



**18<sup>TH</sup> ANNUAL**

**CONSTRUCTION SAFETY  
EXCELLENCE AWARDS (CSEA)**

**Willis Towers Watson** | | | | |

**AGC of America**  
THE ASSOCIATED GENERAL CONTRACTORS OF AMERICA  
Quality People. Quality Projects.



# APPLICATION INSTRUCTIONS

Please read through the application instructions and rules thoroughly prior to starting the application process. 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 will result in a deduction of points and possible disqualification during the judging process. Understand that competition on many occasions is very close and the deduction of a single point can mean the difference of making it to the finalist judging at convention.

## Program Overview

- A company with a fatality on **ANY** of its projects or within their entire corporate structure which includes, if applicable, a parent company within the application year may not compete, they are disqualified from competition. This includes all full, part-time, contract or company employees, temporary labor agency hires or subcontractor employees. This rule is in place to protect the integrity of the Awards process and to prevent anyone from questioning AGC of America, Willis or a competing company receiving an award related to a fatality. Any questions regarding this policy please contact AGC of America.
- The CSEA is an award for a company's unique safety programs, processes, safety excellence, and outstanding performance; please do not consider the application process as a marketing exercise. The use of photo's, logos or other marketing tools/materials will result in a point's deduction at the time of preliminary judging.
- You will be initially judged by AGC volunteers who are members of the National AGC Safety and Health Committee, these Safety Professionals are representative of the makeup of AGC as a whole. These members come from companies of like size and perform similar scopes of work as your organization. Judging tables are assembled to balance the volunteers' individual talents to match the categories they will be judging.
- Finalists will be judged at the 2017 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 deductions or disqualification if the judging committee is not able to reach someone at your company should a question arise during judging. **Any alteration or modification to the narrative boxes in Sections 4, 5, and 6 will result in automatic disqualification.**
- Use the 2016/2017 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

- To access and begin filling out the application visit [www.agc.org/csea](http://www.agc.org/csea). You will then see the following button to the right of the screen:



- Some web browsers will allow you to open the application in a browser window by clicking on the above download button and some may be unsuccessful. It is recommended that you download and save the file.
- Applicants must **RIGHT CLICK** on the above download button and select “**Save Link As...**” or “**Save Target As...**” (The exact wording may be different based on browser).
- You must then save the application to a file folder to successfully open using Adobe Acrobat Reader (free download).

**Important Note:** Please remember to save your progress as you work toward completing the application. Failure to do so will result in applicants having to start the process from the beginning.

## **Section 1:**

### ***Applicant Questionnaire***

- Companies participating in the awards program have two (2) options for submitting applications:
  - **Submitting through Chapters:** many chapters have safety awards programs based on the CSEA and require members to submit through their office. If this is the established process or procedure for your chapter, you are required to have a nomination letter from them. If for some reason, you do not have a local chapter to nominate you, please contact AGC of America or refer to the contact list of chapter safety professionals on page 6 who can assist you with your application.
  - **Submitting to AGC of America:** AGC of America will also accept applications directly. However, applicants **MUST** first contact their local chapter to find out their established process or procedure. If submitting through the chapter is a requirement, you **MUST** do so. Upon receipt of applications submitted directly, AGC staff will notify the chapter which is listed on the application informing them of their member's participation in the awards program.
- A **\$250.00** entry fee is required along with your printed application upon submission. Please make the check payable to AGC of America and not to your local chapter.
- List your AGC of America Membership Number. If you are part of a larger parent company please identify both their name and AGC National Member Number also. 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. Your parent company must also validate that they are the sole designated entity representing the firm and that no other companies from the parent organization will be competing under their corporate umbrella in any category. This rule is in place to level the playing field 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 which their competitors may not have access to.

### ***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 at the end of the application **must** be signed by the President, CEO, or owner of your company. Please click on the circle/button 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.

## **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.
- 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 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.

- **Utility Infrastructure:**

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.

- **Vendor and Supplier (New):**

A vendor or supplier is any company that provides construction materials, manufactured products, construction equipment or other goods to contractors or specialty contractors.

- **Construction Insurance Carrier (New):**

Construction insurance carriers offer products and services to contractors to help develop effective plans to address risks and create a safety culture to ensure a safe and healthy work environment for construction workers.

### *Hours Worked*

- Applicants of the awards program will be required to input their estimated hours worked through the end of the current calendar year. Unlike previous years, there are no predetermined hour categories. The AGC safety and health committee will compile all hours worked for each division and utilize this data to establish categories on a sliding scale. Applicants will then be notified as to which category they will be competing.
- Applicants applying in the **Building Division (GC only)** are required to input their hours worked as well as the percentage of work self-performed. Applicants will then be asked to input the percentage of work performed by individual trades. To the best of your ability, be sure the total percentages equal, and do not exceed, 100%.

- Applicants applying in the **Construction Management Division** are required to input their hours worked as well as the total subcontractor hours worked for all projects. Applicants will also be asked to input the percentage of work self-performed as well as the percentage of work completed by individual trades. To the best of your ability, be sure the total percentages equal, and do not exceed, 100%.

**Section 3:**

***Injury and Illness Incidents and Frequency Rate***

- Reporting information is required for years 2014, 2015, and estimated statistics through December 31, 2016.
- 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: include 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 Lost Workday Cases \* 200,000 = 600,000*

*600,000/350,000 (X Company Man Hours) = 1.71*

*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*

**Box 8.** Dart Rate:

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

*Example: X Company*

*10 Lost Workdays + 3 Restricted Workday Cases = 13 cases*

*13 \* 200,000 = 2,600,000/350,000 (X Company Man Hours) = 7.42*

*X Company DART Rate is 7.42*

#### **Section 4:**

##### ***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.

#### **Section 5:**

##### ***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.

#### **Section 6:**

##### ***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 company's safety culture. Suggested items you should address are: Management commitment, employee involvement, and creative practices.

#### **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”. Each field allows applicants to provide additional, limited information to support the selection made. However, **ALL** “No” or “NA” responses **must include a brief explanation as to why the selection was made.** Incomplete or the absence of an explanation for a “No” or “NA” response may result in a deduction of points.

***Note: Section 12 of the checklist 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.

## Chapter Staff Contact List

Use this contact list as a resource if your chapter is a non-participating chapter in the CSEA process, does not have an active safety program, or does have an active safety program and needs guidance for questions regarding the CSEA application, completing the application, submitting the application, and processes after submitting the application. If you are still unable to get your desired information, please contact Kevin Cannon, AGC of America, Director Safety and Health at 703-837-5410 or [cannonk@agc.org](mailto:cannonk@agc.org).

### **Eliot Lapidus**

Oregon-Columbia Chapter-AGC  
Safety and Health Manager  
9450 SW Commerce Circle, Suite 200  
Wilsonville, OR 97070  
Phone: 503-685-8325  
Email: [eliotl@agc-oregon.org](mailto:eliotl@agc-oregon.org)

### **Vic Sunshine**

AGC of Missouri  
Vice President of Safety  
6330 Knox Industrial Drive, Suite 200  
St. Louis, MO 63139  
Phone: 314-781-2356  
Email: [vsunshine@agcmo.org](mailto:vsunshine@agcmo.org)

### **Larry Connelly**

Austin Chapter-AGC  
Safety Director  
609 S. Lamar Blvd  
Austin, TX 78704  
Phone: 512-442-7887  
Email: [larryc@agcaustin.org](mailto:larryc@agcaustin.org)

### **Andy LeMay**

AGC of Colorado  
Director of Safety and Stormwater  
1114 W. 7<sup>th</sup> Avenue, Suite 200  
Denver, CO 80204  
Phone: 720-235-1907  
Email: [andy@agccolorado.org](mailto:andy@agccolorado.org)

### **Ronnie Perkins**

AGC of Kentucky  
Safety and Education Director  
632 Comanche Trail  
Frankfort, KY 40602  
Phone: 502-223-8845  
Email: [rperkins@agcky.org](mailto:rperkins@agcky.org)

### **Kim Mason**

AGC Houston Chapter  
Director of Safety Services  
3825 Dacoma St., Ste. 200  
Houston, TX 77092  
Phone: 713-843-3777  
Email: [kim.m@agchouston.org](mailto:kim.m@agchouston.org)