or issues with the online application process, please the IEC National Office at (703) 549-7351.

## ZIP FILES

If you don't know how to make zip files, follow these simple instructions:

1. Create a folder with all your nomination content.
2. Select the folder and right click. This should give you a vertical bar of options.
3. Take your mouse and hover over the option "send to," which will give you another bar of options.
4. Click on "compressed (zip) folder." This will automatically create a compressed/zip file.
5. When attaching a document, select the zip file.

\*Awards of Excellence in Electrical Construction will only be available via Dropbox or e-mailing a zip file with nomination materials.

# Nomination Form

## Return to IEC National by August 18, 2014

Use for all awards except for the Awards of Excellence in Electrical Construction, IEC-CNA Safety Award, and Chapter of the Year. See page 14 for additional required information.

Name of person(s) submitting nomination form: \_\_\_\_\_

Chapter: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### I would like to submit a nomination for the following 2014 IEC National Award (one nomination per form):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> National Member of the Year            | <input type="checkbox"/> Chapter of the Year                | <input type="checkbox"/> Legacy Award            |
| <input type="checkbox"/> Chapter Executive Director of the Year | <input type="checkbox"/> IEC Apprenticeship Alumni Award    | <input type="checkbox"/> Team Award              |
| <input type="checkbox"/> Industry Achievement                   | <input type="checkbox"/> Legislative Chapter of the Year    | <input type="checkbox"/> Community Service Award |
| <input type="checkbox"/> Instructor of the Year                 | <input type="checkbox"/> Apprenticeship Chapter of the Year |  |

### My/our nominee for this award is:

Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

Company: \_\_\_\_\_

### Nomination Package Checklist: *(To be completed by nominator)*

- Completed **Nomination Form** *(Required for all categories).*
- A **nomination letter/recommendation** prepared by an IEC member, chapter, or other individual as indicated in award descriptions. Refer to the Nomination Questionnaire or the Award description for listing of required topics. *(Required for all categories).*
- A **resume** outlining the nominee's education, training, work experience, and professional development activities *(Required for Instructor of the Year Nominees).*
- Submission of no more than **six classroom instruction photos** (high-resolution .jpg) *(Required for Instructor of the Year Nominees).*
- Nomination Questionnaire(s)** to be completed by nominator - included in this brochure *(Required for Chapter Executive Director of the Year, Instructor of the Year, Industry Achievement Award, Legacy, Team, and National Member of the Year Nominees).*
- Any **additional supporting materials** about your nominee that you would like to include *(Required for all categories listed above).*
- A **letter from the nominee's chapter** certifying graduation from the program *(Required for Apprenticeship Alumni Award).*

**E-mail awards submissions to [communications@ieci.org](mailto:communications@ieci.org) or send via Dropbox to [communications@ieci.org](mailto:communications@ieci.org) by August 18, 2014.**

The awards will be presented throughout the 57th Annual IEC National Convention, October 22-25, 2014, in Baltimore, Maryland.

# Nomination Questionnaire

## Return with Nomination Form to IEC National by August 18, 2014

To the best of your ability, please answer the questions below as they relate to your nominee. Cite examples where appropriate. Please limit your essay to 750 words. Nominees will be evaluated on both the answers to these questions as well as other information submitted with this application (i.e., nomination letter, letter(s) of recommendation, etc.).

### Industry Achievement Award

1. What motivates the nominee to be involved in/with IEC? Why, in your opinion, do they do what they do?
2. How does the nominee promote local and national involvement with IEC?
3. How active is the nominee in IEC - locally and nationally?
4. Describe the nominee's contributions to the electrical industry, their community, and IEC.

### National Member of the Year

1. What motivates the nominee to be involved in/with IEC? Why, in your opinion, do they do what they do?
2. How does the nominee promote local and national involvement with IEC?
3. How active is the nominee in IEC - locally and nationally?

### Instructor of the Year

1. What motivates the nominee to be involved in/with IEC? Why, in your opinion, do they do what they do?
2. How does the nominee promote local and national involvement with IEC?
3. How active is the nominee in IEC - locally and nationally?

### Chapter Executive Director of the Year

1. What motivates your Chapter Executive Director to be involved in/with IEC? Why, in your opinion, do they do what they do?
2. Describe your Chapter Executive Director contributions to and involvement with your chapter, your community, IEC National, and the electrical industry. How has the Chapter Executive Director contributed to the following:
  - Setting a good example for other chapters.
  - Working with other chapters to develop shared resources.
  - Legislative activities and programs.
  - Regularly published communications for members.
  - Helping other chapters or IEC National grow.
  - Percentage of membership growth from the previous year.
  - Chapter educational programs.
  - Contributions toward overall growth of IEC as an organization.
  - Participation at IEC National meetings or on committees.
  - Working with other chapters and IEC National for the benefit of the association.
  - Public relations activities.
3. Please submit three contractor member reference letters.

I understand that our chapter's executive director has been nominated for the IEC Chapter Executive Director of the Year Award.

In accordance with this award's guidelines, I second the nomination.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

(MUST BE A CHAPTER OFFICER)

Date: \_\_\_\_\_

# Nomination Questionnaire

## Return with Nomination Form to IEC National by August 18, 2014

To the best of your ability, please answer the questions below as they relate to your nominee. Cite examples where appropriate. Please limit your answers to one page for each question. Nominees will be evaluated on both the answers to these questions as well as other information submitted with this application [i.e., nomination letter, letter(s) of recommendation, etc.]

### National Legacy Award

1. Period of time that your nominee has been involved with IEC at the:
  - A. Chapter Level
  - B. National Level
2. Provide nominee's detailed involvement in the IEC:
  - A. Chapter Level
  - B. National Level
3. Provide examples of how your nominee demonstrates merit shop core principles and has helped brand IEC as the premier electrical contracting association.
4. Provide examples of how your nominee has effected change for the good of the following over a significant period of time:
  - A. IEC
  - B. Merit Shop Contractor
  - C. The Electrical Industry
  - D. Their Community

### National Team Award

1. Provide team name.
2. Complete list of team members.
3. Description of team's task/project and explain the importance of the task/project.
4. Provide a list and explanation of who benefits from the task/project.
5. Provide the approximate period of time required to complete task/project.

# IEC-CNA Safety AWARD APPLICATION

**Selection of Finalists** There are four parts to the award selection process:

Part I.	Key Metrics Report
Part II.	Safety Program Awareness & Retention Kit (SPARK) Self-Assessment [Separate document accessible via <a href="http://www.ieci.org">www.ieci.org</a> ]
Part III.	Operations/Safety Management Report
Part IV.	Live or virtual presentations to independent judges [conducted at the IEC National Convention in Baltimore, Maryland].*



## PART I Key Metrics Report

If you can answer “No” to the following three questions, your company is eligible to apply for the IEC-CNA Safety Award. If you answer “Yes” to any of the following three questions, your company is **not** eligible to apply.

1. Has your company experienced a work-related fatality in the last two years?
2. Did your Experience Modification Rate exceed 1.0 for the most current policy period?
3. Does your Total Case Incident Rate (TCIR) for recordable injuries in 2013 exceed the national average of 3.1 for NAICS code 238210 for electrical contractors?

*NOTE: If your company has a fatality involving a company employee after submitting this application but prior to the Annual Convention, you must contact IEC and notify them of the fatality. Your company will not be eligible for an award and if you are a finalist, your company will be removed from the eligible candidate.*

## SECTION 1 – General Information

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_ Date: \_\_\_\_\_

I would like to make my presentation:  At the Convention  Virtually

Applicant Signature: \_\_\_\_\_

(CEO/PRESIDENT/OWNER/COMPANY EXECUTIVE)



# IEC-CNA Safety AWARD APPLICATION

## SECTION 2 – Company Size

Please check the appropriate category.

- Category 1** 1 to 15 Employees
- Category 2** 16 to 50 Employees
- Category 3** 51 to 125 Employees
- Category 4** 126 to 300 Employees
- Category 5** 301 Plus Employees

## SECTION 3 – Injury & Illness Incidents & Frequency Rate

For assistance, please refer to OSHA Form 300A.

	CY 2012	CY 2013
<b>A.</b> Total Employee Hours Worked		
<b>B.</b> Total Number Injuries and Illnesses <i>Total in column G + H + I + J of the OSHA 300 log</i>		
<b>C.</b> Total Recordable Case Rate <i>{ (G + H + I + J) x 200,000 } ÷ (Total Employee Hours Worked)</i>		
<b>D.</b> Total Number Days Away or Transferred <i>Total in column (H + I) of the OSHA 300 Log</i>		
<b>E.</b> DAYS AWAY, RESTRICTED, OR TRANSFERRED (DART) RATE <i>{ Total in column (H + I) x 200,000 } ÷ (Total Employee Hours Worked)</i>		
<b>F.</b> Experience Modification Rate		

## SECTION 4 – OSHA Form

Please submit a signed copy of your 2013 OSHA Form 300A Summary.

# IEC-CNA Safety AWARD APPLICATION

## PART II Safety Program Awareness & Retention Kit (SPARK) Self-Assessment

Please complete the tally sheet section of the SPARK Self-Assessment. The form can be accessed via the IEC National website at [www.ieci.org](http://www.ieci.org).

## PART III Operations/Safety Management Report

### Section 1: Description of Company

Provide a brief description of your company's operations to include number of full-time employees, years in business, type of work performed (i.e. percentage commercial, industrial, residential, or utility systems worked, new construction, demolition or service work, etc.)

Provide no more than a half page description (12 point font, Arial, with at least 1-inch margins).

### Section 2: Description of Safety Program

Describe your safety program to include information demonstrating management commitment; employee involvement in your orientation program and training program; and innovative practices that reduce exposures to loss.

Provide no more than one page (12 point font, Arial, with at least 1-inch margins) describing your safety program and your commitment to safety.

### Section 3: Description of Why Your Company's Safety Program Deserves to Win

Describe why your program is successful and why you think your program deserves to win.

Provide no more than ½ page (12 point font, Arial, with at least 1-inch margins).

# IEC-CNA Safety AWARD APPLICATION

## PART IV Live or virtual presentations to independent judges

This section is for finalists only. Applicants do not need to complete Part IV.

Only two finalists will be selected from each of the five (5) categories based on company size. Each category must have a minimum of two applicants. In the event a category does not have two applicants, the single applicant may be moved to the next most appropriate category.

Finalists may make a Power Point presentation or provide handouts to judges during the live presentation. Judges will select winners based on the following four distinct themes:

- Evidence of upper management/owner commitment,
- Evidence of employee involvement,
- Evidence of active participation throughout the company, and
- Evidence of effective controls over major exposures to loss.

The judges may ask questions related to the IEC-CNA Safety Award application and may also consider any of the following categories:

### 1. Injury and Illness Reporting and Reduction Programs

- a. Report of Accidents
- b. Incentive Programs
- c. Accident and Near-Miss Investigation Reports

### 2. Management Leadership

- a. Management's statement of commitment to safety and health
- b. Safety is included in company or project budget

- c. Written goals and objectives for safety and health
- d. Annual safety and health evaluation
- e. Job descriptions
- f. Performance standards and appraisals
- g. Resource documents including budget projections

### 3. Employee Involvement

- a. Safety and health committee minutes, if applicable
- b. Self-inspection forms and records, accident investigations, hazard analyses, and employee reports of hazards

### 4. Worksite Analysis

- a. Self-inspection forms and records
- b. Health hazard assessment and monitoring records (such as industrial hygiene surveys, sampling results, exposure calculations, and summary reports)
- c. Hazard analysis forms and reports
- d. Accident/incident investigations to verify that all causes of an accident/incident are identified, undue blame or reprisal is not placed on employees, and recommendations for preventing future occurrences are listed
- e. Hazard reporting system for employees
- f. Annual safety and health management system evaluations, and site audits
- g. The system for managing contractor safety and health and related documents
- h. Trends analysis reports of injury/

illness, accidents, employee hazard reports, etc.

### 5. Hazard Prevention and Control

- a. Hazard control programs required by OSHA standards (such as Lockout/Tagout, Hazard Communication, Respiratory Protection, Process Safety Management, Bloodborne Pathogens, Confined Space Entry, Emergency Response, etc.)
- b. Preventive maintenance program, maintenance schedule, and examples of work orders
- c. Engineering studies, to verify that any over-exposures to health hazards were adequately addressed and controlled following the hierarchy of controls
- d. Hazard correction/work order and tracking reports
- e. Safety rules, examples of safe work procedures and practices
- f. Disciplinary system, including a review of policy

### 6. Training

- a. New employee and contractor orientation curricula
- b. Training curricula related to required OSHA standards
- c. Additional safety and health training curricula to verify that personnel performing hazard analysis and accident investigation are trained to do so. Also to verify that information from hazard analysis, accident reports, etc., are incorporated into training.
- d. Training attendance records and tracking method

# AWARDS OF EXCELLENCE IN ELECTRICAL CONSTRUCTION

## Entry Requirements

1. All entries must be received by August 18, 2014. No exceptions.
2. You may submit more than one entry and you may submit entries in more than one category.
3. You must be a current contractor member of an IEC chapter or a member at-large.
4. There is no geographic limitation on the location of entries.
5. Any project entered must have been completed between August 1, 2013, and August 18, 2014, regardless of start date. Judges reserve the right to disqualify projects deemed to be incomplete.
6. Owner's approval for a project to be entered, if necessary, should be obtained in advance. Must include proof of approval (if necessary) in this packet.
7. All accepted entries may be used by IEC for publication or any other purpose the association deems appropriate.
8. The Awards Committee reserves the right to re-categorize and/or disqualify any entry for cause with proper notification to the contractor. An entry will be disqualified if all requirements are not met. All entry fees are non-refundable.
9. The IEC National Awards Committee reserves the right to not issue an award for a specific category if there are not enough qualified candidates submitted or a minimum point value is not reached.
10. All entries come with the \$100 entry fee, which can be mailed to IEC Awards, IEC National, 4401 Ford Avenue, Suite 1100, Alexandria, VA 22302.
11. Submissions are now accepted online, please see page 12 for directions.

# AWARDS OF EXCELLENCE IN ELECTRICAL CONSTRUCTION **Entry Nomination Form**

## [Residential, Commercial, Industrial, Low-Voltage Systems, Green Construction, and Service]

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact E-mail (for confirmation and questions): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

IEC Chapter/Member-at-large: \_\_\_\_\_

Company Principal & Title: \_\_\_\_\_

\* Name of Project: \_\_\_\_\_

\* Location of Project: \_\_\_\_\_

\* Name of Owner: \_\_\_\_\_

\* Address of Owner: \_\_\_\_\_

\* Owner Signature (if necessary): \_\_\_\_\_

\* Project completion date: \_\_\_\_\_

### Award Category: (PLEASE CHECK ONE)

**Residential:**  A  B  C

**Commercial:**  A  B  C  D

**Green Construction:**  A  B  C

**Industrial:**  A  B  C

**Service** (Please submit documents outlined on page 5)

**Low-Voltage Systems**

Name of person submitting entry: \_\_\_\_\_

Signature: \_\_\_\_\_

*\* Not applicable for Service category.*

**Deadline to submit entries to IEC National: August 18, 2014. See entry requirements on the next page.**

Presentation: The awards will be presented at the 57th Annual IEC National Convention, October 22-25, 2014, in Baltimore, Maryland.

# AWARDS OF EXCELLENCE IN ELECTRICAL CONSTRUCTION

## Entry Guidelines

ALL ENTRIES IN IEC NATIONAL'S AWARD FOR EXCELLENCE IN ELECTRICAL CONSTRUCTION CATEGORIES MUST SUBMIT THEIR PROJECT WITH THE FOLLOWING SIX (6) SECTIONS:	<b>1</b>	<b>Entry Nomination Form</b>
	<b>2</b>	<b>Application Check List</b>
	<b>3</b>	<b>Project Description &amp; Scope of Work</b>
	<b>4</b>	<b>Safety</b>
	<b>5</b>	<b>Project Photo</b>
	<b>6</b>	<b>Narrative</b>

### SECTION 1 Entry Nomination Form

Use current Entry Nomination form or use the online form. Minor adjustments may need to be made so as not to repeat information requested in following sections.

### SECTION 2 Application Check List

Contractor/Entrant should make sure that the following sections have been completed and all required items are in your presentation using Dropbox.

Please check the following list to ensure that your entry is complete. Any entry that does not include the above six sections may be disqualified at the judging panel's discretion. All disqualified entries will be reviewed by the IEC Awards Committee prior to finalizing all awards. Awards Committee decisions are final!

1. Entry submitted in Dropbox with six sections (subfolders) clearly labeled: \_\_\_\_\_
2. Section 1 - Nomination form completed in full: \_\_\_\_\_
3. Section 3 - Project's description and electrical scope of work is included: \_\_\_\_\_
4. Section 4 - Project's safety questions have been completed or marked NA: \_\_\_\_\_
5. Section 5 - All required photos are included: \_\_\_\_\_
6. Section 6 - Narrative is included: \_\_\_\_\_
7. Endorsement Form is completed. \_\_\_\_\_

The submitted information and photos will be used in promotion of the nominees and in the presentation of the winners at the 57th Annual IEC National Convention & Electric Expo. If all, or certain sections, of the submitted information and/or photos must remain confidential, please indicate accordingly.

# AWARDS OF EXCELLENCE IN ELECTRICAL CONSTRUCTION

## Entry Guidelines

### SECTION 3 Project Description & Scope of Work – 25 Points Available

1. Provide a brief general description of the project as a whole.
2. Provide a complete outline of the project's electrical scope of work. (The more detailed your scope of work the better.)

### SECTION 4 Safety – 25 Points Available

1. Total project safety hours: \_\_\_\_\_

(Include safety hours from project specific meetings, tool box talks, and project specific safety training. Do not include the company's general safety training hours.)

2. List any special safety training that this project required: \_\_\_\_\_

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3. Total days lost: \_\_\_\_\_

If lost days listed, provide brief description: \_\_\_\_\_

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4. Number of Recordable Accidents: \_\_\_\_\_

If accident(s) listed, provide brief description: \_\_\_\_\_

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# AWARDS OF EXCELLENCE IN ELECTRICAL CONSTRUCTION

## Entry Guidelines

### SECTION 5 Photos – 25 Points Available

Photos as specified below per subject matter and quantity must be included with your project's presentation, either via e-mail or DropBox. If photos are not included and/or do not meet the specifications outlined below, your entry may be disqualified. (See Section 2 – judge's disqualification disclaimer.)

Photos must be high resolution, which is 300 dpi or greater. Photos must be submitted in a .jpg or .png format. PDFs of images will not be accepted.

#### Required Photos

1. **Pre-construction: Minimum of one (1)** photo showing the site as it was prior to the start of your project's construction. Photo must be labeled pre-construction.
2. **Construction: Minimum of five (5)** different photos showing the progression of the job and the quality of workmanship on the project. Photos must be labeled construction and numbered in order of the job's progress.
3. **Post construction: Minimum of three (3)** different photos showing the finished project. Photos must be labeled post construction.

(Photos may be used for IEC's marketing and award presentation purposes. By submitting a contractor entry and photos, it is understood that the contractor has released all rights to photos to IEC for marketing and award presentation purposes.)

#### TIPS FOR SUBMITTING PHOTOS

Nomination photos are paramount to portraying your work. Below are a few helpful hints to keep in mind when putting together your nomination.

These tips are based on important aspects of previous award-winning applicants.

- Use high resolution (print and projection quality) JPEG images.
- Judges will disqualify entries that do not meet each of the three photo criteria and quality requirements as specified in the above 1-3 items.
- Include detailed photos showing a progression of productivity. Let the Committee see each stage of the work and show what sets your project and company apart from the others.
- Focus on the electrical system and think about how an electrical inspector (or a competing contractor) would critique your installed work. Take detailed close-ups of the craftsmanship. By all means, include those employees who did the work. Pride in ownership is priceless.
- Keep safety in mind.



# AWARDS OF EXCELLENCE IN ELECTRICAL CONSTRUCTION

## Entry Guidelines

### SECTION 6 Narrative – 25 Point Available

**1a.** Provide a brief answer, 200 words or less, to the following question:

**What were the project's challenges and their solutions?**

One to three supporting photos are requested but not required. If photo(s) are submitted, a brief description is required to be included with photo(s).

**1b.** Provide a brief answer, 200 words or less, to the following question:

**What innovative technologies and/or installation processes were utilized?**

One to three support photos are requested but not required. If photo(s) are submitted, a brief description is required to be included with photo(s).

# Endorsement Form

The electrical contractor listed below is submitting the project listed below for entry in the Independent Electrical Contractor's **2014 National Award of Excellence in Electrical Construction**. This is a very prestigious award which not only honors the electrical contractor, but your project as well. We urge you to take the time to complete this document. IEC thanks you in advance for your time and effort.

Name of Project: \_\_\_\_\_

Electrical Contractor's Name: \_\_\_\_\_

Starting Date of Project: \_\_\_\_\_ Ending Date of Project: \_\_\_\_\_

Was project completed on time?  YES  NO

Was project completed within budget?  YES  NO

(Please use the scale below.)

POOR	AVERAGE	GOOD	VERY GOOD	EXCELLENT
<b>How well did the electrical contractor adhere to the project's completion schedule?</b>				
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<b>Electrical contractor's ability to handle change and solve problems?</b>				
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<b>How well does the electrical contractor work with other trades?</b>				
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<b>Quality of electrical contractor's workmanship?</b>				
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<b>Overall satisfaction with electrical contractor's performance on this project?</b>				
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Any additional comments? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Print Name \_\_\_\_\_

Endorser's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Commonly Asked Questions

## Who may nominate a member/chapter?

Any IEC member or chapter staff member may nominate any member or chapter.

## How do I make a nomination?

Complete the enclosed nomination form and return it to IEC National, either via e-mail, through the online submission forms, or DropBox. All nominations must be received by August 18, 2014. With your submission, include required background material that may better illustrate accomplishments relating to the specific award. Make sure to include all required supporting documentation outlined in the award category and elsewhere on the appropriate form.

## When is the deadline for nominations?

Nominations must be submitted to IEC National by August 18, 2014. Send nomination forms to [communications@ieci.org](mailto:communications@ieci.org) or via Dropbox to [communications@ieci.org](mailto:communications@ieci.org) or submit online.

## When will the awards be presented?

The awards will be presented at various times throughout the 57th Annual IEC National Convention & Electric Expo, October 22-25, 2014, in Baltimore, Maryland.

The majority of the awards will be given out during the Leadership Appreciation Lunch and the Awards Gala.

## Do I need to attend the Leadership Appreciation Lunch and/or Awards Gala?

Attendance at convention is not required; however, IEC does not disclose award winners until then. Attendance is an opportunity to be recognized by your peers for your accomplishments. We recommend that all nominees attend, or appoint a substitute, so as not to miss this opportunity. If you do not plan to attend, please let IEC know who (in the event of winning) will accept the award on your behalf. If no substitute is appointed, the Chapter Executive Director from your area will be asked to accept the award on your behalf.

## Who should I contact with questions?

If you have any questions about the 2014 IEC National Awards, contact the IEC National Office at [communications@ieci.org](mailto:communications@ieci.org) or (703) 549-7351.

**Independent Electrical Contractors**  
**4401 Ford Avenue, Suite 1100**  
**Alexandria, VA 22302**