



Safety Award Program

Southeastern Construction Owners & Associates
Roundtable

2021 Online Application Instructions

TARGET OUTSTANDING PROJECT SAFETY!

I. Purpose

The SCOAR Member Safety Excellence Awards Program (TOPS) will recognize member project safety performance while also demonstrating corporate commitment to construction safety.

SCOAR solicits all member companies to participate with the goal of mining and sharing safety best safety practices with member companies for the betterment of the entire organization.

The SCOAR Board of Trustees seeks to promote the prestige and honor that the Safety Excellence Awards Program (TOPS) signifies to the SCOAR community and beyond.

II. Criteria and Information Required for Application

- A. Applicant companies must be a member of SCOAR.
- B. All SCOAR Member Company projects are eligible for submission regardless of project location.
- C. Application process starts in May of the year FOLLOWING the project award year (Projects completed in October 2019 through December 2020) will be reviewed in August of 2021).

The project must either:

- Be completed in the award year for which the award is applied for OR
 - For ongoing contract/maintenance work, data will only be considered for work conducted in the application-award year
- D. Member companies may provide submissions in multiple categories, but only eligible for recognition for ONE project in One category.
 - E. Award application must be complete with all questions and supporting documentation to be considered for recognition.
 - F. Ensure that the application is signed/certified by a corporate officer or authorized management representative.
 - G. The Award evaluation will be based on:
 - 1. Responses to project-specific questions asked in the application.
 - 2. Injury/illness statistical data for the project submitted inclusive of trade partners.
 - 3. Review of applicant companywide EMR for previous three-year period as well as corporate OSHA injury/illness statistical data.

- H. There are no time limits on the project duration, however, the application is for the work conducted in the application year.
- I. Project photos, where permitted, are encouraged for use in the presentation of awards (Photos preferred to be in a .jpg or similar format and may be uploaded via the online application form).
- J. TOPS Award Winners agree to share a Best Safety Practice presentation at a subsequent SCOAR meeting outlining what assisted in their project safety success.
- K. OPTIONAL: Applicants are asked and encouraged to provide a nomination for your safest project vendor/supplier.
 - Provide an explanation of why you would recognize their safety performance with emphasis on best practices and engagement.
 - Provide a contact name, address, and phone number for the nominated vendor.
 - Also, if available, provide a website address for the company.

III. Awards will be presented for projects in the following work hour categories (inclusive of all trade contractor work hours):

1. Less than or equal to 60,000 work hours
2. More than 60,000 but less than 250,000 work hours
3. Between 250,000 and 750,000 hours
4. More than 750,000 work hours

IV. Instructions for Completing and Submitting the Application

- All award applicants are required to COMPLETE THE APPLICATION IN FULL.
- The APPLICATION MUST BE SIGNED by an authorized management representative prior to submission in order to be considered for the Award.
- The completed application must be submitted by the closing deadline of July 30th, 2021 at midnight EDT.
- Application PART 1 and 2
 - Complete the demographic and statistical data required on Part 1 and 2 of the application. Provide the quantitative measure of your company's safety performance

- Application PART 3
 - Complete thoroughly the Safety Questionnaire and identification of Best Practices

<u>2021 Safety Excellence Award Program Key Dates</u>	
May 10, 2021:	Applications will be available.
July 30, 2021:	Applications must be received by this date by Midnight, EDT.
Week of August 2 through 6:	Applications evaluated during this week.
August 9, 2021:	Award winners confirmed by review panel & award plaques ordered.
August 16, 2021:	Invitations to Awards Ceremony will be distributed.
Week of September 13, 2021:	Final day to R.S.V.P. for Ceremony seating.
September 28, 2021:	Awards Ceremony & Presentations.

V. Selection Process and Awards Presentation

The SCOAR Safety Excellence Award Program (TOPS) Panel (a subcommittee of the SCOAR Safety Committee) will review and evaluate all completed applications and make award recommendations based on a consensus decision by its members.

Any Awards Panel member whose company application is being reviewed will abstain from the review and voting process for that group of applicants.

Recipients of the SCOAR Safety Excellence Award Program (TOPS) will be recognized at the awards ceremony.