

This award was established in 2013 to recognize waterworks facilities that promote an active and effective safety program. The award was named after Larry Gordon of Spotsylvania County Utilities, an active member of the Accident Prevention and Safety Committee prior to losing his battle with cancer. Mr. Gordon was a major proponent of safety practices and safety training.

**Purpose:** To encourage Waterworks Facilities to participate in promoting an active and effective safety program and to recognize those facilities.

**Eligibility:** The waterworks facility shall be the member of the Virginia Section either as a Utility Member or have at least one individual member employed at the facility.

**Procedure:** The Virginia Section American Water Works Association (VA AWWA) has established selection procedures as follows:

1. Complete the attached application form.
2. Submit the completed application to the Safety and Security Committee Chair. (Geneva Hudgins, VA AWWA, PO Box 11992, Lynchburg, VA 24506 or email: Geneva.Hudgins@vaawwa.org)
3. All submitted applications will be reviewed by the committee and a shortlist, if necessary, of semi-finalists (utilities) for on-site interview and walk-through of the utility.
4. All semi-finalists will be contacted in order to schedule the on-site portion of the process. A checklist and agenda will be provided at that time to assist the utility in preparation for the on-site interview.
5. After all interviews have been conducted, the committee will nominate a utility to the VA AWWA Board who will make the final award decision.
6. The award will be presented to the winning utility at the upcoming Joint Annual Meeting (WaterJAM) VA AWWA awards luncheon.
7. The committee will assist the winning utility in submitting for the AWWA Wendell R. LaDue Utility Safety Award.

**Note:** Although the facility's current safety record (OSHA 300 log) is important, documentation of safety programs, policies, procedures, housekeeping and training records is equally as important and will be reviewed during the on-site interview. Points will be assigned for various elements of the facility's safety program. Final selection will be based on the total accumulated points.

For further information please contact: Geneva Hudgins, Chairperson, VA AWWA/VWEA Safety and Security Committee at (434) 386-3190 or email: Geneva.Hudgins@vaawwa.org

### **Timeline**

- January - April 2014 Solicit applications
- April 18, 2014 Application deadline - extended
- May, 2014 Notify Utility and schedule on-site interview
- June - July 2014 Perform on-site interviews
- August 15, 2014 Select/submit recommendation to VAAWWA Board
- September 9, 2014 Announce and present Larry Gordon Safety award at WaterJAM
- January 2015 Submit Utility nomination to AWWA Wendell R. LaDue Utility Safety Award

**VA AWWA Larry Gordon Safety Award  
2014 Application Form**



The VA AWWA/VWEA Safety & Security Committee will use the following information to evaluate Water Utilities for the 2014 VA AWWA Larry Gordon Safety Award. (The time frame for consideration of this award will be the 2013 calendar year.)

Submit the completed application to: Geneva Hudgins – Committee Chair  
VA AWWA  
PO Box 11992  
Lynchburg, VA 24506  
email: Geneva.hudgins@vaawwa.org

Application deadline: ~~April 4, 2014~~ **Extended to April 18, 2014**

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**Water Utility/Contact Information**

Name of Utility: \_\_\_\_\_

Address of Utility: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Number of Employees (FTE): \_\_\_\_\_

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**Work Force Nomination**

Which workforce is being nominated and how many employees are within the group.

Administrative & Office \_\_\_\_\_

Construction \_\_\_\_\_

Distribution \_\_\_\_\_

Treatment \_\_\_\_\_

Other (specify) \_\_\_\_\_

## Safety Record

OSHA Form 300 (or equivalent)	2011	2012	2013
Total number of cases or recordable injuries involving days away or restricted duty	_____	_____	_____
Total number of productive hours worked	_____	_____	_____

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## Safety & Health Program Best Practices

Check all of the items that are a part of the utilities safety program.

### Management Commitment:

- written safety & health policy
- written safety & health program manual
- safety & health program coordinator

Other: \_\_\_\_\_

### Training:

- new employee orientation
- \_\_\_\_\_ written training records
- \_\_\_\_\_ standard operating procedures
- \_\_\_\_\_ tailgate/tool box safety talks

Other: \_\_\_\_\_

### Accountability/Recognition:

- \_\_\_\_\_ job descriptions that include safety & health expectations
- \_\_\_\_\_ written disciplinary action policy that includes clear safety & health expectations
- \_\_\_\_\_ performance evaluations that include safety & health expectations
- \_\_\_\_\_ safety awards

Other: \_\_\_\_\_

**Hazard Identification and Control:**

- baseline hazard survey
- regular safety inspections
- job hazard analysis
- preventative maintenance program
- written hazard communication program

Other: \_\_\_\_\_

**Accident Investigation:**

- written accident investigation procedures
- near-miss reporting
- root-cause analysis

Other: \_\_\_\_\_

**Employee Involvement:**

- safety & health committee
- safety & health suggestion program

Other: \_\_\_\_\_

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**Specific Questions**

**Instructions:** Please complete the following questions for consideration of the award.

1. Explain why your efforts warrant your water utility receiving this award (such as; having a written safety program, designated full time safety director, drug free workplace program, professional memberships and participation, safety awards, program participation)
2. How does management involve workers in the safety and health effort? Give examples.
3. Has the utility employed any innovative or original safety practices?
4. Did your utility have any VOSH or OSHA citations during 2013?

**Thank you for taking the time to participate in this Safety Award Process.**