

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
- 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

- 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

Summa	ary 300 E	Data Yea	r 2011		Average	e # Full T	ime Emp	oloyees:			
					Total M	an-hours	Worked	:			
Private	employe	rs please	provide	your NA	ICS Cod	e:					
G	Н	ı	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 knowledge.	d complete to the best of my
I agree to participate in local, state, or national publicity, which may public service announcements or videotaping.	include newspaper articles,
☐ By checking this box, I acknowledge this to be my electronic signature	е.
Name	Date

Falsification of information is grounds for disqualification.

NOMINATION QUESTIONAIRE

Nominations are graded based on the following six elements, which form the basis for an effective Safety and Health Management Program. Please provide information in the space provided below each question.

Management Commitment

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1.	What does top management do to make their commitment to safety visible to all employees?
2.	Describe your company's safety and health goals and objectives? Give three examples of continued improvement to reach these goals.
3.	Explain how management is involved in the planning and evaluation of safety performance?

Employee Involvement

1.	How are employees involved in organizational decision-making in regard to safety and health issues? Please provide examples.
2.	Do you have employees involved in a safety committee (or is everyone part of your safety committee). What is the role and responsibility the safety committee has played in the business and what positive changes have been made by this committee with the safety and health process?
Safet	y and Health Training
1.	Describe your new employee orientation training process. How do you ensure its effectiveness?
2.	What training do you provide for supervisors and managers to assist them with their safety and health responsibilities?

Hazard Recognition

1.	Give some examples of how your company solicits information from employees about hazards in the workplace?
2.	Share at least three innovative solutions you have implemented to address these hazards?
	d Prevention
1.	Who is involved and how your company addresses accident and incident Investigation?
2.	How do you prevent unsafe incidents from reoccurring within your company?
3.	How do you communicate this information to all of your employees?

Best Practices

1.	If you had to pick one reason why your safety program is so successful, what would it be?
2.	If you had to give advice to another similar company about what it takes to build a safe culture, what would you say?