

## **APPLICATION PROCEDURES**

Interested individuals (employer, employee or other associated personnel) may submit an application for a business, agency or organization. Companies may enter into only one category.

*NOTE: The Department of Employment, Workers' Safety Office cannot and will not nominate employers for any awards.*

**Only Wyoming employers or in-state locations of companies are eligible for an award.** The information and data presented in the nomination package must reflect only Wyoming operations, injuries, man-hours, etc. Also, the application package for Mine-Site Contractors must reflect only mine-site activities and data.

## **GENERAL INFORMATION**

1. Hard copies of the application packet may be faxed or delivered through the mail to the Wyoming Workers' Safety office. Or submit applications electronically as an email attachment.
2. Applications are available in electronic format at the Wyoming Workers' Safety web page: [doe.state.wy.us/osha](http://doe.state.wy.us/osha).
3. All applications must be post marked, or received via regular or electronic mail or FAX, by Friday, March 12, 2010.
4. Please submit your applications to:  
  
Sam Whitney  
Wyoming Workers' Safety  
1510 E. Pershing Blvd  
Cheyenne, Wy 82001  
  
E-mail as an attachment to: [swhitn@state.wy.us](mailto:swhitn@state.wy.us)  
  
FAX: 307-777-3646
5. Applications must be typed or printed legibly and follow the outlined format. *Information submitted in an improper format or in excess of that detailed in this application might not be reviewed.*
6. Companies may enter into only one category.
7. A committee appointed by the Wyoming OSHA Program Manager will evaluate applications. Their decisions will be final. Applications for the four mining categories will be forwarded to and evaluated by Wyoming MSHA..

## **APPLICATION INSTRUCTIONS**

As you develop your application please keep in mind that the awards are presented to employers who, with their employees, have demonstrated personal commitment to workplace safety and health by establishing programs, plans, procedures, and initiatives that help ensure the safety and health of workers in the workplace.

Evaluation criteria is based on accepted and published safety and health principles as set forth by the state of Wyoming through the Wyoming Occupational Health and Safety Act and Wyoming Workers' Safety (OSHA) through its published Elements of an Effective Safety and Health Management System.

Please provide the following information in your application:

**1. Cover Sheet:** Complete all information required on the cover sheet. Please note the Cover Page now includes your Occupational Injury and Illness data for 2009 from the OSHA Form 300 log. Be sure to include the average number of employees and employee manhours worked for 2009 and your NAICS code with your injury/illness data.

**2. Significant Details of Employer's Safety and Health Program:** Describe how you have incorporated the 5 elements (listed below) of an effective safety and health management system into your program. Explain how your program is set up and tell about its attributes. Relate success stories and give examples of program effectiveness. Again, the information and data presented in the nomination package must reflect only Wyoming operations, injuries, man-hours, etc. Also, the nomination package for Mine-Site Contractors must reflect only mine-site activities and data. (3 page limit)

Five Elements of an Effective Safety and Health Program

- a. Management Leadership and Employee Involvement
- b. Worksite Analysis
- c. Hazard Prevention
- d. Hazard Control
- e. Safety and Health Training

**3. Supplemental Information:** Include significant milestones, achievements, awards, and other pertinent information. (1-page limit)

Please note that details about an employer's Safety and Health Program and Supplemental Information prior to 2009 do not carry the same weight as more recent achievements.

**APPLICATION INSTRUCTIONS - Continued**

**4. Occupational Injury and Illness Data:** In addition to the OSHA Form 300A data entered onto the Cover Sheet, also include a copy of your 2009 OSHA Form 300 Injury Log with your nomination.

Mining companies and mine-site contractors must attach MSHA 7000-1 Form for the year 2009.

**5. Applicant's Statement:** Print, sign, and attach the applicant's statement.

# APPLICATION COVER SHEET

Business Name:

Address:

City:  State:  Zip Code

Nominated By:  Phone Number

Title/Position  Enter 10 digits (no dashes)

**Applicable Industry:**

- |  |                                    |  |
|--|------------------------------------|--|
| <input type="radio"/> General Industry | <input type="radio"/> Construction | <input type="radio"/> Government Entity    |
| <input type="radio"/> Oil & Gas        | <input type="radio"/> Mining       | <input type="radio"/> Mine-Site Contractor |

**Brief Description of Business:**

**Category (Select One):**

- Large Employer ( 125,000 or More Man Hours)     Small Employer (Less than 125,000 Man Hours)

## Occupational Injuries/Illnesses Report

Report the data from OSHA Form 300A Injury Log as applicable

**Summary OSHA Form 300A Data  
Year 2009**

**Average # Full Time  
Employees:**

**Total Man Hours Worked:**


<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

- Please include a copy of the OSHA 300 Injury Log for 2009 with the application.
- Mining Companies and Mine-Site Contractors attach MSHA 7000-1 Form for 2009.

**GOVERNOR'S SAFETY AWARD APPLICANT/NOMINEE'S STATEMENT:** All information and statements in this application/nomination are true and complete to the best of my knowledge.

I agree to participate in local, state, or national publicity, which may include newspaper articles, public service announcements or videotaping.

Print Name:

Signature :  Current Date

Falsification of information or details is grounds for disqualification.



**APPLICATION CHECKLIST** (Do not include with application)

1. Is the cover sheet complete and included with the application, including the OSHA 300 data?
2. Are significant details of your safety and health program limited to three (3) pages total?
3. Did you include a supplemental information sheet limited to one (1) page total?
4. Did you include your OSHA Form 300A Injury Log for 2009?
5. Is the Applicant's statement signed and attached?

*Your application should look like this:*

*Page 1 - Cover Sheet Including Occupational Injury and Illness Data*

*Pages 2, 3, 4 – Significant Details (3 pages maximum)*

*Page 5 - Supplemental Information Sheet (1 page maximum)*

*Total pages maximum = 5, Plus OSHA 300 Injury Log*

***Thank you for taking time to fill out this application! Questions may be directed to the Wyoming Workers' Safety office at 307-777-7786).***

## Guidelines for Application

Applications are graded based on the five elements, which form the basis for an effective Safety and Health Management Program. Information that you may find useful for developing your application's content is provided.

*Describe how you have incorporated the 5 elements into your Safety and Health Management System. Explain how your program is set up and tell about its attributes. Relate success stories and give examples of program effectiveness. **Please remember to limit your narrative to three (3) pages.***

1. Management Leadership and Employee Involvement. Management assigns safety and health responsibility and authority to supervisors and employees and holds them accountable. Management leadership includes safety policy formulation, annual goal-setting and program review, management example, and employee empowerment.

2. Worksite Analysis. Current and potential hazards are identified through the use of:

- A thorough baseline survey to review work processes and individual potential hazards;
- Management of change;
- A job hazard analysis;
- A self-inspection program, using checklists;
- A system for reporting hazards, accident and incident investigation; and
- An analysis of injuries and illnesses.

3. Hazard Prevention. Hazard prevention consists of:

- Regular and preventive maintenance and housekeeping;
- Emergency planning and preparation;
- Ready access to emergency care;
- Medical surveillance; and
- Such optional measures as preventive health care.

4. Hazard Control. This includes engineering controls to eliminate hazards (such as guards, enclosures, and locks); personal protective equipment; safe work procedures; and administrative controls to control or eliminate hazards.

5. Safety and Health Training. This includes not only safety orientation for new employees, but also teaching all personnel about the hazards to which they may be exposed and how to identify, prevent, control, and avoid those hazards. Managers and supervisors also need training in program management topics such as enforcing rules, conducting drills, and performing accident investigations.