

EXCELLENCE THROUGH SAFETY



**EXCELLENCE THROUGH SAFETY
OBJECTIVES**

1. Involve all employees by actively sharing ideas and successes.
2. Promote teamwork with contractors to improve safety performance.
3. Develop a "team" organization with safety expertise.
4. Improve safe operating procedures for Operations Division.

OBJECTIVE STATEMENT:

Enhance team performance of government and contractor employees by actively sharing ideas and suggestions to develop safe operating procedures and continual improvement of safety performance within Operations Division.

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SECTION 1.0

PROGRAM OVERVIEW

The ideals of the EXCELLENCE THROUGH SAFETY Program are to recognize superior safety efforts achieved in Operations Division, and to emphasize and build upon a partnering spirit to improve safety trends. The EXCELLENCE THROUGH SAFETY program, at its basic level, is to be respectful of and to honor this important part of everyone's daily job, and to recognize in some special way those team members who, through their accomplishments, provide an environment free from dangers or hazards in the work place and their lives. Operations Division has a very broad and diverse charge of service to the Nation and the Corps of Engineers. Therefore, a complete safety program must be flexible enough to encompass all aspects of this diversity. EXCELLENCE THROUGH SAFETY is built upon the premise that a broad based program that involves everyone by direct participation, recognition and reward will achieve the stated goals.

EXCELLENCE THROUGH SAFETY for Operations Division begins by raising the awareness of Safety at all levels and involvement of the complete Fort Worth District Team, comprised of both government and contractor personnel. This program establishes a Safety Award System to recognize outstanding efforts and initiatives being made throughout all elements of Operations Division while retaining ongoing programs.

The Operations Safety Review Board (OSRB) is a key element of the EXCELLENCE THROUGH SAFETY Program. This Safety Review Board will be made up of eight team members, six from Operations Division project offices, one from District office of Operations along with one safety representative. The OSRB is responsible for developing new initiatives, disseminating information of safety issues, and choosing recipients for the Safety Awards.

Awards are given to deserving projects and personnel throughout the year to reward outstanding safety accomplishments within Operations Division. An Annual Awards Ceremony will be held to honor these recipients and to celebrate the announcement of annual winners.

It is extremely important that team members be recognized for efforts made to provide a safe working environment. Public Affairs will be involved to provide recognition for those Government and

Contractor team members who are doing a great job in providing a safe work place.

The EXCELLENCE THROUGH SAFETY Program will continue to grow and prosper through new ideas. The Operations Safety Review Board will seek ways to develop new ideas and to incorporate them into the program. The program will improve efforts in Safety and continue to recognize the outstanding efforts being made throughout Operations Division.

SECTION 2.0

SAFETY REVIEW BOARD

GENERAL

The purpose of this section is to define the guidelines for the Operations Safety Review Board (OSRB). The OSRB is established as the action committee and is dedicated to maintaining the momentum of the EXCELLENCE THROUGH SAFETY Program. Its purpose is to keep new initiatives working, develop new ideas and programs, and improve the Safety Program in Operations Division.

ORGANIZATION:

The board will include representatives from the principal functions of Operations Division as follows:

Six (6)	Reps from Project Offices
One	District Operations Office
Safety Rep	Safety Office (non voting member)

RESPONSIBILITIES:

A. Chief, Operations Division, Ft. Worth District will:

1. Provide any necessary support or guidance as required to the Board.
2. Provide adequate funding for the Board as needed.

- B. The Lake/Operations Project Manager are responsible for implementation and management of "EXCELLENCE THROUGH SAFETY" within their offices and allowing team members to participate on the OSRB.
- C. Operations Safety Review Board will:
 - 1. Establish award category and evaluation criteria. Select semi-annual and annual or District Safety Award winners from nominated projects.
 - 2. Maintain minutes of meetings, action items, and initiatives, as well as the status of the above.
 - 3. Disseminate safety information as required to Operations Division personnel.
 - 4. Provide continued momentum for the EXCELLENCE THROUGH SAFETY Program and a vision for future safety initiatives.

PROCEDURES

- A. Operations Safety Review Board (OSRB)
 - 1. The OSRB will meet on a semi-annual basis.
 - 2. The OSRB members will serve for one year with the option to serve two. Functional Reps will be rotated after the conclusion of their term.
 - 3. Solicitation of new members will be coordinated through the OPMs and Chief of Operations.
- B. Award Selection
 - 1. Selection of "EXCELLENCE THROUGH SAFETY" semi-annual and annual award winner packages will be determined by the OSRB. These also provide nominations to the Chiefs of Operations and Safety for District, Division and USACE awards.
 - 2. The OSRB will thoroughly review each nomination to ensure that each meets the minimum requirements. Decisions are based on the vote of the OSRB.
 - 3. Once selection of semi-annual Award and Annual Award winners have been made, plaques and awards will be

coordinated through Operations Division.

SECTION 2.1

INFORMATION PROCESSING

The purpose is to define the guidelines for the processing of information by the OSRB.

RESPONSIBILITIES:

- A. Chief, Operations Division, Ft Worth District will be responsible for adequate support for the OSRB in processing information to include funding.
- B. Safety Review Board
 - 1. Will be responsible for providing information for posting on the Operations Division website.
 - 2. Will solicit information from Project Offices and other sources for input to the website.

PROCEDURES:

- A. Information from each OSRB meeting will be circulated by electronic mail to the Chief of Operations Division, and the Operations Project Manager.
 - 1. PAO will be provided semi-annual and annual award winner information for inclusion in the District's E-News.
 - 2. A location on the Operations Division District website for OSRB to disseminate information on award winners and other safety and health information.
- B. Information from the OSRB meetings will be disseminated on the Operations Division website and will contain the following:
 - 1. Award announcements
 - 2. Safety Review Board Members
 - 3. Additional safety information

SECTION 3.0

SAFETY AWARDS

PURPOSE:

To recognize accomplishments by Ft Worth District Team Members (Government and Contractor) in the area of Safety at the local level. The area of consideration should include all contractors. It is the policy of EXCELLENCE THROUGH SAFETY to recognize the safe performance of work by creating a team atmosphere and by emphasizing the positive achievements of our personnel and contractors in the area of Safety Management. Operations Project Manager are encouraged to recognize local accomplishments or achievements of contractors on a semi-annual basis.

Award Categories are:

Small - equal to or less than \$100,000
Large - greater than \$100,000
Zero Lost Time Accident
Lone Star Award

RESPONSIBILITIES:

- A. Any team member can submit a nomination for a local award.
- B. The Operations Project/Lake Manager will be responsible for insuring the adequacy of the documentation for local recognition.
- C. A copy of the documentation recognizing the achievement must be sent to the OSRB semi-annually.
- D. The OSRB will be responsible for providing information on semi-annual and annual award winners to Chief, Operations Division and for inclusion on the Operation Division Website.

PROCEDURES

- A. Local Recognition Submissions may be developed locally with an information copy provided to the OSRB for posting on the Operations Website.

B. Documentation and eligibility requirements are shown on attached Award Submission Form.

1. Project Office award submission

a. Any government employee may submit a contractor's name and project for project office safety awards. Documentation requirements are shown on the attached Project Office Award Submission form.

b. Submissions shall be made within 15 calendar days following the end of the semi-annual period, each semi-annual. Section 4.0 lists the minimum eligibility requirements.

2. Selection of Project Office Award Winners

The OPMs will consolidate nominations and choose project office winners. Project office winners are chosen on a FY semi-annual basis (deadline 10 days after end of each semi-annual). Nominating government employee will receive a plaque presented at the annual awards banquet.

3. The OPMs will submit project office award winners to the OSRB. The project office award and District award submission forms are required documents. (Appendix A/B/C)

4. Project office semi-annual award winners are recognized by the OPM's in the following manner:

a. The OPM will recognize all winners through official correspondence and provide a certificate of achievement (Appendix G.)

b. Newspapers in the locale of the project office(s), to include those published by local military installations, will be notified of project office winners by CESWF PAO with a press release. Draft release (Appendix E) will be provided to CESWF-PAO by the local project office.

SECTION 4.0

OPERATION SEMI-ANNUAL DISTRICT AWARDS

The purpose is to recognize and reward accomplishments by Fort Worth District Team Members (Government and Contractor) in the area of Safety Management

RESPONSIBILITIES :

- A. The OPM will be responsible for submitting nominations to the OSRB for consideration as District Awards winners.
- B. The OSRB will be responsible for choosing the District level award winners.

PROCEDURES

- A. Submission of District level awards.
 - 1. An OPM may submit local level winners for consideration for the District Safety Awards.
 - 2. The OPM will forward letter to local award winner.
 - 3. Documentation requirements are shown on the attached Award Submission Form.
 - 4. Performance Periods and deadlines for submission to the OSRB are:

	<u>Performance Periods</u>	<u>Deadline</u>
Semi-Annual Period 1	(01 Oct-31 Mar)	10 Apr
Semi-Annual Period 2	(1 Apr- 30 Sep)	10 Sep

- B. Selection of District Awards
 - 1. The OSRB will consolidate nominations and choose District Award Winners.
 - 2. The OSRB will recognize award winners in the following manner:
 - a. The recognized recipient will receive a letter of

recognition and a special invitation to the Safety Banquet and a plaque.

- b. Nominating government employee will receive a SWF District Safety Award (letter signed by DE, Certificate and an on-the-spot award of \$250.00).
- c. The District Public Affairs office will be notified of the winners in accordance with Section 5.0, Public Affairs Interface.

SECTION 4.1

ANNUAL EXCELLENCE THROUGH SAFETY DISTRICT AWARDS

- A. The purpose is to recognize special accomplishments by Fort Worth District Safety Team Members (Government and Contractor) in the area of safety management.
- B. It is the policy of EXCELLENCE THROUGH SAFETY to recognize Team Members (Contractor and Government) for their achievements in the area of safety management.
 - 1. Selection of District Annual Awards:
 - a. The OSRB will select the Annual Award Winner from each category of District Semi-Annual Award winners.
 - b. The OSRB will recognize Annual Winners in the following manner:
 - (a) The nominating government employee will receive a plaque, which will be presented at the annual Safety Awards Banquet.
 - (b) The nominating office will received plaque presented at the annual Safety Award Banquet.
 - (c) Winning contractors will receive a plaque and a letter, which will be presented at the annual Safety Awards Banquet.
 - c. Public Affairs Office will be notified of the Annual Safety Award Banquet and will publicize the Award winners

(Section 5.0).

- d. The OSRB will nominate, from the pool of "EXCELLENCE THROUGH SAFETY" Annual Award Winners, appropriate individuals, teams, offices and contractors for any other existing District, Division and USACE safety award.

SPECIAL AWARDS

ZERO LOST TIME AWARD

- A. The purpose of the Zero Lost time Award is to recognize contractors who have attained the goal of zero lost time accidents.
- B. The minimum requirements are:
 - 1. Zero lost time accidents during the evaluation period (duration of contract during a particular fiscal year).
 - 2. Actively pursue an outstanding safety program during the evaluation period.
 - 3. Have completed at least 100% of contract or complete a base option or one year on a multiple year contract.
- C. Award: Certificate or plaque received at the annual awards banquet.

THE "LONE STAR" AWARD

Purpose: "Lone Star" Award is to recognize the prevention of accidents or property damage by following proper safety procedures. The award is open to contractors, public and government personnel collectively or individually. The award is presented to those who created safety success by recognizing and following proper safety practices, which eliminated or mitigated injury and damage when a significant event or operation occurred.

Initial Recognition: Whenever an act is noted which may have eliminated or mitigated injury and/or damage to either property or personnel on a job, the project representative (COE) shall note the incident, present personally to the person(s) a coffee mug or

hardhat sticker, "Safety Star" and then contact the OPM with the information on the event.

- A. Submittal: Once the initial act is noted then, the project person noting such an act shall submit the nomination to the Project Office. The written submission (Appendix C) shall be forwarded to the Safety after received by the local project office. Nominations will clearly state the conditions leading to the significant event, the preventative measure taken prior to the event, and what safety practices clearly prevented or lessened the potentially hazardous conditions of the event.
- B. Local Recognition: Once the submittal is received at the local project office, reviewed by OPM and deemed worthy, the OPM will contact the District Safety Office to request a coin be issued to present to recipient(s).
- C. Annual Award Submission and Selection: The OPM will select a single Lone Star Award Winner and forward their nomination to the OSRB to compete for the Annual Lone Star Award. The OSRB will review all nominations to assure that proper safety procedures were applied before, during and after the event. The OSRB will review the submittals and select a annual award winner. The selected winner will be the one, which displays the most significant event, that resulted in hazards being mitigated or prevented.
- D. Awards: The project office will award the hardhat sticker "Safety Star" and "Lone Star Safety" Coin. The OSRB will present an annual "Lone Star" award to the selected winner who will be invited and recognized at the Annual Safety Awards Banquet. Award will consist of a plaque and letter signed by the Chief Safety & Occupational Office.

SECTION 5.0

PUBLIC AFFAIRS (PA) INTERFACE

A. The purpose is to detail the involvement and support required by Public Affairs in the Safety Awards process.

B. RESPONSIBILITIES:

1. The OPM will be responsible for notification to PA concerning local recognition.
2. The OSRB will be responsible for notification to PA concerning semi-annual District recognition.
3. The OSRB will be responsible for coordination with PA to achieve proper coverage of the annual Safety Awards Ceremony.
4. PA will be responsible for press releases concerning Local and District Award winners and press coverage of the Safety Awards Ceremony.

C. PROCEDURES:

1. OSRB will notify PA concerning local Safety award winners. The OPM will coordinate with PA as to content and dispersion of press releases. The Team Concept should always be stressed, especially the relationship among contractor, customer, and COE Team Members.
2. The OSRB will notify PA concerning District Safety Award winners. The OSRB will coordinate with the appropriate OPM and PA as to content and dispersion of press releases.
3. The OSRB will insure PA coverage of the yearly Safety Awards Ceremony.
4. PA will provide press releases concerning the Safety Awards Program. Distribution to local newspaper, facility newspapers, and other media will be coordinated with the OM's and the OSRB.

SECTION 6.0 ABBREVIATIONS AND ACRONYMS

CE	- Corps of Engineers
DE	- District Engineer
PA	- Public Affairs Office, CESWF-PAO
SOH	- Safety and Occupational Health
OSRB	- Operations Safety Review Board
OPM	- Operations Project Manager

Appendixes

- A. Field Office Contractor Award Submission Form
- B. Zero Lost Time Accident Award Information Sheet
- C. Lone Star Award
- D. Field Office Safety Award
- E. News Release Form
- F. Flow Charts for each award
- G. Example: Certificate of Achievement

Appendix A

FIELD OFFICE CONTRACTOR AWARD SUBMISSION FORM

CONTRACT CATEGORY: (INDICATE ONE)

SMALL (less than \$100,000) LARGE (greater than \$100,000)

CONTRACTOR NAME:
(Include name of President or CEO)

CONTRACTOR MAILING ADDRESS:

CONTRACT NUMBER, TITLE and LOCATION:

ORIGINAL CONTRACT AMOUNT:

PERCENT COMPLETE:

EXPECTED COMPLETION DATE:

MANHOURS TO DATE:

CONTRACTOR'S FREQUENCY RATE:
(# lost time accidents x 200,000/#manhours)

SUBMISSION JUSTIFICATION (SEE ATTACHED SHEET):

NOMINATING TEAM MEMBER: _____ JOB TITLE: _____

SIGNATURE

DATE: _____

OTHER SUPPORTING TEAM MEMBERS

LAKE MANAGER SIGNATURE _____

OFFICE SYMBOL _____ DATE: _____

IF THIS IS TO BE SUBMITTED TO THE SAFETY REVIEW BOARD AS THE LOCAL
WINNER

PROJECT MANAGER SIGNATURE _____

OFFICE SYMBOL: _____ DATE: _____

SUBMISSION JUSTIFICATION:

(Attach a sheet to submittal covering the following)

1. Complexity and Hazards Associated with the Work (specify for semi-annual and since the beginning of the job.
2. Innovation in Safety Program, training and incentive programs (results for the entire job and for this semi-annual- be specific on results).
3. Comments on Contractor's safety enforcement policy and its effect.
4. Management involvement and participation in overall safety program.
5. Employee involvement and participation in safety program.

APPENDIX B

ZERO LOST TIME ACCIDENT AWARD INFORMATION SHEET

CONTRACTOR NAME:

CONTRACTOR MAILING ADDRESS:

CONTRACT NUMBER(s):

CONTRACT TITLE(s):

LOCATION(s):

NUMBER OF MANHOURS WITH NO LOST TIME ACCIDENTS:

NOMINATING EMPLOYEE:

CONTRACTOR'S SUPERINTENDENT:

CONTRACTOR'S SAFETY MANAGER (if applicable):

NARRATIVE ON COMPANY SAFETY PROGRAM DESCRIBING PROACTIVE STEPS
TAKEN BY CONTRACTOR (see attached):

INSURANCE COMPANY'S NAME AND ADDRESS:

Lake Manager Signature:

Project Manager Signature: _____

NARRATIVE:

APPENDIX C

Lone Star Award

NAME OF NOMINEE (S): _____

Check one: COE employee Contractor employee
 Public

Mailing Address:

Contract Number (if applicable)

Location _____

Date of Significant Event:

Description of Significant Event:

Hazards or effects from hazards prevented/mitigated:

Nominator _____

Project Manager _____

Office Symbol _____ Date _____

APPENDIX D

SAFETY AWARD SAMPLE LETTER

OPM's Office

Subject: Recognition of Achievements in Safety Management

Contractor/Government Employee

Address

City, State, Zip

Gentlemen/Dear (employee name):

Reference is made to Contract _____, and specifically to your [contract work] [duties] performed during the period of _____ through _____.

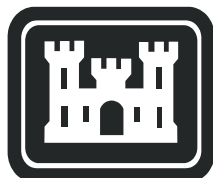
You have been selected as a field office award winner for your safe performance of [contract work] [duties]. The U.S. Army Corps of Engineers, Fort Worth District recognizes that providing a safe work place for craftsmen, contractor personnel and Government personnel is a constant challenge that requires considerable attention and effort. Your efforts (expand upon this as required) in the area of Safety Management are greatly appreciated.

Sincerely,

OPM

APPENDIX E

News Release



**US Army Corps
of Engineers**

Fort Worth District
Marsicano_____

Release No. _____ Contact: Judy

For Release: Immediate (Date) Phone: (817)
886-1517_____

Submit the following information pertaining to the awardee to PAO:

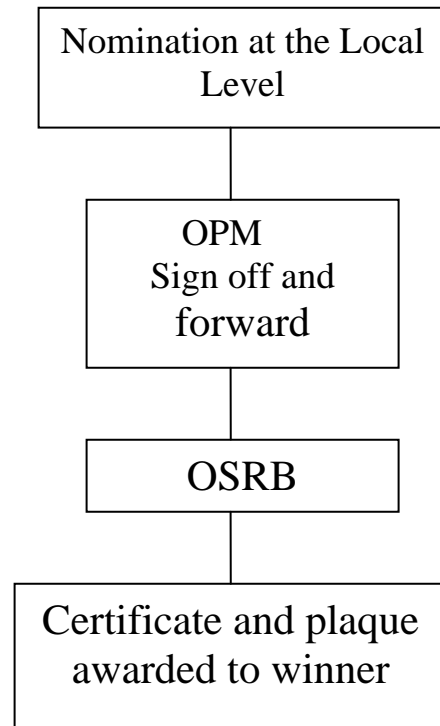
- a. Name and address (city and state)
- b. Copy of award write-up
- c. List of news media to which news release is to be sent
- d. Other information upon request

Submit to Judy Marsicano, Public Affairs Office, at
817-886-1310, or e-mail to
Judy.C.Marsicano@swf02.usace.army.mil

Draft news release will be prepared for review by SOH and
award recipient before it is released for publication.

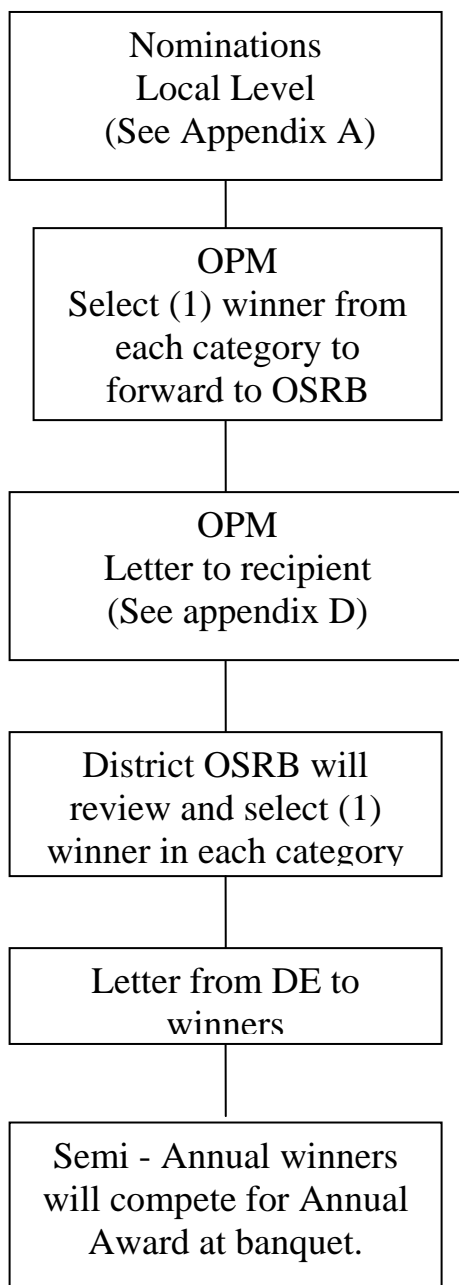
APPENDIX F

FLOW CHART
Zero Lost Time



APPENDIX F

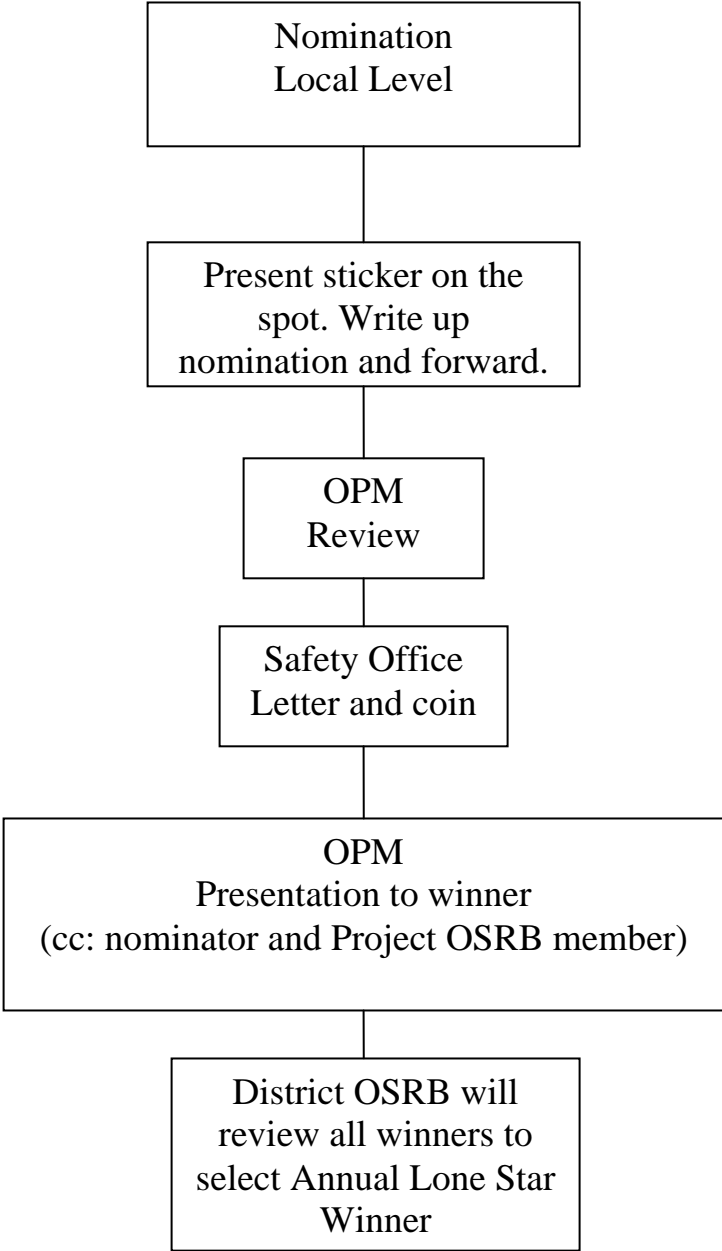
Flow Chart Semi - Annual Award



NOTE: More than one nomination may be made in each category and forwarded to the OPM for selection.

Flow Chart

Lone Star Award



APPENDIX G



**US Army Corps of Engineers
Fort Worth District**

Excellence Through Safety

Certificate of Achievement Award

Presented to: Name of Person or Company

Citation:

Project Title:

Date:

Date

Project Manager