

# **“Operation Reward Safety”**



**U. S. Army Corps of Engineers**

**Fort Worth District**

**Engineering & Construction Division  
&  
Safety & Occupational Health Office**

Revised 03 December 2008

A PERSONAL MESSAGE ON SAFETY

FROM THE CHIEFS OF ENGINEERING & CONSTRUCTION AND SAFETY &  
OCCUPATIONAL HEALTH DIVISIONS

We believe that successes, great and small, result primarily from teams of individuals committed to achieving common goals. This philosophy applies to engineering/construction and the overall safety mission. Within Fort Worth District Engineering & Construction and Safety & Occupational Health Divisions, our goals are:

- First is to have all our team members, Corps and Contractors, return home to their families at the end of each day safe.
- Second is to achieve success through our “Operation Reward Safety” Program by:
  - Promoting teamwork and recognizing safe behaviors of both Corps and Contractor personnel working together. Building facilities and controlling floods requires teamwork and so does safety. Team members must work together so that all work is performed safely.
  - Resolving issues between team members directly involved in the work. . Each team member, regardless of position, should be trained and empowered to identify and speak out on safety issues before an accident can happen.
- Third to continuously measuring our progress towards achieving our goal. Through open communication and accurate reporting, our safety team members can both assess our progress and focus our combined resources on areas of concern. Learning from our mistakes and not repeating them are essential.

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MADELINE R. MORGAN  
Chief, Safety & Occupational Health Office  
U.S. Army Corps of Engineers  
Fort Worth District

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Chief, Engineering & Construction  
Division  
U.S. Army Corps of Engineers  
Fort Worth District

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# **“Operation Reward Safety”**

## **Objectives**

- **Actively share ideas and successes.**
- **Promote teamwork with contractors to improve safety.**
- **Promote safety performance through education and training.**
- **Formally recognize and reward safety accomplishments.**

## **SECTION 1.0 - PROGRAM DESCRIPTION**

The ideals of “Operation Reward Safety” are to recognize the outstanding safety efforts being made in the District. This continues to build upon the spirit of partnering and improving safety trends. “Operation Reward Safety” in its purest definition means to honor or recognize, in some special way, those team members who, through their accomplishments, provide freedom from hurt, harm, and danger which are a result of hazards in the work place.

This program revolves around the total commitment to safety at all levels and improving the involvement of the Fort Worth District team, which is comprised of government and contractor personnel. This program develops a Safety Reward System to recognize outstanding efforts and initiative made at our project sites throughout the District and provides a systematic approach for submitting nominations for any other existing District, Division and USACE safety awards.

The Safety Review Board (SRB) is a key element of “Operation Reward Safety” and includes representatives from all levels of the Engineering & Construction Division and Safety & Occupational Health Office. The Board is responsible for developing new initiatives, disseminating information on safety issues and choosing winners for the safety awards. Section 2.0 details the SRB mission.

Awards are given throughout the year at both field office and District levels to recognize outstanding safety accomplishments of contract teams (COE team members and contractor). An annual safety awards banquet is held to announce and honor quarterly and annual winners. Field Office and District award programs are detailed in Section 3.0 and 4.0.

It is important that efforts ensuring a safe and healthy environment and the responsible team members are recognized. The District Public Affairs Office (PAO) will provide for public recognition for those Government and Contractor team members accomplishing safe initiatives. Section 5.0 provides details of the plan for PAO.

“Operation Reward Safety” shall grow and prosper through new ideas submitted by each of you. The SRB seeks ways to develop and incorporate new ideas.

## **SECTION 2.0 - SAFETY REVIEW BOARD**

### **GENERAL**

The purpose of this section is to define guidelines for the Safety Review Board (SRB). The SRB is established as the action committee dedicated to maintaining the momentum of “Operation Reward Safety”. Its purpose is to keep initiatives flowing, develop new ideas and programs and improve the overall safety program. The purpose of this program is to:

- A. Focus on ensuring the safest workplace possible for all team members (Corps and contractors).
  
- B. Instigate changes to continue the innovation, challenge, interest and momentum of “Operation Reward Safety”.

### **ORGANIZATION AND REPONSIBILITIES**

- A. The Chief, Engineering & Construction Division (E&C), Fort Worth District will:
  - (1) Provide support and guidance as required in concert with the District Safety & Occupational Health Office.
  - (2) Ensure each Area Office has representation on the Safety Review Board (SRB).
  - (3) Provide SRB funding as needed.
  
- B. The Area/Resident Engineers (AE/RE) are responsible for implementation and management of “Operation Reward Safety” within their offices and allowing team members to participate on the SRB.
  
- C. The Safety Review Board will:
  - (1) Select quarterly and annual District Safety Award winners from nominations.
  - (2) Work directly with the Chiefs of E&C & SOH to appoint working groups and action committees for specific safety requirements.
  - (3) Maintain minutes of meetings, action items, initiatives and status of the above.
  - (4) Establish a website for “Operation Reward Safety” team members where articles may be submitted and PAO may access for publication.
  - (5) Provide continual feedback and momentum for “Operation Reward Safety” and envision future safety initiatives.
  - (6) Recommend to the Chiefs of E&C & SOH, the formation of special action groups to work on critical items. (Examples might include safety-training program, a safety-training seminar and the award banquet committee)

D. Organization

(1) The makeup of the board will be as follows:

**FY 06 – Board Members**

- QAR, PE, RE or AE – Biggs Area – Larry Staten
- QAR, PE, RE or AE - Southwestern Area – Daryl Williams
- QAR, PE, RE or AE - San Antonio Area – Bill Reese
- QAR, PE, RE or AE - Central Texas Area – Lance Speer
- QAR, PE, RE or AE - Eastern Area – Josh Corley
- Safety representative - Keith Bond – non voting member

Chief's, SOH and EC will act as a technical advisor.

- (2) The Area Engineer will approve the selection of the board members from their area.
- (3) The SRB will meet quarterly.
- (4) Length of terms for Board members is a maximum of 2 years and a minimum of 1 year.
- (5) Solicitation for new members will be coordinated through Area Engineers to E&C and SOH Chiefs.

**PROCEDURES**

A. Award Selection

- (1) Selection of “Operation Reward Safety” quarterly and annual award winner packages will be determined by the SRB, which also provides nominations for District, Division and USACE awards to the Chiefs of E&C and SOH.
- (2) Members of the SRB have the option not to vote in categories in which their project is nominated.
- (3) The SRB will thoroughly review each nomination to ensure that each meets the minimum requirements. Decisions are based on the vote of the SRB.
- (4) Once selection of Quarterly and Annual Award winners have been made, plaques and awards will be coordinated through Engineering & Construction Division.
- (5) Sections 4.0 and 4.1 details the District awards. Categories are:
  - Subcontractor
  - Small – Less than \$3 Million Dollars
  - Medium – Greater than \$3 Million to \$17 Million Dollars
  - Large - Greater than \$17 Million Dollars to 50 Million Dollars
  - Mega- Greater than 50 Million Dollars

B. PAO will be provided quarterly and annual award winner information for inclusion in the Pacesetter.

C. A District web page has been established for SRB to disseminate information on safety & health issues.

## **SECTION 2.1 - INFORMATION PROCESSING**

### **GENERAL**

The purpose is to define the processing of information by the SRB and to educate and publish safety information thereby enhancing the safety awareness of all team members.

### **RESPONSIBILITIES**

- A. Chief, E&C, supports the SRB through funding and processing of information.
- B. The Safety Review Board:
  - (1) Is responsible, with PAO, for coordination, consolidation and dissemination of “Operation Reward Safety” publications (on website and in E-News).
  - (2) Solicits input from other District elements for these articles.
  - (3) Is responsible for the assembly and content of these articles.

### **PROCEDURES**

- A. The SRB will solicit information/articles from the field offices, District SOH, Engineering & Construction and contractors.
- B. The SRB will provide information to PAO as it becomes available.
- C. The SRB will submit to PAO quarterly meeting information such as:
  - (1) Award announcements.
  - (2) Education and Training information.
  - (3) Additional safety information of interest.
- D. The SRB will format this information and coordinate with the Chiefs of E&C and SOH for support.

## **SECTION 3.0 - FIELD OFFICE SAFETY AWARD PROGRAM**

### **GENERAL**

This program recognizes and rewards the safety accomplishments of government and contractor teams at the field office level. “Operation Reward Safety” will promote safe construction by developing and motivating a team atmosphere and emphasizing positive achievements. Recipients of field office awards may be nominated for any other District, Division and USACE safety awards.

### **RESPONSIBILITIES**

- A. AE/RE’s are responsible for:
  - (1) Ensuring the adequacy of the documentation required for award submissions.
  - (2) Selecting local contractor winners and rewarding Corps personnel as appropriate.
  
- B. PE’s or QAR’s are responsible for:
  - (1) Submitting contractor award nomination packages.
  - (2) Ensuring that the nominated contractors meet minimum requirements as stated on the Field Office Award Submission Form (Appendix A).

### **PROCEDURES**

- A. Field Office award submission
  - (1) A PE or QAR may submit a contractor/subcontractor’s name and project to the AE/RE for field office safety awards. Documentation requirements are shown on the attached Field Office Award Submission form.
  - (2) Submissions shall be made within 7 calendar days following the end of each quarter. Appendix A lists the minimum eligibility requirements.
  
- B. Selection of Field Office Award Winners
  - (1) The AE/RE or selected rep will consolidate nominations and choose field office winners. Field office winners are chosen on a FY quarterly basis (deadline 15 days after the end of each quarter).
  - (2) The AE/RE or selected Reps. will submit field office award winners to the local SRB. The field office award and District award submission forms are required documents. (Appendix A)
  - (3) Field office quarterly award winners are recognized by the AE/RE in the following manner:
    - (a) The AE/RE will recognize all winners through official correspondence and provide a certificate of achievement (Appendix B).

(b) Nominating PE/QAR will receive a SWF District Safety Award [letter signed by DE, Certificate and a cash award of \$125.

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

## SECTION 4.0 – DISTRICT AWARDS

### GENERAL

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

### RESPONSIBILITIES:

- A. The AE/RE will be responsible for nominating projects quarterly and annually to the SRB for consideration as District Award Winners.
- B. The SRB will be responsible for selecting the District Quarterly and Annual Award winners.

### PROCEDURES:

- A. Submission of District Quarterly Awards.
  - (1) An Area/Resident Engineer may submit field office quarterly award winners for consideration for the Quarterly and Annual District Safety Awards.
  - (2) Documentation requirements are shown on the attached District Award Submission Form (Appendix A).
  - (3) AE/RE's may submit one (1) project per category per quarter. (Small – less than \$7M, Medium – 7 M to 17 M and Large –greater than \$17M); IDIQ type contracts will be reviewed by individual task order. Subcontractor nominations will be held to one nomination per office, regardless of size of project (see Appendix A-2 for submission form).
  - (4) Deadlines for submission to the SRB are:

	<u>Deadline</u>
-First Quarter (1 Oct – 31 Dec)	15 January
-Second Quarter (1 Jan – 31 Mar)	15 April
-Third Quarter (1 Apr – 30 Jun)	15 July
-Fourth Quarter (1 Jul – 30 Sep)	01 October

- B. Selection of District Quarterly Awards
  - (1) The SRB will consolidate nominations and choose one Quarterly District Award Winner in each category.
  - (2) The Quarterly District Award winners will be recognized as follows:
    - (a) Nominator will receive a minimum of a \$150.00 On-the-Spot Award, a certificate of achievement and an invitation to the annual Safety Awards Banquet.
    - (b) Winning Contractor will receive a banner to display at the job site, a letter, a plaque and invitation to the annual Safety Awards

Banquet where the Annual Award Winner in each category will be announced.

(c) District PAO will be notified of the winners both quarterly and annual award in accordance with Section 5.0, Public Affairs Interface.

(3) The decision of the SRB will be made no later than 45 days following the end of the respective quarter.

C. Selection of District Annual Award Winners:

(1) The SRB will select from each category of the District Quarterly Award winner categories one Annual Award Winner. The selection process will include the quarterly award nomination, update on exposure hours of work and accident experience.

(2) The Annual Winners will be recognized in the following manner:

(a) The nominating PE/QAR will receive an award to be determined by SRB.

(b) The nominating Office will receive a plaque that will be presented at the annual Safety Award Banquet.

(c) Winning contractors will receive a plaque, a banner and a letter, which will be presented at the annual Safety Awards Banquet.

(3) Public Affairs Office will be notified of the Annual Safety Award Banquet and will publicize the Award winners (Section 5.0).

(4) The SRB will nominate, from the pool of "Operation Reward Safety" Annual Award Winners, appropriate individuals, teams, offices and contractors for any other existing District, Division and USACE safety award.

## **SECTION 4.1 – SPECIAL OPERATION REWARD SAFETY DISTRICT AWARDS**

### **GENERAL**

The purpose is to recognize and reward special accomplishments by Fort Worth District Team Members (Government and Contractor) in the area of Safety Management. “Operation Reward Safety” has established criteria to reward team members for their achievements in safety management. Special Award Categories listed below are:

#### **A. ZERO LOST TIME ACCIDENT AWARD**

(1) Zero Lost Time Accident Award recognizes contractors who have had no lost time accidents on a completed project.

(2) Qualifications: The minimum requirements to be eligible for the Zero Lost Time Accident Awards are:

(a) Completed/Substantially Completed Projects/contracts.

(b) Attained the goal of zero lost time accidents.

(c) Actively pursued an outstanding safety program throughout the life of the project.

(d) Contract must be active and completed. The award is a plaque recognizing the safe completion of the project to be presented at a monthly safety meeting following submittal of the information. They will also receive an invitation to the Annual Safety Awards Banquet and the information on the successful completion of the project with zero lost time accidents will be listed in the Safety Banquet Program.

(3) Nominations and Recognition: Completing the submission form (Appendix D) and forwarding it to the SRB. A copy of the recognition letter will be provided to the Contractor’s insurance carrier.

#### **B. QUARTER MILLION HOUR CLUB**

(1) The Quarter Million Hour Club recognizes Area/Resident Offices and/or Contractors who have performed quarter million “Operation Reward Safety” of Fort Worth District project work with no lost time accidents. Membership is restricted to only those whose safety training, initiative, enthusiasm and dedication in maintaining a safe working environment has resulted in no lost time accidents.

(2) Qualifications

(a) Accumulate a quarter million (250,000) consecutive “Operation Reward Safety” on one single completed contract or task order with no lost time accidents.

(b) Accumulate a quarter million (250,000) consecutive exposure hours on concurrent and/or consecutive completed contracts or task orders.

(c) Contractors are eligible based upon all contracts and task orders completed under supervision of the Fort Worth District (see Appendix D-1).

(3) Selection and Recognition

(a) Those achieving this level will receive a plaque and a letter.

(b) The SRB will review accident statistics provided by the Safety and Occupational Health office (CESWF-SOH) at quarterly meetings to ascertain achievement of club status.

**C. HALF MILLION HOUR CLUB**

(1) The Half A Million Hour Club recognizes Area/Resident Offices and/or Contractors who have performed half a million exposure hours of Fort Worth District project work with no lost time accidents. Membership is restricted to only those whose safety training, initiative, enthusiasm and dedication in maintaining a safe working environment has resulted in no lost time accidents.

(2) Qualifications

(a) Accumulate half a million (500,000) consecutive exposure hours on one single completed contract or task order with no lost time accidents.

(b) Accumulate half a million (500,000) consecutive exposure hours on concurrent and/or consecutive completed contracts or task orders (Appendix D-1).

(3) Eligibility

(a) At time of completion.

(4) Selection and Recognition

(a) Those achieving this level will receive a plaque and a letter.

(b) The SRB will review accident statistics provided by the Safety and Occupational Health Office (CESWF-SOH) at quarterly meetings to ascertain achievement of club status.

**D. THREE QUARTER MILLION HOUR CLUB**

(1) The Three Quarters of a Million Hour Club recognizes Area/Resident Offices and/or Contractors who have performed three quarters of a million exposure hours of Fort Worth District project work with no lost time accidents. Membership is restricted to only those whose safety training, initiative, enthusiasm and dedication in maintaining a safe working environment has resulted in no lost time accidents.

(2) Qualifications

(a) Accumulate half a million (750,000) consecutive exposure hours on one single completed contract or task order with no lost time accidents.

(b) Accumulate half a million (750,000) consecutive exposure hours on concurrent and/or consecutive completed contracts or task orders (Appendix D-1).

(3) Eligibility

- (a) At time of completion.
- (4) Selection and Recognition
  - (a) Those achieving this level will receive a plaque and a letter.
  - (b) The SRB will review accident statistics provided by the Safety and Occupational Health Office (CESWF-SOH) at quarterly meetings to ascertain achievement of club status.

#### **E. MILLION HOUR CLUB**

- (1) The Million Hour Clubs recognizes Area/Resident Offices and/or Contractors who have performed one million-hours of Fort Worth District project work with no lost time accidents. Membership is restricted to only those whose safety training, initiative, enthusiasm and dedication in maintaining a safe working environment has resulted in no lost time accidents.
- (2) Qualifications
  - (a) Accumulate one million (1,000,000) consecutive exposure hours on one completed contract or task order with no lost time accidents, or
  - (b) Accumulate one million (1,000,000) exposure hours on completed concurrent and/or consecutive contracts or task orders (Appendix D-1).
- (3) Selection and Recognition:
  - (a) The SRB will review safety statistics provided by the Safety & Occupational Health Office (CESWF-SOH) at quarterly meetings to ascertain achievement of club status.
  - (b) Those achieving this level will receive a plaque, a letter and membership in the Million Hour Club. Their name/office will be added to the Million Hour Club Plaque permanently displayed in the Army Corps of Engineers Fort Worth District Office occupied space in the Fritz G. Lanham Federal Building.
- (4) District PAO will write an article for publication on this contractor award.

#### **E. THE “LONE STAR” AWARD**

- (1) Purpose: “Lone Star” Award is to recognize the prevention of accident or property damage by following proper safety procedures. The award is open to Contractors and Government Personnel collectively or individually. The award is presented to those who created their success by recognizing and following proper safety practices, which eliminated or mitigated injury and damage when a significant event or operation occurred.
- (2) 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 field representative (COE) shall note the incident, present personally to the person(s) a hardhat sticker, “Safety Star” and then contact the AE/RE with the information on the event.

- (3) Submittal: Once the initial act is noted then, the field person noting such an act shall present a hardhat sticker to the recipient and then complete the written submission (Appendix E) form and forward to the AE/RE for signature. Upon their signature a copy will be sent to the District Safety 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
- (4) Local Recognition: Once the submittal is received at the local field office, reviewed by AE/RE and deemed worthy, nomination shall be forwarded to the District Safety Office. A letter of recognition along with Lone Star Coin will be mailed back to the local office. The local office will then make arrangements to present the “Lone Star Award” coin to the recipient at either a tool box safety or monthly safety meeting.
- (5) Annual Award Selection: The SRB will review and investigate all nominations to assure that proper safety procedures were applied before, during and after the event. SRB will select the winner. The SRB will review the submittals and select an annual award. The selected winner will be the one, which displays the most significant event, which resulted in hazards being mitigated or prevented.
- (6) Awards: The field office will award the hardhat sticker “Safety Star” and the “Lone Star Safety” Coin. The SRB will select an annual “Lone Star” award to a selected winner(s) who will be invited and recognized at the Annual Safety Awards Banquet.

## **SECTION 5.0 – PUBLIC AFFAIRS OFFICE INTERFACE**

### **GENERAL**

The purpose is to involve and enlist the support of Public Affairs Office in “OPERATION REWARD SAFETY.”

### **RESPONSIBILITIES:**

- A. Receive and review quarterly information on safety issues and awards for inclusion in the Pacesetter.
- B. The AE/RE is responsible for notifying Safety & Occupational Health (SOH) and Public Affairs Office (PAO) of field office winners and the SRB is responsible for notifying PAO of Quarterly and Annual District winners.
- C. The SRB and PAO will coordinate with media to provide coverage of the Annual Safety Awards Banquet.
- D. PAO is responsible for press coverage of Field Office and District Quarterly and Annual Award winners along with coverage of the annual Safety Awards Banquet.

### **PROCEDURES:**

- A. Each AE/RE will notify PAO of Field Office Safety Award winners. The AE/RE will coordinate with PAO regarding content and distribution of press releases. The team concept should always be stressed, especially among contractors, customers and Corps team members.
- B. The SRB will notify PAO concerning Quarterly and Annual District Safety Awards winners and coordinates with the AE/RE and PAO regarding content and distribution of press release.
- C. The SRB will ensure PAO coverage of the annual District Safety Awards Banquet.
- D. PAO will provide press releases on the Safety Awards program to local newspapers, facility publications and other media. This will be coordinated with the AE/RE's and the SRB.

## **SECTION 6.0 – ABBREVIATIONS AND ACRONYMS**

ABC	- Associated Builders and Contractors, Inc.
AE/RE	- Area Engineer/Resident Engineer
AGC	- Associated General Contractors, Inc
CE	- Corps of Engineers
DE	- District Engineer
E&C	- Engineering and Construction
PAO	- Public Affairs Office, CESWF-PAO
PE	- Project Engineer
QA	- Quality Assurance
QAR	- Quality Assurance Representative
SOH	- Safety and Occupational Health
SRB	- Safety Review Board

## APPENDIX A-1

### FIELD OFFICE CONTRACTOR AWARD SUBMISSION FORM

**CONTRACT CATEGORY: (Check One)**

- Small (>\$3M)       Medium (\$3 to \$17M)       Large (>\$17M to 50)  
 Mega (>\$50M)

CONTRACTOR NAME: \_\_\_\_\_

CONTRACTOR MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CONTRACTOR e-mail address: \_\_\_\_\_

NAME and Mailing ADDRESS President or CEO)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTRACT NUMBER, TITLE and LOCATION:

\_\_\_\_\_  
\_\_\_\_\_

ORIGINAL CONTRACT AMOUNT: \_\_\_\_\_

PERCENT COMPLETE: \_\_\_\_\_

EXPECTED COMPELETION DATE: \_\_\_\_\_

EXPOSURE HOURS TO DATE: \_\_\_\_\_

EXPOSURE HOURS THIS QUARTER: \_\_\_\_\_

CONTRACTOR'S FREQUENCY RATE: \_\_\_\_\_  
(# lost time accidents x 200,000/#exposure hours)

Nominating Team Member:                      Job Title:  
(print) \_\_\_\_\_

Signature: \_\_\_\_\_                      Date: \_\_\_\_\_

Other Team Members to be recognized:  yes  no  
If yes please list names;

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-----  
RESIDENT ENGINEER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICE SYMBOL: \_\_\_\_\_

AREA ENGINEER- SIGNATURE: \_\_\_\_\_

OFFICE SYMBOL: \_\_\_\_\_

DATE: \_\_\_\_\_

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

SRB MEMBER –SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

-----  
**SUBMISSION JUSTIFICATION:**

(All submittal shall use this form covering the following)

1. Brief description of the project (scope, trades involved) and be specific.
2. List Hazards Associated with the Work (be specific for quarter).
3. Brief description of contractor's Safety Program meeting the requirements of Em385-1-1 and contract specifications.
4. Comments on how Contractor ensures subcontractor's compliance and participation with contractor's Accident Prevention Plan. (identify the results for the particular quarter– be specific).
  - a. Management involvement in overall safety program.
  - b. Employee's involvement in over all safety program.
5. What has the contractor done to exceed the requirements of EM 385-1-1

**SUBMISSION JUSTIFICATION Form**  
**For Appendix A-1 & A-2:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**APPENDIX A-2**

**SUBCONTRACTOR CATEGORY AWARD NOMINATION**

**SUBCONTRACTOR NAME: (include name of President or CEO of Company)**

\_\_\_\_\_

**SUBCONTRACTOR MAILING ADDRESS:**

\_\_\_\_\_

**Subcontractor E-mail Address:**

\_\_\_\_\_

**PRIME CONTRACTOR NAME:**

\_\_\_\_\_

**CONTRACT NUMBER, TITLE & LOCATION:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ORIGINAL CONTRACT AMOUNT: \_\_\_\_\_**

**PERCENT COMPLETE: \_\_\_\_\_**

**EXPECTED COMPLETION DATE: \_\_\_\_\_**

**SUBCONTRACTOR'S EXPOSURE HOURS THIS QUARTER: \_\_\_\_\_**

**SUBCONTRACTOR'S EXPOSURE HOURS TO DATE: \_\_\_\_\_**

**SUBMISSION JUSTIFICATION: (SEE ATTACHED SHEET)**

**NOMINATING TEAM MEMBER: \_\_\_\_\_**

**JOB TITLE: \_\_\_\_\_**

**SIGNATURE: \_\_\_\_\_**

**DATE: \_\_\_\_\_**

**Other Team Members to be recognized:  yes  no**

**If yes please list names;**

\_\_\_\_\_

\_\_\_\_\_

**Resident Engineer's SIGNATURE: \_\_\_\_\_**

**Office Symbol: \_\_\_\_\_**

**Date:**

---

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

Area Engineer's - Signature \_\_\_\_\_

Office Symbol: \_\_\_\_\_

Date: \_\_\_\_\_

---

**SUBMISSION JUSTIFICATION:**

(All submittal shall use this form covering the following)

1. Brief description of the project (scope, trades involved) and be specific.
2. List Hazards Associated with the Work (be specific for quarter).
3. Brief description of contractor's Safety Program meeting the requirements of Em385-1-1 and contract specifications.
4. Comments on how Contractor ensures subcontractor's compliance and participation with contractor's Accident Prevention Plan. (identify the results for the particular quarter– be specific).
  - a. Management involvement in overall safety program.
  - b. Employee's involvement in over all safety program.
5. What has the contractor done to exceed the requirements of EM 385-1-1

## **APPENDIX B**

### **FIELD OFFICE SAFETY AWARD**

#### **SAMPLE LETTER 1**

Area/Resident Office

Subject: Recognition of Achievements in Safety Management

Contractor/Government Employee

Address

City, State, Zip

Gentlemen/Dear (employee name):

Reference is made to Contract DAC\_63-\_\_\_\_\_, 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.

\* [If this letter is for the “Lone Star” Award, insert paragraph below]  
Once again, thank you, and keep up the good work!

Sincerely,

Signature Block for the District Engineer

cc: Superintendent/Supervisor

cc: Contractor’s Insurance Co.

\*Your achievement will be recognized at the next Fort Worth District Safety Awards Banquet, to which you will be invited. Details of banquet will be provided at a later date.



**APPENDIX B (CONT.)**

**Certificate of Achievement**

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



**Operation Reward Safety**

***Certificate of Achievement***

***Presented to:***

***Contractor's Name***

Selected as the (Area Office Name) Quarterly Award Winner  
for the (Large, Medium, Small, Subcontractor) Contract,  
(Quarter, FY)

**Project Name and Installation**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Area Engineer  
(Area Office Name)

## APPENDIX C

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### News Release



## US Army Corps of Engineers Fort Worth District

Release No. \_\_\_\_\_ Contact: Judy Marsicano \_\_\_\_\_

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

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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](mailto: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 D**

**ZERO LOST TIME ACCIDENT AWARD INFORMATION SHEET**

**CONTRACTOR NAME: (Include name of president or CEO)**

**CONTRACTOR MAILING ADDRESS:**

**CONTRACT NUMBER(s):**

**CONTRACT TITLE(s):**

**LOCATION(s):**

**NUMBER OF MANHOURS WITH NO LOST TIME ACCIDENTS:**

**NOMINATING OFFICE:**

**CONTRACTOR'S SUPERINTENDENT:**

**CONTRACTOR'S SAFETY MANAGER:**

**INSURANCE COMPANY'S NAME AND ADDRESS**

**Project Engineer Signature:** \_\_\_\_\_

**Area/Resident Engineer Signature:** \_\_\_\_\_

**APPENDIX D-1**

**Million Hour Club**

**Exposure Hours:**

**Quarter Million  Half Million  Three Quarter Million  Million**

**CONTRACTOR NAME: (Include name of president or CEO)**

**CONTRACTOR MAILING ADDRESS:**

**CONTRACT NUMBER(s):**

**CONTRACT TITLE(s):**

**LOCATION(s):**

**NUMBER OF EXPOSURE HOURS WITH NO LOST TIME ACCIDENTS(per contract or task orders):**

**NOMINATING OFFICE:**

**CONTRACTOR'S SUPERINTENDENT:**

**CONTRACTOR'S SAFETY MANAGER:**

**INSURANCE COMPANY'S NAME AND ADDRESS**

**ject Engineer Signature: \_\_\_\_\_**

**Area/Resident Engineer Signature: \_\_\_\_\_**

**APPENDIX E**

**Lone Star Award**

NAME OF NOMINEE(S): \_\_\_\_\_

Check one: COE employee  
Subcontractor Employee

Prime Contractor employee

Mailing Address (if subcontractor provide address of sub):

Contract Number (if applicable) \_\_\_\_\_

Location \_\_\_\_\_

Date of Significant of Event \_\_\_\_\_

Description of Significant Event:

Hazards or effects from hazards prevented/mitigated:

Nominator \_\_\_\_\_

Area/Resident Engineer \_\_\_\_\_

Office Symbol \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX F**

**HARD HAT STICKER “SAFETY STAR”**



**LONE STAR SAFETY COIN**

An Operation Reward Safety Coin is shown below. The back of the coin is being designed. This token will be used as an award for notable safety on the jobsite.

**Front Side**



**Back Side**

