



2009/2010 CSEA Application Instruction Sheet

Helpful Hints:

- Read through the application instructions thoroughly. Failure to follow instructions will result in point's deduction.
- Companies with a fatality on any project within the past year will be disqualified. This includes both employee fatalities and subcontractor fatalities. Any issues regarding this policy please contact AGC of America.
- This is an award for company safety management and performance, not a marketing exercise. The use of photo's, logo's or other marketing tools/materials will result in a points deduction.
- Incomplete applications may result in points deduction or disqualification.
- Use the 2009/2010 CSEA Application only. Do not use a previous year's application.

PART 1, Page 1

- Applicants are required to have a nomination letter from their local Chapter. If, for some reason, you do not have a local chapter to work through, please call AGC of America and they will refer you to a contact list.
- \$200 entry fee is required, along with your application
- 1st place winners are not allowed to compete for 2 consecutive years after winning. Example, if you are a 1st place winner in 2006, you must refrain from applying for 2007 and 2008. Your next eligible date to apply is 2009.
- Applicants who have had a fatality on their jobsite are not eligible to participate. If an applicant has a subcontractor that has had a fatality, that applicant is not eligible as the jobsite was theirs.

PART 1, Text Box

- Input your Federal Identification Number (FEIN).
- Input your NAICS number (you can get this number from your OSHA 300A log or from <http://www.census.gov/eos/www/naics>).
- Signature box must be signed by the CEO, President, or owner of your company. Please circle position. Any other signature will be docked points.

SECTION 2: Select the Division that describes your Company:

- **Building Division (General Contractors Only):**
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**
Your project was completed using the Construction Management project delivery system where your total percentage of volume of work performed with your own field personnel was under five percent (5%).
 - **Note: CSEA Construction Management Criteria as follows:**
 - Must have direct site safety supervision on all projects.
 - Must have safety and health clauses in contracts, with ability to correct unsafe conditions and take disciplinary action toward contractors who create them

- **Heavy Division:**
The completed project was completed for the Corps of Engineers, NAVFAC, the Air Force, GSA; 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 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.

Total Company Man Hours or Total Company Employee-Hours Worked

The hours reported on your OSHA 300A Log – “Total hours worked by all employees last year”

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.

SECTION 3: Injury and Illness Incidents & Frequency Rate

- Box 1.** Enter the average number of employees reported on your OSHA 300A Summary.
- Box 2.** % Of Self Performed Work Hours – These are the hours that your company self-performed for the year. Estimate the % of work as opposed to subcontracting out. This can be estimated by hours or dollar value.
- Box 3.** Total Employee Hours Worked: Enter the total number of work hours reported on your OSHA 300A Summary. This does NOT include subcontractor hours 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 Total Recordable Cases * 200,000 = 1,000,000*

1,000,000/350,000 (X Company Man Hours) = 2.86

X Company Recordable Incidence Rate = 2.86

PART II:

Complete the checklist according to your company policies and procedures. For those areas that do not pertain to your company, mark “NA”. All 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 reduction of points.

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

PART III: Section 1, Description of Company Projects

Give a brief and definitive description of your last 3 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 III: Section 2, Description of Safety Program

This area is where you will discuss why your company safety program 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: Section 3, Description 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.