



SAFETY EXCELLENCE AWARDS PROGRAM

2024 PROGRAM GUIDE

TARGET OUTSTANDING PROJECT/PROGRAM SAFETY!
(TOPS)

I. Purpose

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

SCOAR solicits all member companies to participate with the goal of mining and sharing 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. Award / Recognition Opportunities

Two Award/Recognition opportunities are available as part of the TOPS Safety Excellence program. These are *Project Safety Excellence Awards* and *Safety Program Excellence Awards*. All SCOAR Member companies are eligible to submit for both opportunities. The criteria for each are outlined below.

A. Project Safety Excellence Award

1. Criteria and Information Required for Application

- A. Applicant companies must be a member of SCOAR.
- B. All SCOAR Member Company projects and programs are eligible for submission regardless of project location.
- C. Applications are submitted in July of the year FOLLOWING the award year.

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:

- Responses to project-specific questions asked in the application.
- Injury/illness statistical data for the project submitted inclusive of trade partners.
- 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).

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.

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

- a. Less than or equal to 60,000 work hours
- b. More than 60,000 but less than 250,000 work hours
- c. Between 250,000 and 750,000 hours
- d. More than 750,000 work hours

3. 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 to Audrey Kennedy (staff@SCOAR.org) by the closing deadline of July 26, 2024 at midnight (EST).

- Application PARTS 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

B. Safety Program Excellence Award

1. Information Required for Application

- A. Applicant companies must provide the following information:
 - a. Purpose / Why the Program was Implemented into the Organization
 - b. The Year the Program was adopted/implemented into the organization
 - c. Outline what desired outcomes and success measures are incorporated to validate effectiveness
 - d. Describe the impact / value to the organization since implementation
 - e. Provide insight into obstacles to implementation and/or Lessons Learned
- B. Corporate Safety Statistics (3-year) will be used as part of the evaluation by the Selection Committee.

2024 Key Dates	
May 22	Applications available.
July 26	Applications must be received via email or mail by midnight, EST.
July 29-August 2	Applications evaluated during this week.
August 9	Award winners confirmed by review panel.
August 20	Invitations to Awards Luncheon distributed.
September 8	Final day to RSVP for Ceremony seating.
September 24	Awards Luncheon and Presentations

III. 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.