



## **Nomination Packet** **GOVERNOR'S SAFETY AWARD OF EXCELLENCE**

This prestigious award is presented to businesses demonstrating excellence in safety and health systems that protect their employees in the workplace and promote the benefits of a strong safety culture. The highlight of the 2012 Governor's Safety Conference is the awards ceremony honoring employers who strive to protect Wyoming's most valuable resource, our people. Anyone may submit an application on behalf of any Wyoming business that has a site location within the state. During these economically challenging times, every employer who has submitted a nomination has already made a statement that attention to safety adds value to their business. So take a few minutes and "GET IT DONE!"

These are the categories:

- **General Industry: Large Employer**
- **Construction: Large Employer**
- **Oil & Gas: Large Employer**
- **Mining: Large Employer**
- **Mine Site Contractor: Large Employer**
- **General Industry: Small Employer**
- **Construction: Small Employer**
- **Oil & Gas: Small Employer**
- **Mining: Small Employer**
- **Mine Site Contractor: Small Employer**

### **NOMINATION INSTRUCTIONS**

Interested individuals may submit a nomination for a business in only one category. If a business has multiple locations, they may submit a nomination for each location separately or may combine them all together (*please do not pick and choose a set of locations*) as long as they are all under common management. When multiple locations are entered together, a separate OSHA 300 must be provided for each location.

**NOTE:** *The Department of Workforce Services, OSHA Division cannot nominate employers for any awards.*

**Only Wyoming employers or in-state 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 nomination package for Mine-Site Contractors must reflect only Wyoming mine-site activities and data.

**Applications will only be accepted in the provided format. Information submitted in an improper format or in excess of that detailed in this application will not be reviewed.**

### **GENERAL INFORMATION**

1. The preferred submission of applications is electronically, as an email attachment. Hard copies of the nomination packet may be delivered through the mail to the OSHA office.
2. Applications are available in electronic format at the Department's website: [www.wyomingworkforce.org](http://www.wyomingworkforce.org)
3. All applications must be post marked, or received via regular or electronic mail by Friday, July 18, 2012.

4. Please submit your applications to:

Wyoming OSHA  
Attn: Alicia Trujilo  
1510 E. Pershing Blvd  
Cheyenne, WY 82002

E-mail as an attachment to: [Alicia.trujilo@wyo.gov](mailto:Alicia.trujilo@wyo.gov)

5. A committee within the Department will evaluate applications – other than mining. Their decisions are final.
6. Nominations for the four mining categories will be forwarded to and evaluated by the Wyoming State Mine Inspectors Office. Their decisions are final.

## **NOMINATION INSTRUCTIONS**

As you develop your nomination 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 OSHA through its published Elements of an Effective Safety and Health Management System or the Wyoming Statutes, Title 30, governing the Office of the State Mine Inspector and the Mine Safety and Health Administration.

### **Please provide the following information in your nomination:**

**1. Application Cover Sheet and OSHA 300/MSHA 7000-1:** Complete all information required on the cover sheet. Please note the Cover Page now includes your Occupational Injury and Illness data for 2011 from the OSHA Form 300 log. Be sure to include the average number of employees and employee man-hours worked for 2011 and your NAICS code with your injury/illness data. (When submitting application via email, please attach a copy of the OSHA summary and log, or MSHA 7000-1 form. If mailing application, please include the OSHA 300 summary and log, or MSHA 7000-1 form.)

**2. Significant Details of Employer's Safety and Health Program:** Please complete all of the attached questions found in the guidelines for nomination – below.

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 Wyoming mine-site activities and data.

**3. Best Practices:** Include significant milestones, achievements, awards and other pertinent information.

## **NOMINATION CHECKLIST**

Before submitting your nomination, be sure you completed all of the following.

1. Is the Nomination Cover Sheet complete and included with the nomination, including the OSHA 300 data?
2. Did you complete the entire form?
3. Did you include your OSHA 300 Injury Log, or MSHA 7001-1 form for 2011?
4. Is the Nominee's statement signed and attached?
5. Did you attach the Nomination Questionnaire?

*Thank you for applying for the Governor's Safety Award of Excellence!  
Questions may be directed to the Wyoming OSHA office at 307-777-7786.*

## **NOMINATION COVER SHEET**

Nominated Business Name: \_\_\_\_\_

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

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

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

Nomination Submitted By: \_\_\_\_\_

Position: \_\_\_\_\_ Phone Number:

Applicable Industry:

General Industry       Construction

Oil & Gas       Mining       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 the 2011 OSHA 300 Injury Log as applicable

<b>Summary 300 Data Year 2011</b>						Average # Full Time Employees:					
						Total Man-hours Worked:					
Private employers please provide your NAICS Code:											
G	H	I	J	K	L	1	2	3	4	5	6

- Please include a copy of the OSHA 300 Injury Log for 2011 with the application.
- Mining Companies and Mine-Site Contractors, please attach MSHA 7000-1 Form for 2011.

**GOVERNOR'S SAFETY AWARD 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.

By checking this box, I acknowledge this to be my electronic signature.

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Name

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Date

Falsification of information is grounds for disqualification.









