***AWWA Wendell R. LaDue Utility Safety Award 2021 Candidate Nomination Form***

The AWWA Health Safety & Environment Committee will use the following information to evaluate water utilities nominated for the AWWA Wendell R. LaDue Utility Safety Award in each of the four class sizes. Please submit this form to [info@csawwa.org](mailto:info@csawwa.org) **no later than 11:59 p.m., February 10, 2021**. The top-ranked submissions in each class from Chesapeake Section will be sent to AWWA to compete nationally for the award.

# Candidate Class

**Class I** (Less than 10 employees)

|  |
| --- |
|  |
|  |
|  |

**Class II** (10 – 100 employees)

**Class III** (100 – 500 employees)

**Class IV** (Over 500 employees) Number of Employees (FTE):

# Candidate Contact Information

Name of Utility

Address of Utility

Telephone Fax

E-mail

# AWWA Wendell R. LaDue Utility Safety Award 2021 SUPPLEMENTAL DATA SHEET

Name of Utility:

AWWA Section: Chesapeake

1. **Work Force Allocation** (Estimate the number of employees or percent of work force in the following classifications)
   1. Administrative & Office
   2. Construction
   3. Distribution
   4. Treatment
   5. Other (specify)

## Safety Record

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OSHA Log (or equivalent if applicable)** | 300 | 300 | 300 | 300 | 300 |
| **Year:** | 2016 | 2017 | 2018 | 2019 | 2020 |
| **A.** Number of Recordable Injuries  Involving Days Away or Restricted Duty |  |  |  |  |  |
| **B.** Number of Productive Hours Worked |  |  |  |  |  |

Productive hours worked = all time on the job, excluding sick, vacation, jury duty, holiday, and any other time away from work.

With 2020 data above, calculate the following:

1. divided by **B**. X 200,000 = (DART Rate)

## Safety & Health Program Best Practices

Check all of the items that are a part of the utility’s safety program.

Management Commitment: written safety & health policy

written safety & health program manual safety & health program coordinator

full-time part-time

Other:

Training:

new employee orientation written training records standard operating procedures tailgate/tool box safety talks

Other:

Accountability/Recognition:

job descriptions that include safety & health expectations

written disciplinary action policy that includes clear safety & health expectations performance evaluations that include safety & health expectations

safety awards Other:

Hazard Identification and Control:

baseline hazard survey regular safety inspections job hazard analysis

preventative maintenance program written hazard communication program

Other:

Accident Investigation:

written accident investigation procedures near-miss reporting

root-cause analysis

Other:

Employee Involvement:

safety & health committee

safety & health suggestion program Other:

## Specific Questions

**Instructions:** Limit answers to the specific questions and provide no more than three (3) typewritten pages (12-point font).

1. How are commitment, involvement, and accountability (in terms of recognition and discipline) for safety and health practices demonstrated by upper, middle, and line management? Give examples.
2. How does management involve workers in the safety and health effort? Give examples.
3. What training programs or activities has the employer provided in occupational safety and health?
4. Describe the steps the utility has taken in the past five years to improve safety. What was the most effective safety improvement?
5. Has the utility employed any innovative or original safety practices?
6. How do the above activities or actions of the employer contribute to a reduction in injuries, illnesses, or fatalities in the workplace? Provide available statistical information to support improvement.