



2011/2012 CSEA Application Instruction and Rules Sheet

Introduction

- This instruction sheet is intended to assist with proper completion of the application so that all entries comply with the requirements of the awards program. Failure to follow instructions and rules may result in a deduction of points and possible disqualification. Please read through the application instructions and rules thoroughly prior to starting the application process.

General Overview

- Companies with a fatality on **ANY** project within the application year are ineligible to compete and are disqualified from this year's competition. This includes all full, part-time, contract or company employees, temporary labor agency hires or subcontractors.
- The CSEA is an award for a company's unique safety programs, processes, safety excellence, and outstanding performance. Please do not use the application process as a marketing exercise. The use of photos, logos or other marketing tools or materials may result in a deduction of points.
- Candidates will be initially judged by members of the AGC of America Safety and Health Committee. The judges are Safety Professionals who are representative of the makeup of AGC as a whole, and they come from companies of similar size and scopes of work as your organization. Judging tables are assembled to balance the individual's talents to match the categories they will be judged.
- Finalists will be judged at the 2012 AGC National Convention by a panel of five Safety Professionals. The judges are selected for their recognized talent, experience, knowledge and positions they hold in the industry.
- Incomplete applications may result in point's deduction or disqualification.
- Use the 2011/2012 CSEA Application only. Do not use any previous year's application.
- Any questions regarding instructions, rules, or policies should be directed to AGC of America.

Getting Started

PART 1: Applicant Questionnaire

- All applicants are required to have a nomination letter from their local AGC Chapter. If for some reason, you do not have a local chapter to nominate you, please contact AGC of America for a referral to a contact list of Chapter Professionals who can assist you with your application.
- A \$200 entry fee is required along with your application. Please make the check payable to AGC of America and not to your local chapter.
- 1st place winners are not allowed to compete for two (2) consecutive years after winning in any category. Example, if you were a 1st place winner in 2010, you must refrain from applying for 2011 and 2012. Your next eligible date to apply is 2013.
- Applicants who have experienced a fatality on any of their jobsites/projects associated with construction related work or activities either under contractual control or purchase agreements during the application year are NOT eligible to participate.
- Be sure your AGC of America Membership Number. If you are part of a larger, parent company please identify both the parent company name and the parent company's AGC of America Member Number.

PART 1: Applicant Information

- Input your Employee Federal Identification Number
- Input your NAICS number (you can get this number from your OSHA 300A log or from <http://www.census.gov/eos/www/naics>).
- The signature box **must** be signed by the CEO, President, or owner of your company. Please click the circle next to the appropriate job title of the individual that will be signing the application. Any other signature may result in a deduction of points. Electronic signatures are acceptable.

PART 1: Section 2: Entry Categories

- Joint Venture projects will not be considered for this award. This award is intended for companies and is not project specific. Joint venture project hours are prohibited from inclusion within the hours submitted for competing companies.
- Companies who are part of another Parent entity are required to provide a letter to AGC of America with this application which indicates that they are the sole company competing within the Parent organization and that the Parent company has authorized them to compete representing both themselves and the Parent company. The separate operating unit must have its own FEIN number and AGC National Member number and must be a legally incorporated company. The parent company must also validate that the applicant is the sole designated entity representing the firm and that no other companies from the parent organization will be competing under their umbrella. This rule is in place so companies under larger parent umbrellas can compete for the CSEA but are not competing against one another unknowingly or potentially receiving safety or financial support to which their competition may not have access.
- Applicants are eligible to only ONE category. If your company performs multiple scopes of work (Building, Highway, Federal and Heavy etc.) you must choose one scope BUT submit all work hours for the company as a whole for ALL divisions. This includes ONLY hours worked with the United States or its protectorates.
- Read instructions carefully to determine if your company is a General Contractor or a Construction Management company.

Selecting the division and category that best describes your company:

- **Building Division:**
The general contractor is responsible for the means and methods to be used in the construction/ execution of a building or structure in accordance with the contract documents. A general contractor usually is responsible for the supplying of all material, labor, equipment, and services necessary for the construction of the project.
- **Construction Management:**
The project was completed using the Construction Management project delivery system where the total percentage of volume of work performed with your own field personnel was under fifteen (15) percent.
 - **Note: CSEA Construction Management Criteria as follows:**
 - Must have direct site safety supervision on all projects.
 - Must have safety and health clauses in their contracts, that include the ability to correct or stop unsafe acts or conditions and take disciplinary action toward contractors who create them
 - If your company self performs craft work (carpentry, concrete, steel erection, masonry, etc.) over 15% of your total work, you are not considered a Construction Management company but rather a General Contractor for the purposes of this award.

- **Federal and Heavy Division:**
The completed project was completed for the Corps of Engineers, NAVFAC, the Air Force, GSA or other federal agencies; any type of marine construction or dredging projects for sports and inland waterways; flood control and prevention projects for the Natural Resources Conservation Service, Bureau of Reclamation and any industrial plant construction.
- **Municipal and Utility Division:**
The completed project was related to water and wastewater, underground utility, site preparation and other types of public works construction such as public facilities, gas, water, sewer, or electrical. Construction or rehabilitation is typically underground, but is not all-inclusive and may be open, cut or trenchless.
- **Specialty Division:**
Specialty contractor means a contractor whose operations do not fall within the definition of "general contractor". A specialty contractor may only subcontract work that is incidental to the specialty contractor's work.
- **Highway Division:**
The completed project included highways, bridges, lane expansions, interchange improvements, new interchanges or alignments, overpasses, pedestrian bridges, road tunnels, transit and railroad project.

PART 1: Section 3: Injury and Illness Incidents and Frequency Rate

- ***Reporting information required for years 2009, 2010, and estimate through December 31, 2011.***
- ***Read instructions carefully and correctly to calculate your company numbers. Your numbers are closely reviewed during the judging process. Any boxes unfilled will result in a deduction of points***

Box 1. Enter the average number of employees reported on your OSHA 300A Summary.

Box 2. Percentage (%) Of Self Performed Work Hours – These are the work hours that your company self-performed for the year. Estimate the percentage of work as opposed to subcontracting out. This number is the same number from Section 2 if you are a General Contractor or a Construction Manager.

Note: Self Performed Work Hours or Percentage Self-Performed Work

Work hours or percentage of work on a construction project performed by Field Personnel such as Laborers, Carpenters, Masons, Electricians, Pipe Fitters, Ironworkers, Sheet Metal Workers and other trades who are paid to perform work – usually on an hourly basis. This does not include Superintendents, Project Management, Project Engineers, Administrative Assistants and other supervisory or support personnel. Do not include hours worked by subcontracted employees or subsidiary/sister-company employees.

Box 3. Total Employee Hours Worked By Your Company: Enter the total number of work hours reported on your OSHA 300A Summary. This does NOT include subcontractor or temporary labor agency hours.

Box 4. From your OSHA 300A Summary Log, enter the total of Column H. Lost Work-Day Cases Injury/Illness - Any occupational injury or illness which results in an employee being unable to work a full assigned work shift.

Box 5. Lost Work-Day Incidence Rate – a mathematical calculation that describes the number of lost work days per 100 full-time employees in any given time frame.

The formula is:
$$\frac{\# \text{ of (lost workday cases or total recordable cases) } * 200,000}{\text{Total Employee-hours worked}}$$

Example: X Company
$$3 \text{ Lost Workday Cases } * 200,000 = 600,000$$
$$600,000/350,000 \text{ (X Company Man Hours) } = 1.71$$
$$\text{X Company Lost Work Day Incidence Rate} = 1.71$$

Box 6. From your OSHA 300 log, total columns H, I, and J.

Box 7. Use the number from Box 6, enter into the following formula to get this rate:

$$\frac{\# \text{ of (lost workday cases or total recordable cases) } * 200,000}{\text{Total Employee-hours worked}}$$

Example: X Company
$$5 \text{ Total Recordable Cases } * 200,000 = 1,000,000$$
$$1,000,000/350,000 \text{ (X Company Man Hours) } = 2.86$$
$$\text{X Company Recordable Incidence Rate} = 2.86$$

Box 8. Dart Rate:

$$\frac{\# \text{ of lost workday cases } \mathbf{plus} \text{ total restricted workday cases (from OSHA 300 log) } * 200,000}{\text{Total Employee-hours worked}}$$

Example: X Company
$$10 \text{ Lost Workdays } + 3 \text{ Restricted Workday Cases } = 13 \text{ cases}$$
$$13 * 200,000 = 2,600,000/350,000 \text{ (X Company Man Hours) } = 7.42$$
$$\text{X Company DART Rate is } 7.42$$

PART II: Section 1: Executive Summary of Why Your Safety Program Deserves to Win

This is the summary of why you feel your company should be considered as the “Best of the Best” in safety in America. Explain to the best of your ability, how you demonstrate top management involvement rather than management commitment.

PART II: Section 2: Description of Company Projects

Give a brief and definitive description of your last three (3) completed projects. This will allow the judges to gain some understanding of the scope and type of work your company performs. Follow the directions, any deviation from these directions will result in points docked from your application. Do NOT include photos or other marketing materials.

PART II: Section 3: Description of Your Safety Program

This area is where you will show why your company safety program is the best and what makes it unique. Do not repeat everything you have said in your application to this point or reiterate what is published in your corporate program. This is where you talk about the special things your company does, to bring its employees into your companies safety culture. Suggested items you should address are: Management commitment, employee involvement, and creative practices.

PART III: Checklist/Program Assessment

Complete the checklist according to your company policies and procedures. For those areas that do not pertain to your company, mark “NA”. All No or NA responses **must be clearly defined** in Section 12 at the end of this section. Incomplete or no answer for NA responses may result in a deduction of points

Note: Section 12 is designated for General Contractors and Construction Management firms only.

Terms and Conditions: As a candidate for the AGC Construction Safety Excellence Awards, I understand and agree that I swear or affirm that I have read and understand the items and instructions on this form and that the responses are true and complete to the best of my knowledge.