

AWWA CA-NV Section Larry C. Larson Safety Award

CANDIDATE NOMINATION FORM

This award recognizes utilities with a commitment to make employees' health and safety a main priority, bring employees together with high morale results by achieving a more proficient and productive workforce through training and education, and receiving cost savings by reducing or eliminating the potential for lost time accidents. Awards can be presented at the Fall Conference to utilities in four size categories. Successful awardees will be considered for nomination for the AWWA Wendell LaDue Utility Safety Award. See www.awwa.org for more information on this award.

Completed the Larry C. Larson Award Candidate Nomination Form and attached Safety Award Supplemental Data Sheet. **The application package is due on June 1st to the AWWA CA-NV Section - Environmental, Health and Safety Committee Chairperson.**

Candidate Class

- Class I** (Utilities with fewer than 10 employees)
- Class II** (Utilities with 10-100 employees)
- Class III** (Utilities with 101-500 employees)
- Class IV** (Utilities with over 500 employees)

Number of Employees (FTE): _____

Candidate Contact Information

Name of Utility: _____

Address of Utility: _____

Main Telephone: _____ Fax: _____

E-mail: _____

Individual Making Nomination

Name: _____ Title: _____

Agency/Utility: _____

Telephone: _____ Fax: _____

E-mail: _____

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SUPPLEMENTAL DATA SHEET

The AWWA CA-NV Section - Environmental, Health and Safety Committee will use the following information to evaluate water utilities nominated for the Larry C. Larson Safety Award in each of the four class sizes. The completed form should be attached to the Larry C. Larson Safety Award **Candidate Nomination Form** and submitted, with all other required information to the AWWA CA-NV Section - Environmental, Health and Safety Committee Chairperson.

Name of Utility _____

I. Work Force Allocation

Estimate the number of employees or percent of work force in the following classifications:

- a. Administration & Office _____
- b. Construction _____
- c. Distribution _____
- d. Treatment _____
- e. Other (specify) _____

II. Safety Record (OSHA 300 log or equivalent for last five years)

OSHA LOG (or equivalent)	300	300	300	300	300
YEAR					
A. Number of Recordable Injuries Involving Day Away From Work and/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 the data from the table above, calculate the following for the most current year:

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

III. Safety & Health Program Best Practices

Check all of the items that are part of the utilities safety program.

Management Commitment:

- Written safety and health policy
- Written safety and health program manual
- Safety and 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 and health expectations
- Written disciplinary action policy that includes safety and health expectations
- Performance evaluations that include safety and 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 and health committee
- Safety and health suggestion program
- Other:

IV. 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? Provide examples.
- 2) How does management involve workers in the safety and health effort? Provide 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 the reduction in injuries, illnesses, or fatalities in the workplace? Provide available statistical information to support improvement.

Nomination Checklist

Have you...

- Included a complete Candidate Nomination Form?
- Included a completed Supplemental Data Sheet?
- Limited answers to the "Specific Questions" to three (3) typewritten pages?
- Verified the information is true and accurate?
- Submitted the nomination by the June 1st due date?