

Breakfast Sponsor

kuraray

The image features the Kuraray logo in a bold, blue, sans-serif font. The logo is positioned in the center of the frame. Below the logo, there is a faint, light blue silhouette of an industrial facility with various towers, pipes, and cranes. A red diagonal stripe is visible on the right side of the image, extending from the bottom right corner towards the center.

35th HOUSTON
SAFETY
EXCELLENCE
AWARDS



REGISTER TODAY!

hasc.com/tailgate

Friday, February 11, 2022

Pasadena Fairgrounds – Midway Lot
7902 Fairmont Pkwy, Pasadena, TX 77505



AUDITORS AND AUDIT TEAM LEADER
PHOTOS IN BOARDROOM

HOUSTON BUSINESS ROUNDTABLE

January, 18 2022



Welcome HSEA ORIENTATION

HBR provides a forum for owner and contractor collaboration to develop, share and leverage best practices.

Innovation Through Collaboration!

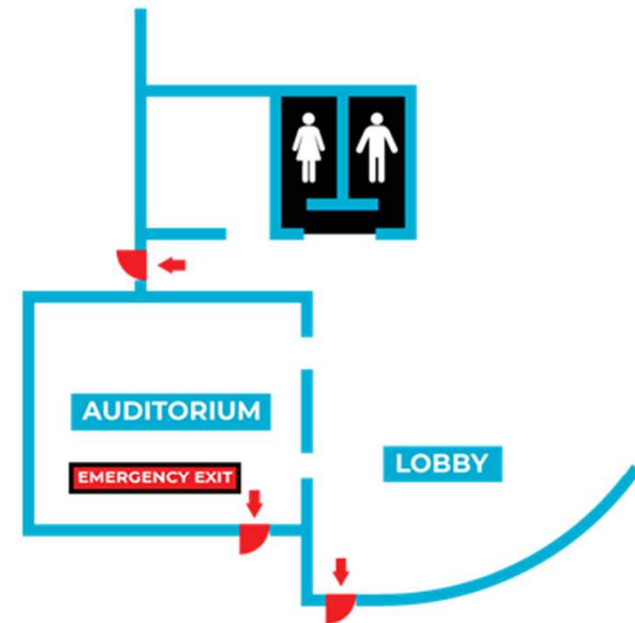



WELCOME

**PRESENTED BY:
JOHN CASTENEDA**



Emergency Exits and Restrooms



The background of the entire image is a photograph of the United States flag waving on a flagpole against a bright blue sky filled with fluffy white clouds. The sun is visible in the upper right corner, creating a lens flare effect. The flag is positioned on the left side of the frame, with its stars and stripes clearly visible.

I pledge Allegiance to the flag
of the United States of America
and to the Republic for which it
stands, one nation under God,
indivisible, with Liberty and Justice
for all.

Honor the Texas Flag; I pledge
allegiance to thee, Texas, one and
indivisible.





WILLIAM “WILLIE” WELLS

HBR EXECUTIVE DIRECTOR

HOUSTON BUSINESS ROUNDTABLE



HBR Mission

To develop, share and promote **Best Practices** that improve industry performance in areas of safety, health, environment, workforce skills, work quality and cost.

HBR Vision

To be the premier association that adds value to our stakeholders through innovative solutions, continuous improvement, and sustainable efficiencies for industry.

HBR provides a forum for owner and contractor collaboration to develop, share and leverage best practices.

Innovation Through Collaboration!

ANTI-TRUST GUIDELINES FOR CONDUCTING MEETINGS



HBR appreciates your willingness to be an important part of this organization and the services provided to our industry.

The following guidelines shall be followed in conducting meetings of HBR. This is not an exhaustive list of every possible subject to be avoided; in the event you have doubts about the propriety of any matter to be discussed in a meeting, our legal counsel is available for consultation. Generally, the anti-trust laws proscribe unlawful combinations or agreements. Sometimes “agreements” may be inferred from conduct. HBR wants to avoid even the appearance of impropriety, and this is the spirit of these guidelines.

- ❖ Do not discuss the prices of goods or services of any particular company(s).
- ❖ Do not disparage the goods or services of any particular company(s)
- ❖ Do not recommend the selection of any particular company as a supplier or customer
- ❖ Do not urge or counsel that participating companies engage in any concerted activity to accomplish any unlawful purpose, i.e., boycotting any company or coercing a company to take some desired action.
- ❖ Do not discuss matters which may be trade secrets or confidential to any company, i.e., don’t engage in “off the record” comments or state matters “not to be repeated out of this room”.
- ❖ Do not propose secret or “rump” sessions after the official meeting is adjourned to discuss matters which cannot lawfully be discussed at the official meeting.
- ❖ Do not recommend or sponsor the gathering of statistical data, the publishing of standards, or doing joint research without advance written approval of the Operating Committee of HBR.
- ❖ Houston Business Roundtable’s purpose is to educate participating companies, so every company represented will be better informed and can make its own individual decisions. HBR members are not required to adopt the HBR recommendations or policies.

Thank you in advance for adhering to these guidelines.

THANK YOU HBR MEMBERS



AGENDA



- Welcome - John Casteneda – Celanese and Willie Wells, HBR
 - Purpose of HSEA and Timeline - Richard Bass, Kuraray
 - Initial Submittal – Mike Fipps, DOW
 - 15 min Break
 - Virtual Audit Process – Willie Wells, HBR
 - Finalist Selection – James Bergeron, Marathon
 - 15 min Break
 - Audit Team Orientation – Rick Pitman, HydrochemPSC/Clean Harbors
 - Mentoring Program – Bill Shaw, ENAIS
 - ★ Auditor and Audit Team Leader Photos in HASC Boardroom TODAY
- Mike Fipps will meet with all Team Leads following the General Orientation in the Auditorium



**AUDITOR AND AUDIT TEAM LEADER
PHOTOS IN HASC BOARDROOM**



PURPOSE OF HSEA

PRESENTED BY:
RICHARD BASS

kuraray

PURPOSE OF HSEA



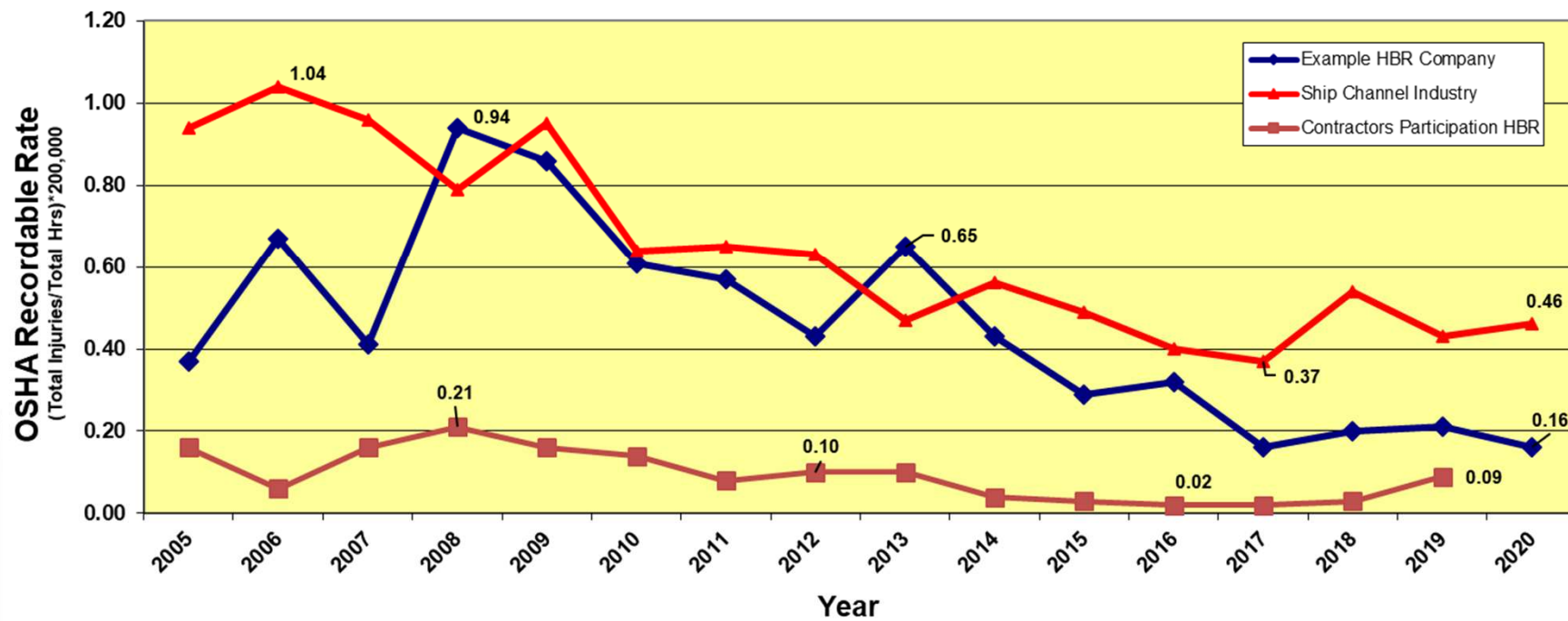
- To **RECOGNIZE** contract companies for outstanding Safety, Health, and Environmental (SHE) Performance, and world-class SHE management systems for the protection of people assets and the environment.
- **PROMOTE** sharing of best practices.
- **INSPIRE INNOVATION THROUGH COLLABORATION!**

HBR provides a forum for owner and contractor collaboration to develop, share and leverage best practices.
Innovation Through Collaboration!

PURPOSE OF HSEA



Recordable Rates for LaPorte CAC Houston Ship Channel
(Employees & Contractors Combined)





✓ 158 Site Nominations

📋 106 Eligible Companies Nominated

SAFETY EXCELLENCE AWARD VIDEO



TIMELINE

JANUARY 20, 2022

Safety and Award Orientation Workshop
Audit Team Pictures
Solicit Audit Team Members

FEBRUARY 4, 2022

Audit Team Leader Training
Mentor Training
Establish Audit Teams
Finalist Selection

FEBRUARY 3, 2022

Submission Deadline
Nominee submittals are due by 5:00 pm.
(Application, binder, thumb drives etc...)

FEBRUARY 11, 2022

HASC Tailgate - Finalists will be announced!

FEBRUARY 17, 2022

Field Audit Preparation Training

FEBRUARY 21 - APRIL 1, 2022

Field Audits

APRIL 4, 2022

Audit Team Leaders must have the
final results submitted by 5:00 pm.

APRIL 20, 2022

HBR Spring Golf Tournament

MAY 20, 2022

HSEA Banquet @ Moody Gardens

JUNE 16, 2022

SHE Best Practices Seminar and Expo





NOMINEE INFORMATION SUBMITTAL

**PRESENTED BY:
MIKE FIPPS**





CONGRATULATIONS!



Congratulations Nominees!

Everyone who has been nominated should have received the following attachments in your notification email.

Subject	Congratulations, Your Company Has Been Nominated!			
Attached	 2022 Initial Audit Form.docx 62 KB	 2022 Safety Information Form.docx 57 KB	 HSEA Nominations as of 1-14-2022.pdf 41 KB	 Timeline (8).pdf 2 MB

Congratulations!

The Houston Business Roundtable (HBR) is pleased to inform you that your company has been nominated for the 35th Annual Safety Excellence Awards. The award you are competing for includes contractors or subcontractors in the Texas Gulf Coast area who have achieved an outstanding record of job safety at a site or as a business during 2021.

You are invited to attend the free Safety Award Orientation held on **Thursday, January 20, 2022**, at the Health and Safety Council Campus beginning at 8:00 AM. The address is 5213 Center Street, Pasadena, TX 77505. This orientation will be an excellent opportunity to learn about the process and how to best complete your submission. To be considered for the award, you must return the required information to Houston Business Roundtable, 5213 Center Street – Pasadena, Texas 77505, before **February 4, 2022, by 4:00 PM**. In addition to the orientation, you can start preparing for the initial audit now. See the attached documents. On **Friday, February 11, 2022** Finalist will be announced at the Annual HASC Tailgate Extravaganza.

Again, congratulations on your nomination and participation in this prestigious awards process. Thank you for your company's dedication to outstanding Health and Safety performance and workplace safety. A huge recognition banquet will be held **Friday, May 20, 2022**, at Moody Gardens in Galveston, with more than 150 companies represented by over 1600 participants recognizing your accomplishments. Information about the recognition event will be emailed in April.

Should you need additional information, contact HBR 713-645-0923.


CONGRATULATIONS!



If you do not have the forms they are being uploaded to www.houbrt.com today. <https://www.houbrt.com/processes/awards/#forms>

https://www.houbrt.com







View the Golf Tournament and Cookoff Photos

 **HOUSTON BUSINESS ROUNDTABLE**

[Application to Join HBR](#) [35th HSEA Nomination](#)

5213 Center Street
Pasadena, Texas 77505
Phone: 713-645-0923

[About](#) [News](#) [Committees](#) [Calendar](#) [Membership](#) [Programs](#) [Safety Excellence Awards](#) [Contact](#)

HOW TO SUBMIT



To be considered for the award, you must submit:

- **2022 Safety Information Form** (*Printed*) for each nomination you accept.
- **2022 Initial Audit Form** (*Printed*) Only one needs to be submitted
- Supporting documentation as listed on the 2nd page of **2022 Initial Audit Form** (*Hard copy or USB Drive*)
- The information must be completed and hand delivered to HBR no later than

4:00 p.m. Thursday, February 3, 2022.

USB DRIVES



- Only save documents in common formats



- Turn off password protection
- Check your USB drive to be certain it works before you deliver it to HBR.

SAFETY INFORMATION FORM



Complete this form for each site that nominated your company

- Nominated By / Type of Work Performed
- Company Information
- Category
- Company Description
- 2021 OSHA Information



Safety Information Form

If your company has received several nominations, copy this form and complete one form for each site.
Nominated by: [Click or tap here to enter text.](#)
Type of work performed at site: [Click or tap here to enter text.](#)

Enter the name of your company exactly as you would like it published in HSEA publications. [Click or tap here to enter text.](#)
Who will be the primary contact for scheduling audits? [Click or tap here to enter text.](#)
What is the primary contact's title? [Click or tap here to enter text.](#)
Address: [Click or tap here to enter text.](#) City/State/Zip: [Click or tap here to enter text.](#)
Phone: [Click or tap here to enter text.](#) e-mail: [Click or tap here to enter text.](#)

Type of business, work or service your company performs.
(Check only one category your company wants to be considered for.)

<input type="checkbox"/> General Contractor construction & maintenance	<input type="checkbox"/> Specialty Contractors – Soft Crafts insulation, painting, scaffolding
<input type="checkbox"/> Specialty Contractors – Hard Crafts mechanical, I&E, HVAC	<input type="checkbox"/> Specialty Contractors – Environmental Hydroblasting, chemical cleaning, vacuum trucks, chemical cleaning and transportation
<input type="checkbox"/> Specialty Contractors – Technical Support engineering, safety, inspection	<input type="checkbox"/> Crane, Rigging & Lifting Support

Note: Large, Medium and Small categories will be determined by the total company work-hours.

Company Description:

Use 2021 OSHA no. 300 logs to provide the following injury/illness data:

	Project/Worksite Data	Total Company Data
a. Total number of OSHA recordable cases	Click or tap here to enter text.	Click or tap here to enter text.
b. Total number of lost work-day cases which involved days away from work	Click or tap here to enter text.	Click or tap here to enter text.
c. Total number of fatalities	Click or tap here to enter text.	Click or tap here to enter text.
d. Total hours worked	Click or tap here to enter text.	Click or tap here to enter text.

Please return completed "Safety Information Form" with the completed HSEA "Initial Audit Form".

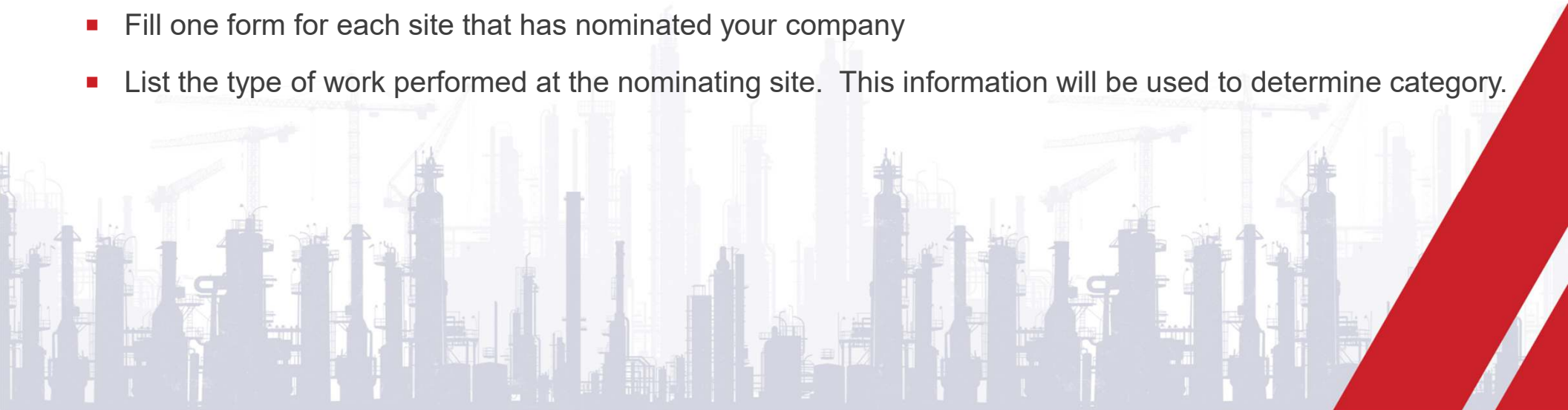
SECTION 1 – NOMINATED BY



If your company has received several nominations, copy this form and complete one form for each site.

Nominated by:	Click or tap here to enter text.
Type of work performed at site:	Click or tap here to enter text.

- Fill one form for each site that has nominated your company
- List the type of work performed at the nominating site. This information will be used to determine category.



SECTION 2 – CONTACT INFORMATION



Enter the name of your company exactly as you would like it published in HSEA publications.	Click or tap here to enter text.
Who will be the primary contact for scheduling audits?	Click or tap here to enter text.
What is the primary contact's title?	Click or tap here to enter text.
Address: Click or tap here to enter text.	City/State/Zip: Click or tap here to enter text.
Phone: Click or tap here to enter text.	e-mail: Click or tap here to enter text.

- Include the name of the company as you would like to be on all awards and publications.
- The person identified as contact should be someone familiar with your company's programs and the information submitted and should be available to answer questions.
- This person will also be the contact for your company and all information concerning the safety award process will be sent to this contact.

SECTION 3 – CATEGORY



Type of business, work or service your company performs.
(Check only one category your company wants to be considered for.)

<input type="checkbox"/> General Contractor construction & maintenance	<input type="checkbox"/> Specialty Contractors – Soft Crafts insulation, painting, scaffolding
<input type="checkbox"/> Specialty Contractors – Hard Crafts mechanical, I&E, HVAC	<input type="checkbox"/> Specialty Contractors – Environmental Hydroblasting, chemical cleaning, vacuum trucks, chemical cleaning and transportation
<input type="checkbox"/> Specialty Contractors – Technical Support engineering, safety, inspection	<input type="checkbox"/> Crane, Rigging & Lifting Support
Note: Large, Medium and Small categories will be determined by the total company work-hours.	

- Check the category that fits the type of work that your company does.
- Large, Medium and Small will be determined by the total number of company work-hours

SECTION 4 – COMPANY DESCRIPTION



- This needs to be a good description of the work and services your company performs.
- It should answer the question “Who are they and what do they do?”
- This description will be used in the magazine to describe your company.
- Keep the description brief and to the point.

Suggestions:

Look to your company’s Mission, Vision and Values for guidance. Ask your marketing team to help develop a good description of your company.

SECTION 5 – OSHA INFORMATION



Use 2021 OSHA no. 300 logs to provide the following injury/illness data:

	Project/Worksite Data	Total Company Data
a. Total number of OSHA recordable cases	Click or tap here to enter text.	Click or tap here to enter text.
b. Total number of lost work-day cases which involved days away from work	Click or tap here to enter text.	Click or tap here to enter text.
c. Total number of fatalities	Click or tap here to enter text.	Click or tap here to enter text.
d. Total hours worked	Click or tap here to enter text.	Click or tap here to enter text.

Please return completed "Safety Information Form" with the completed HSEA "Initial Audit Form".

Complete Project/Worksite Data and Total Company Data using 2021 OSHA no. 300 logs

- Nominated Worksite
- Total Company (All work in the US)

The numbers on this form should match the company numbers on the 2022 Initial Audit Form.

INITIAL AUDIT FORM



Initial Audit Form

The person responsible for the company safety programs should complete this form. The information provided will be used to determine what companies make it to the HSEA Finalist round of audits.

GENERAL INFORMATION				
1. Company Name Click or tap here to enter text.		Phone Click or tap here to enter text.		
Company Address Click or tap here to enter text.				
Primary Contact Name Click or tap here to enter text.		Title Click or tap here to enter text.		
Phone Click or tap here to enter text.		Email Click or tap here to enter text.		
Secondary Contact Name Click or tap here to enter text.		Title Click or tap here to enter text.		
Phone Click or tap here to enter text.		Email Click or tap here to enter text.		
2. Parent Company (Optional) Click or tap here to enter text.				
SAFETY, HEALTH & ENVIRONMENTAL PERFORMANCE				
3. Workers Compensation Experience Modification Rate (EMR) Data				
a. EMR is <input type="checkbox"/> Interstate Rate <input type="checkbox"/> Monopolistic State Rate <input type="checkbox"/> Dual Rate <input type="checkbox"/> Not Required				
b. EMR for last three years				
2019 EMR Click or tap here to enter text.				
2020 EMR Click or tap here to enter text.				
2021 EMR Click or tap here to enter text.				
c. State of Origin Click or tap here to enter text.		d. EMR Anniversary Date Click or tap here to enter text.		
e. Standard Industrial Code (SIC) code		North American Industry Classification Systems (NAICS)		
4. Injury and Illness Data				
a. Total company employee hours worked for the last three years (exclude subcontractors)	Hours/Year	2019	2020	2021
	Field	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	Total	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
b. Provide data (exclude subcontractors) using your OSHA 300 Forms from the past three years: Attach additional Word documents if necessary. Click or tap here to enter text.				
(1) Data should be total company data unless specifically requested by the client.				
(2) Combine injuries and illnesses as reported on 300 Form				

The person responsible for the company safety programs should complete this form.

The information provided will be used to determine what companies make it to the HSEA Finalist round of audits.

SECTION 1 – GENERAL INFORMATION



GENERAL INFORMATION	
1. Company Name Click or tap here to enter text.	Phone Click or tap here to enter text.
Company Address Click or tap here to enter text.	
Primary Contact Name Click or tap here to enter text.	Title Click or tap here to enter text.
Phone Click or tap here to enter text.	Email Click or tap here to enter text.
Secondary Contact Name Click or tap here to enter text.	Title Click or tap here to enter text.
Phone Click or tap here to enter text.	Email Click or tap here to enter text.
2. Parent Company (Optional) Click or tap here to enter text.	

- Double check all information and ensure that it's all correct.
- The person listed as Primary Contact should be someone knowledgeable about your company's programs. The **Primary Contact** will be your company representative for making arrangements for the audit.
- Be sure to provide a **Secondary Contact** if the Primary Contact is not available.

SECTION 2 – SHE PERFORMANCE



SAFETY, HEALTH & ENVIRONMENTAL PERFORMANCE				
3. Workers Compensation Experience Modification Rate (EMR) Data				
a. EMR is <input type="checkbox"/> Interstate Rate <input type="checkbox"/> Monopolistic State Rate <input type="checkbox"/> Dual Rate <input type="checkbox"/> Not Required				
b. EMR for last three years				
2019 EMR Click or tap here to enter text.				
2020 EMR Click or tap here to enter text.				
2021 EMR Click or tap here to enter text.				
c. State of Origin Click or tap here to enter text.			d. EMR Anniversary Date Click or tap here to enter text.	
e. Standard Industrial Code (SIC) code			North American Industry Classification Systems (NAICS)	
4. Injury and Illness Data				
a. Total company employee hours worked for the last three years (exclude subcontractors)	Hours/Year	2019	2020	2021
	Field	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	Total	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
b. Provide data (exclude subcontractors) using your OSHA 300 Forms from the past three years:				
(1) Data should be total company data unless specifically requested by the client.				
(2) Combine injuries and illnesses as reported on 300 Form				

SECTION 2 – SHE PERFORMANCE



(3) If your company is not required to maintain "OSHA 300" Forms, please provide information from your "Workers Compensation" insurance carrier itemizing all claims for the last three years.	2019		2020		2021	
	No.	Rate	No.	Rate	No.	Rate
Fatalities Rate = Number of fatalities x 200,000 ÷ Total Employee Hours	###	###	###	###	###	###
Lost workday case injuries and illnesses involving days away from work, or days of restricted work activity, or both. Rate = Total LW and restricted cases x 200,000 ÷ Total Employee hours	###	###	###	###	###	###
Lost workday case injuries and illnesses involving days away from work Rate = Total LW x 200,000 ÷ Total Employee hours	###	###	###	###	###	###
Injuries and Illnesses involving medical treatment only. Rate = Total Injuries and illnesses involving medical treatment only x 200,000 ÷ Total Employee Hours	###	###	###	###	###	###
Total OSHA Recordable Injury and Illness Rate = Total Injuries and Illnesses x 200,000 ÷ Total Employee Hours	###	###	###	###	###	###
Has your company received any regulatory (EPA, OSHA, ect.), civil or criminal citations in the last three years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please <u>explain</u> Click or tap here to enter text.						

SECTION 3 – INFORMATIONAL SUBMITTAL



INFORMATION SUBMITTAL

Please provide copies of the checked items below along with this Initial Audit Form and the Safety Information Sheet. If any program is missing, you will score a "0" for that section.

	Notes
1. Fatalities (this form)	
2. OSHA Incidence of Lost Workday Rate (this form)	
3. Total OSHA Recordable Injury and Illness (this form)	
4. Regulatory Agency Citations for year 2021 (Use an additional page if necessary)	
✓ 5. Year to Year Improvement – Last three years	
✓ 6. Safety Goals	
✓ 7. Accident/ Incident Investigation Process	
✓ 8. Incident Lessons Learned	
✓ 9. Internal Audit / Assessment Program	
✓ 10. Contractor Orientation and HSE Training Program	
✓ 11. Environmental Program	
✓ 12. Industrial Hygiene Program	
✓ 13. Short Service Employee Program	
✓ 14. Behavioral Based Safety Program	
✓ 15. Contractor Written Employee Workforce Development Program	
✓ 16. Supervisor Training	
✓ 17. Brief description of your company's top 3 "Best Practices"	

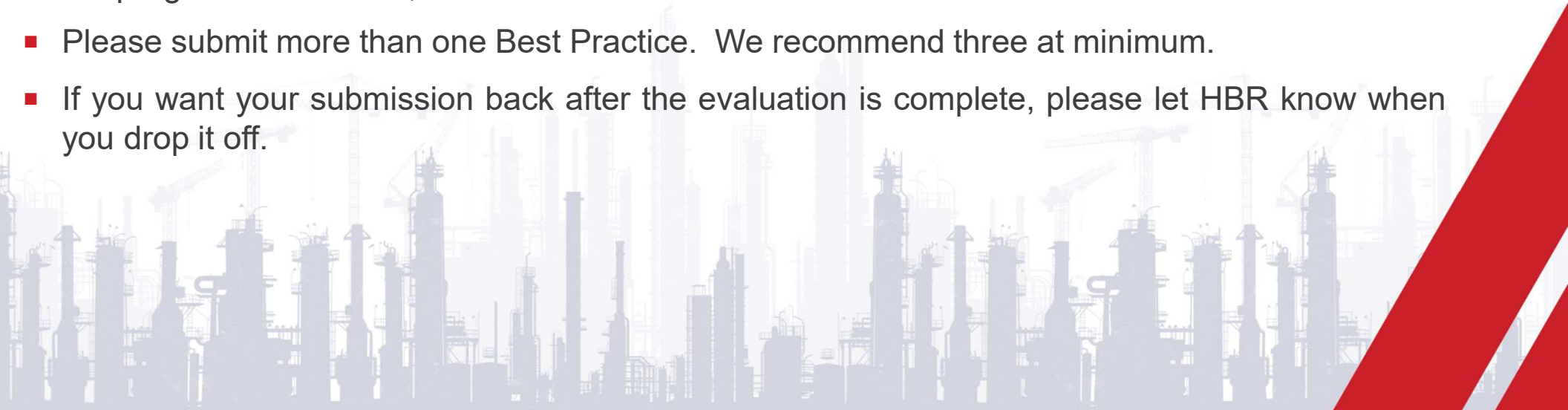
Type the name and title of the company officer responsible for assuring the accuracy of this document

Name: Click or tap here to enter text. Title: Click or tap here to enter text. Date: Click or tap to enter a date.

KEEP IN MIND



- The information submitted is the **ONLY** information the Team Leader has to evaluate your company. Your submission represents your company.
- Make sure you do not have any missing information.
- If a program is not there, it will be counted as Zero.
- Please submit more than one Best Practice. We recommend three at minimum.
- If you want your submission back after the evaluation is complete, please let HBR know when you drop it off.



KEEP IN MIND



- Fill out and print a **Safety Information Form** for each project site that nominated you.
- Complete and print one copy of the 2-Page **Initial Audit Form.**
- Make sure all the content is organized and well identified.
- Don't forget to include Best Practices. We recommend three as a minimum.
- Submit copies of the checked items via Hard Copies or Electronic Copies (USB Flash drive)
- If you submit a USB drive, verify that the documents are saved in common formats like Word, PDF, PowerPoint or Excel.
- Test USB Drive on more than one computer.
- HBR will **only** accept hand delivered submissions. **Do not mail, email or fax.**

WHERE TO SUBMIT



Hand deliver your submission to:

Houston Business Roundtable

5213 Center Street

Pasadena, TX 77505

No later than 4:00 pm. Thursday, February 3, 2022



QUESTIONS



BREAK (15 MINUTES)



35th HOUSTON
SAFETY
EXCELLENCE
AWARDS |  **hasc**



REGISTER TODAY!

hasc.com/tailgate

Friday, February 11, 2022

Pasadena Fairgrounds – Midway Lot
7902 Fairmont Pkwy, Pasadena, TX 77505



VIRTUAL AUDIT PROCESS

PRESENTED BY: WILLIE WELLS

PRE AUDITS



Great NEWS!!! NO MORE BINDERS!!!

1. HBR will provide one pre-loaded laptop with a secured unique OneDrive per Audit Team Leader to use for the audit process. Each audit team member will need to bring a laptop with Microsoft and a PDF reader installed to each audit.
 - a. Within the Team Lead's OneDrive, each finalist will have a folder that contains the 27 HBR audit section folders.
 - b. The Team Leader will "share" the secured folder link by email to the Finalist Contractor that it belongs to so the contractor can begin loading their supporting documentation to their HBR audit folders.
 - c. Once the contractor finalist has confirmed that all files are loaded and ready for their scheduled audit they will notify the Category Team Leader.
 - d. On the day of the audit the Audit Team will meet in a space where they can be safely socially distanced.
 - e. The Team Leader will email his/her audit team with the secured link to the finalist folder for their audit.



Name

Status

- | Name | Status |
|--|--------|
| (1) Management System | |
| (2) Safety Training-Education | |
| (3) Hazard Communiacion Program | |
| (4) Process Safety Management | |
| (5) Respiratory Protection Program | |
| (6) Emergency Evacuation Plan | |
| (7) Substance Abuse Control Program | |
| (8) Worksite Evaluation Program | |
| (9) Behavioral Based Safety- Observati... | |
| (10) Incident Investigations | |
| (11) Medical-First Aid Program | |
| (12) Work Permit-Training | |
| (13) Housekeeping | |
| (14) Fire Extinguisher Program | |
| (15) Environmental Management | |
| (16) Tools-Equipment Inspections and ... | |
| (17) Hoist-Rigging-Bull Rigging | |
| (18) Electrical Tool Inspection | |
| (19) Signs, Signals and Barricades | |
| (20) LPG, Compressed Gases Flammab... | |
| (21) Portable Ladders | |
| (22) Scaffolds | |
| (23) Work at Elevated Heights | |
| (24) Excavation | |
| (25) Industrial Hygiene Program | |
| (26) Workforce Development and Tale... | |
| (27) Best Practice and Year to Year Imp... | |

PRE-AUDIT



2. Team Leader will use a virtual platform of their choice to conduct virtual desktop audit and employee interviews with audit team and the finalists in their category. Most commonly used virtual meeting platforms include TEAMS, Zoom, WebEx, etc.

3. Team Leader will confirm audit date and time with Contractor Finalist for:

- a. Virtual desktop audit
- b. Field interviews

Note: this will happen on the same day but in two different virtual meetings at agreed upon time.

4. Team Leader sends out calendar meeting invites for desktop audit and field interviews to audit team and contractor finalist. Invite will include virtual meeting platform link and call-in information.

DAY OF AUDIT



1. Team Lead provides auditors their assignments prior to letting the audited Company into the virtual room.
2. The contractor finalist being audited is allowed into the virtual room on scheduled audit date and time.



DAY OF AUDIT



3. The Team Lead welcomes auditors and company
 - a. Congratulates the company for their nomination and being named a finalist
 - b. Explains Virtual audit process – Keeping people safe from COVID
 - i. Must have primary contact available and enough people to conduct audit
 - ii. Will review documents in person or over a virtual platform approved by the Team Lead
 - iii. Will select 3-5 people from project roster for auditors to interview virtually
 - c. *Team Leader will ask if the Company has been nominated within the past (5) years. If they have not been nominated in the last five years the company is eligible for Newcomer of the Year.*
 - d. Introduces the audit team
 - e. Turns over to contractor for their introductions

DAY OF AUDIT



4. Contractor conducts “why best in class” and best practice presentation (15-20 minutes)
 - a. Include Client support and endorsement
5. Team Lead temporarily dismisses all finalist company reps except the primary company contact.
6. Audit team members assume their assignment and begin the virtual audit. Documentation auditors look through prepared documents in folders or rep walks them through via zoom
7. Field audit interviewers go to a separate room to contact and begin site/field audits. Via virtual platform determined by audit Team Leader. This will require a second virtual meeting invite designated just for the field audit interviews (set up by Team Leader in advance).
 - a. Contractor provides roster for auditors to select 3-5 people from field that day.
 - b. Field auditors’ complete interviews and end virtual meeting when complete.

DAY OF AUDIT



8. Auditors re-convene to discuss outcomes and complete scorecard
 - a. (Only team lead knows final score)
 - b. Each auditor will hand in their notes to the Team Leader after each audit. If the Auditor is attending virtually they should scan and email their notes as soon as possible.
9. Auditors call Company back to discuss outcomes and provide feedback
10. Audit Adjourn



POST-AUDIT



1. Once HBR audits are complete with scores calculated, all Team Leader computers will be collected by HBR.
2. Results will be announced at the **HSEA Banquet on Friday, May 20, 2022.**
3. Feedback from the final audit will be provided to any company who requests a copy of their audit.
4. OneDrives with contractor finalist submission files will be promptly shut down and deleted by IT personnel to maintain the integrity of proprietary information.



KEEP IN MIND



If your company makes it to finalist, you will need to be certain you make the following arrangements:

- The Primary Contact and any other company representatives will need to be available for a virtual meeting. Please be certain everyone is ready to participate for the opening conference. Everyone must be identified by name. Anyone who is unidentified will be removed from the virtual room.
- Your company's Primary Contact will be given a link to upload all documents
- The Primary Contact will need to provide a list of all employees currently working on the day of the audit so the team can randomly select people to interview.
- You will need to provide a way for the people being interviewed to speak privately over a virtual platform to the Auditors who will ask them questions. FaceTime is an option.

BREAK (15 MINUTES)



35th HOUSTON
SAFETY
EXCELLENCE
AWARDS |  **hasc**



REGISTER TODAY!

hasc.com/tailgate

Friday, February 11, 2022

Pasadena Fairgrounds – Midway Lot
7902 Fairmont Pkwy, Pasadena, TX 77505

SAFETY EXCELLENCE AWARD VIDEO





FINALIST SELECTION PROCESS

**PRESENTED BY:
JAMES BERGERON**





INITIAL AUDIT SCORESHEET

Contractor	
Category	Size:

- | | | |
|---|--------------------------------|---|
| 4 | Excellent | Sound, systematic process or effort; and / or well integrated, sustained results, and / or well documented, world class |
| 3 | Good | Sound, systematic process or effort; and / or well integrated, into all functions/areas, and / or well documented |
| 2 | Acceptable | Fairly sound, systematic process or effort; and / or in place for a while, and / or well documented |
| 1 | Minimal | Beginnings of a systematic process or effort; and / or in place for short time, and / or limited documentation |
| | Not | No system, process; and / or documentation, and / or does not comply, |
| 0 | Acceptable / No Program | and / or does not correspond with Questionnaire |

1. **Fatalities** - If there are no fatalities for the year, enter 10 in the score box. If there are any fatalities enter 0 in the score box.

If yes, please explain

Multiply score by the weighted value to obtain performance index. _____ Score x 50 = _____

2. **OSHA Incidence Rate for Lost Workday (days away from work) Cases** - Use the most recent year's rate.

LCWR	Score
0	10
0.01 - 0.25	9
0.26 - 0.5	8
0.51 - 0.75	7
0.76 - 1.0	6
1.01 - 1.25	5
1.26 - 1.5	4
1.56 - 1.75	3
1.76 - 2.0	2
2.01 - 2.25	1
Over 2.5	0

_____ Score x 40 = _____
Score Subtotal

3. **OSHA Incidence Rate for Total Recordable Injuries and Illnesses** - Use the most recent year's rate.



This is the form used by Audit Team Leaders to evaluate nominee Initial Submissions.

INITIAL AUDIT SCORESHEET



1. Fatalities
2. OSHA Incident Rate for Lost Work Day Cases
3. OSHA Incident Rate for Total Recordable Injuries and Illnesses
4. Regulatory Agency Citations
5. Year to Year Improvement
6. Safety Goals
7. Accidental/Incident Investigation Procedure
8. Incident Lessons Learned
9. Internal Audit/Assessment Program
10. Contractor Orientation and HSE Training Program
11. Environmental Program
12. Industrial Hygiene Program
13. Short Service Employee Program
14. Behavioral Based Safety Program
15. Contractor Written Employee Workforce Development Program
16. Supervisor Training
17. Best Practices

GRADING SCALE



4 - Excellent = Sound, systematic process or effort; and / or well integrated, sustained results, and well documented, world class

3 - Good = Sound, systematic process or effort; and / or well integrated into all functions/areas, and well documented

2 - Acceptable = Fairly sound, systematic process or effort; and / or in place for a while, and well documented

1 - Minimal = Beginnings of a systematic process or effort; and / or in place for short time, and limited documentation

0 - Not acceptable/No Program = No system, process; and / or documentation, and / or does not comply

1. FATALITIES



1. Fatalities - If there are no fatalities for the year, enter 10 in the score box. If there are any fatalities enter 0 in the score box.

If yes, please explain

Multiply score by the weighted value to obtain performance index. _____ Score x 50 = _____

- Score up to 500 Points
- This weighs heavily on the all scoring
- Please provide a brief explanation of any fatality that occurred during 2021

2. OSHA LOST WORKDAY CASES



2. OSHA Incidence Rate for Lost Workday (days away from work) Cases - Use the most recent year's rate.

<u>LCWR</u>	<u>Score</u>		
0	10		
0.01 – 0.25	9		
0.26 – 0.5	8		
0.51 – 0.75	7		
0.76 – 1.0	6		
1.01 – 1.25	5		
1.26 – 1.5	4	_____ Score x 40 = _____	
1.56 – 1.75	3	Score	Subtotal
1.76 – 2.0	2		
2.01 – 2.25	1		
Over 2.5	0		

- Score up to 400 Points

3. OSHA INCIDENT RATE TO TOTAL RECORDABLE INJURIES AND ILLNESSES



3. OSHA Incidence Rate for Total Recordable Injuries and Illnesses - Use the most recent year's rate.

<u>TRIR</u>	<u>Score</u>		
0	10		
0.01 – 0.25	9		
0.26 – 0.5	8		
0.51 - 0.75	7		
0.76 – 1.0	6		
1.01 – 1.25	5	_____ Score x 30 = _____	
1.26 – 1.5	4	Score	Subtotal
1.56 – 1.75	3		
1.76 – 2.0	2		
2.01 – 2.25	1		
Over 2.5	0		

- Score up to 300 Points

4. REGULATORY AGENCY CITATIONS



4. Do you have any regulatory agency (OSHA, EPA, etc.) citations?

If NO score is 0

If YES number of citations times the severity

De Minimus _____ Number x -5 = _____

Serious _____ Number x -15 = _____

Willful _____ Number x -20 = _____

- This category is a negative. Each citation is given a negative score based on severity.

5. YEAR TO YEAR IMPROVEMENT



5. Year to Year Improvement – Last 3 Years

4 = Excellent

3 = Good

2 = Acceptable

1 = Minimal

0 = Not Acceptable / No Program

____ Score x 20 = ____
Score Subtotal

- Your company's Year to Year Improvement should include trending data including near misses, first aids, recordable injuries for the last 3 years.

6. SAFETY GOALS



6. Safety Goals

4 = Excellent

3 = Good

2 = Acceptable

1 = Minimal

0 = Not Acceptable / No Program

_____ Score x 20 = _____
Score Subtotal

- Provide your company's annual goals. These should include incident reduction, program initiatives, employee incentives, etc.

7. ACCIDENT/INCIDENT INVESTIGATION PROCESS



7. Accident / Incident Investigation Process

4 = Excellent

3 = Good

2 = Acceptable

1 = Minimal

0 = Not Acceptable / No Program

_____ Score x 20 = _____
Score Subtotal

- Provide your company's Accident/Incident Program.
- This should include RCI requirements and which method you use, For example Tap Root, Apollo etc.

8. INCIDENT LESSONS LEARNED



8. Incident Lessons Learned

4 = Excellent

3 = Good

2 = Acceptable

1 = Minimal

0 = Not Acceptable / No Program

_____ Score x 20 = _____
Score Subtotal

- Provide Key Learnings from incidents of the 2021 calendar year.

9. INTERNAL AUDIT/ASSESSMENT PROGRAM



9. Internal Audit / Assessment Program

4 = Excellent

3 = Good

2 = Acceptable

1 = Minimal

0 = Not Acceptable / No Program

_____ Score x 20 = _____
Score Subtotal

- Provide the procedures for conducting Internal Audits/Assessments on your companies Safety, Health and Environmental Program.



It should include frequency and examples.

10. CONTRACTOR ORIENTATION AND HSE TRAINING PROGRAM



10. Contractor Orientation and HSE Training Program

4 = Excellent

3 = Good

2 = Acceptable

1 = Minimal

0 = Not Acceptable / No Program

____ Score x 20 = ____
Score Subtotal

- Provide your company's New Hire Orientation procedures and outline as well as your Health and Safety training Program.

11. ENVIRONMENTAL PROGRAM



11. Environmental Program

4 = Excellent

3 = Good

2 = Acceptable

1 = Minimal

0 = Not Acceptable / No Program

____ Score x 20 = ____
Score Subtotal

- Provide a program explaining what your company is doing to be environmentally friendly.

12. INDUSTRIAL HYGIENE PROGRAM



12. Industrial Hygiene Program

4 = Excellent

3 = Good

2 = Acceptable

1 = Minimal

0 = Not Acceptable / No Program

____ Score x 20 = ____
Score Subtotal

- Provide your company's Industrial Hygiene Program.
- As a minimum it should include a Hearing Conservation and Respiratory Protection Program.

13. SHORT SERVICE EMPLOYEE PROGRAM



13. Short Service Employee Program

4 = Excellent

3 = Good

2 = Acceptable

1 = Minimal

0 = Not Acceptable / No Program

____ Score x 20 = ____
Score Subtotal

- This program should identify how you manage your new hires and temporary workers.

14. BEHAVIORAL BASED SAFETY PROGRAM



14. Behavioral Based Safety Program

4 = Excellent

3 = Good

2 = Acceptable

1 = Minimal

0 = Not Acceptable / No Program

_____ Score x 20 = _____
Score Subtotal

- It should include trending data and results from data.

15. CONTRACTOR WRITTEN EMPLOYEE WORKFORCE DEVELOPMENT PROGRAM



15. Contractor Written Employee Workforce Development Program

1. Program /Policy 2. Training Records 3. Evidence of Performance Verification

4 = Excellent

3 = Good

2 = Acceptable

1 = Minimal

0 = Not Acceptable / No Program

_____ Score x 20 = _____
Score Subtotal

- This should include how you train and certify your employee's in their craft. Include the methods used to train and verify.

16. SUPERVISOR TRAINING



16. Supervisor Training

4 = Excellent

3 = Good

2 = Acceptable

1 = Minimal

0 = Not Acceptable / No Program

_____ Score x 20 = _____
Score Subtotal

- Provide the process, outline, and course description of your Supervisor training.

17. BEST PRACTICES



17. Best Practice(s) – Top 3

4 = Excellent

3 = Good

2 = Acceptable

1 = Minimal

0 = Not Acceptable / No Program

_____ Score x 20 = _____
Score Subtotal

- Provide the Top 3 Best Practices
- What does your company do that sets you apart from other companies?

TOTAL POINTS



Add the subtotal values to obtain the Total Performance Index (maximum TPI is 2240)

Fatalities	
Lost Workday Rate	
Total Recordable Injuries / Illnesses Rate	
Year to Year Improvement	
Regulatory Agency Citations	
Safety Goals	
Accident / Incident Investigation Procedure	
Incident Lessons Learned	
Internal Audit / Assessment Program	
Environmental (Green Initiatives) Program	
Industrial Hygiene Program	
Short Service New Employee Program	
Behavioral Based Safety Program	
Contractor Orientation and HSE Training Program	
Contractor Written Employee Workforce Development Program	
Supervisor Training	
Best Practice(s) – Top 3	
TOTAL	

- All subtotal values are added together for a maximum Total Performance Score.
- A contractor is given a total score and the top 3 or 4 scores in each category advances to the next level of the audit.



QUESTIONS



AUDIT TEAM ORIENTATION

**PRESENTED BY:
RICK PITMAN**



AUDIT TEAM LEADER CONTACT



The Audit Team Leader will contact the team members and inform them of the:

- Companies to be audited
- Timing of the scheduled audit
- Instructions for conducting the audit
- Training and PPE needed to conduct the audit
- Communicate your availability to your Audit Team Leader

AUDIT TEAM PICTURES

- At the award ceremony, the magazine has pictures of the team members who participated.
- Photographers will be available to take your picture today in the HASC Boardroom from 9:00 AM – 12:00 PM
- If you don't take a picture, we will just include your company logo next to your name.

SOFT CRAFTS SMALL EVALUATORS

SOFT CRAFTS SMALL

The Soft Craft category includes services such as scaffold building, insulation, painting, hydroblasting, facilities maintenance, and emission monitoring. Soft crafts require training specific to the required skill level and in general terms support the exterior portion of a client's process.

EVALUATORS



Bryan Thompson



Dustin Hickey



Bobby Miller



Brent Gallander



Crystal Cedro



Chris Morgan



Cody Rosier



Jason Mulcare



John Salinas



Kristen Mohier



Lauren Burk



Paul Beck



William Gonzales



Willie Wells



Zach Faniel



TIME COMMITMENTS



- Each team will audit 3 or 4 companies.
- Each audit usually begins around 8:00 a.m. and ends around 3:00 p.m.
- The audits are conducted between February 21 – April 1
- The team leader will set schedule for audits based on team member input.
- Please reply promptly to the team leader to let hem know your availability.
- If you commit to a date, please be on time and if you cannot attend, please inform leader ASAP.
- Each team leader has to ensure they have enough members to properly evaluate the company based on number of employees on site.
- If you volunteer for a team you will be assigned to a team.

WHAT TO EXPECT DURING AN AUDIT?



- The Team will meet at designated time.
- Teams will have the option to meet in person or virtually.
- The audit will start with an opening conference with the management and safety representatives of the finalist company (this may include owner company management).
- The team members should take note of the best practices so they can verify during interviews with nominee employees.
- The team will meet privately to be assigned sections by their Team Leader.
- All team members who attend in person should wear a mask if they are unable to socially distance.

AUDIT TEAM



You will use an HSEA Audit Form and be assigned portions of the form to verify.

- Congratulate them on their safety achievement and put them at ease.
- When you interview workers in the field ask about their:
 - Knowledge of the programs.
 - Involvement in the programs.
 - Training they have completed.
- Always be courteous and positive with the employees. This is a safety recognition and evaluation and not an OSHA audit.
- Give input to the audit team leader when the team meets to complete the “master score sheet”. Take good notes to provided good feedback.

DOCUMENTATION EVALUATION



- Be consistent in scoring.
- Review each item on the audit form and score the item according to the scoring criteria.
- Identify and verify “best practices”.
- Take notes of programs as you go so you can provide feedback to the team.
- Give input to the audit team leader while the team meets to complete the “master score sheet”.
- You may request additional information from the finalist if not provided.

SCORING



- Audit team members will participate in the grading process.
- Individual items on the audit form will be scored using a scale of 0 to 3.
- N/A vs. 0. N/A does not count against the overall score.

TEAM CONFERENCE



After completing the interviews and the documentation portions of the audit:

- Audit team will meet in private (Team Only)
- Each member of the team will report on the sections they were assigned to audit.
- Team members who interviewed will add their findings.
- The team will discuss each section based on the input and a score will be assessed.
- The team will identify and document any strengths and areas of potential improvement identified during the audit.

Keep all results and discussion private.

RECOGNITION LEVELS

All companies that receive an audit will be recognized. Additionally, more than one Contractor may be recognized at the various levels. The team leader will decide on the level based on team input.

- **BRONZE** is an honorable mention.
- **SILVER** is the minimum level of recognition that will be given to a finalist company. This recognition is based on the evaluation scoring and improvement opportunities.
 - If major issues are identified during field evaluation, Bronze may be awarded
- **GOLD** level recognition signifies that many elements of their program, both field and documentation, exceed the minimum requirements including those best practices that have been identified.
- **BEST IN CLASS** is the winner in each category.

WHY SHOULD I BE AN AUDITOR?

- Benefits to Auditor and their Companies
 - Expand knowledge of Safety Processes of other Contractor and Client Companies.
 - Capture new ideas and approaches for managing Safety and Health Programs.
 - Learn how other companies prepare and conduct their HBR evaluations.
 - Meet new contacts / resources for networking.



SCAN AND REGISTER TO BE AN AUDITOR TODAY!

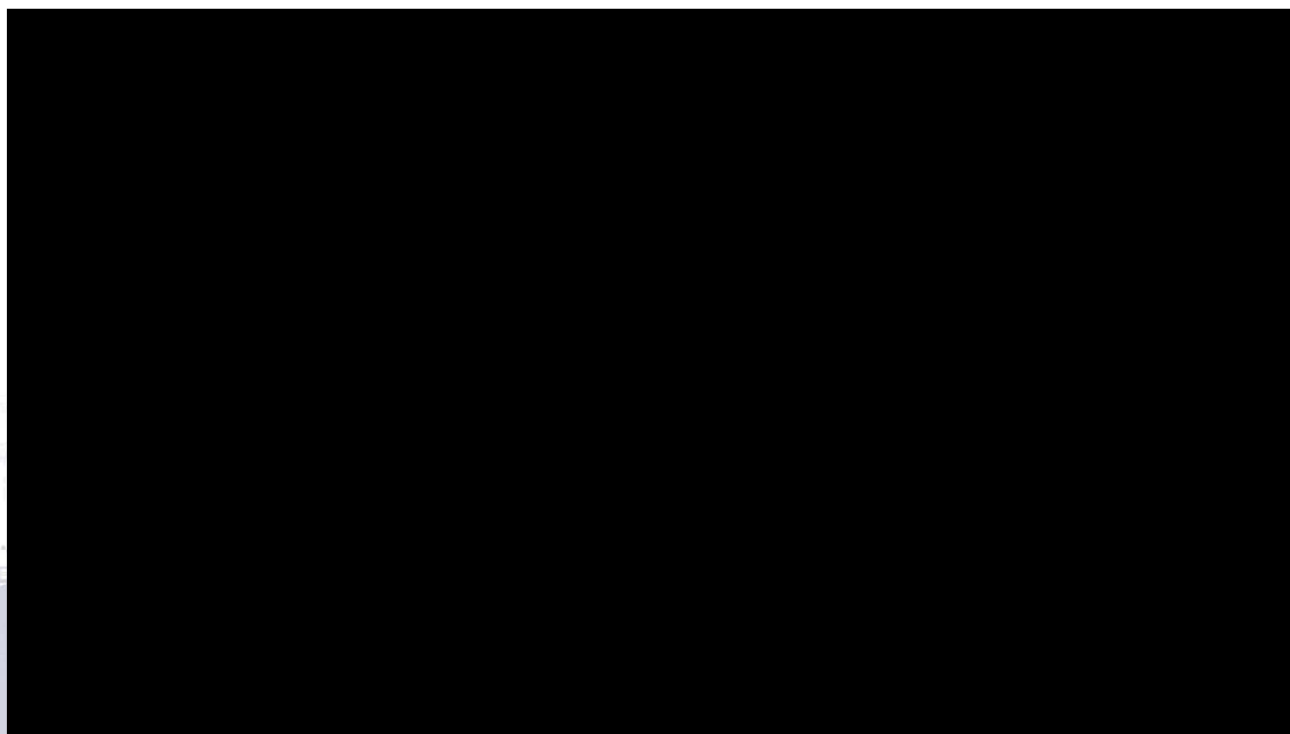




QUESTIONS



SAFETY EXCELLENCE AWARD VIDEO





MENTORING PROGRAM

BY: BILL SHAW



Evergreen North America
INDUSTRIAL SERVICES

"Quality Service Is Our Obsession"

PURPOSE



Build Upon the HBR Mission



“To develop, share and promote best practices that improve industry performance in areas of safety, health, environment, workforce skills, work quality, productivity and costs.”

PROGRAM OVERVIEW



- 2019 HBR “Best in Class” Award Winners
- Highest Honor a Company Can Achieve
 - Mentors are now eligible for 35th HSEA
 - Special Recognition during HSEA
- Advise and assist throughout the safety award process
- Mentors are assigned to audit category outside of their field.
- Evaluate through field audits in separate category

2019 BEST IN CLASS / MENTORS



Zachry Industrial, Inc.	-	General Contractor Large
AltairStrickland	-	General Contractor Medium
CIMA Services	-	General Contractor Small
Marquis Industrial Services	-	Specialty – Soft Crafts Large
Anchor Industrial Services	-	Specialty – Soft Crafts Small
JVIC	-	Specialty – Hard Crafts Large
International Cooling Towers	-	Specialty – Hard Crafts Medium
Hunter Site Services	-	Specialty – Hard Crafts Small
Sprint Waste Services	-	Specialty – Technical Support Large
Axion Logistics	-	Specialty – Technical Support Medium
DBG Services	-	Specialty – Technical Support Small
Univar Solutions	-	Specialty – Environmental Large
GEM Mobile Treatment Services	-	Specialty – Environmental Small
TNT Crane & Rigging	-	Crane & Rigging Support

MENTOR OPPORTUNITIES



HSEA Orientation

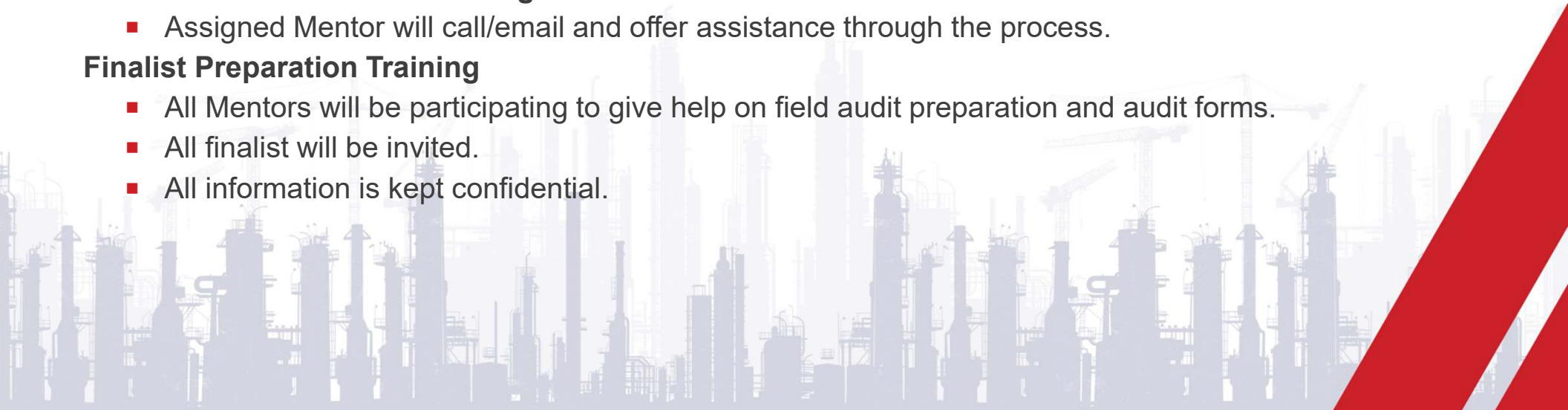
- All 2022 Mentor's contact information will be provided upon request.
- Nominees may contact any Mentor they choose.

Each HSEA Finalist will be assigned a Mentor.

- Assigned Mentor will call/email and offer assistance through the process.

Finalist Preparation Training

- All Mentors will be participating to give help on field audit preparation and audit forms.
- All finalist will be invited.
- All information is kept confidential.





QUESTIONS



35th HOUSTON
SAFETY
EXCELLENCE
AWARDS



hasc

MAY 20, 2022

SAVE THE DATE

35th HOUSTON
SAFETY
EXCELLENCE
AWARDS



SAVE THE DATE

February 11, 2022



TEAM LEADERSHIP ORIENTATION

**PRESENTED BY:
MIKE FIPPS**



OPENING PRESENTATION



- The Audit Team Lead will start the audit with an opening conference.
- It should include management and one of the owner/client that nominated them.
- During the presentation the Finalist company should describe their company and the types of work they do, best practices, site logistics and safety statistics

Keep an eye on time. Contractors tend to run long if given the opportunity.



AUDIT TEAM ORGANIZING



- Get to know the audit team before the meeting
- Remind auditors to bring a laptop with Microsoft and email enabled.
- Get to know your team.
- Assign responsibility for both the field and document review portion of the audit.
 - Make note of assignments for future audits to keep consistency. (Form provided)
- Keep in mind the experience level of the auditors both in Safety background and past participation.
- Pair more experienced evaluators with individuals that may be new to the audit process or new to the Safety field.

Get contact information for the field auditors to ask them questions in field.

SET GRADING SCALE EXPECTATION WITH TEAM



- **N/A** - Does Not Apply
- **0 - Below Average** - No Program, doesn't meet standard
- **1 - Average** - Beginnings of a systematic process or effort; and / or in place for short time, and limited documentation
- **2 - Above Average** - Sound, systematic process or effort; and / or well integrated into all functions/areas, and well documented – Field Verified, employees aware
- **3 - Excellent** - Sound, systematic process or effort; and / or well integrated, sustained results, and well documented, world class – Fully Field implemented. Employees well versed in and bought into program

If they don't have the program but should have it, it's a Zero not N/A

FIELD AUDIT/WRITTEN DOCUMENTATION REVIEW



Team

Team Leader evaluates Section 1. It's an overview of all company programs.

Assign

Assign the remaining sections to team members based on their expertise. Keep track using form.

Establish

Establish the scoring guidelines and be consistent through all audits.



DEMO SCORECARD

AUDIT TEAM WRAP UP



- After completing both the field and the documentation portions of the audit:
 - Meet in private with the audit team.
 - Each team will be assigned a scribe to add comments and transcribe scores for the team based input from both the field and documentation teams.
 - Identify and document any strengths and areas of potential improvement identified by the audit team.

Identify 3 best practices that the team has observed. Make note of them at the end of audit to be used for Best Practices seminar.

CLOSING CONFERENCE



- Thank the client and finalist again. Keep this feedback positive. Make sure this is a good experience for the contractor.
- Specifically identify best practices that were observed by the team and areas of potential improvement.



DETERMINING BEST

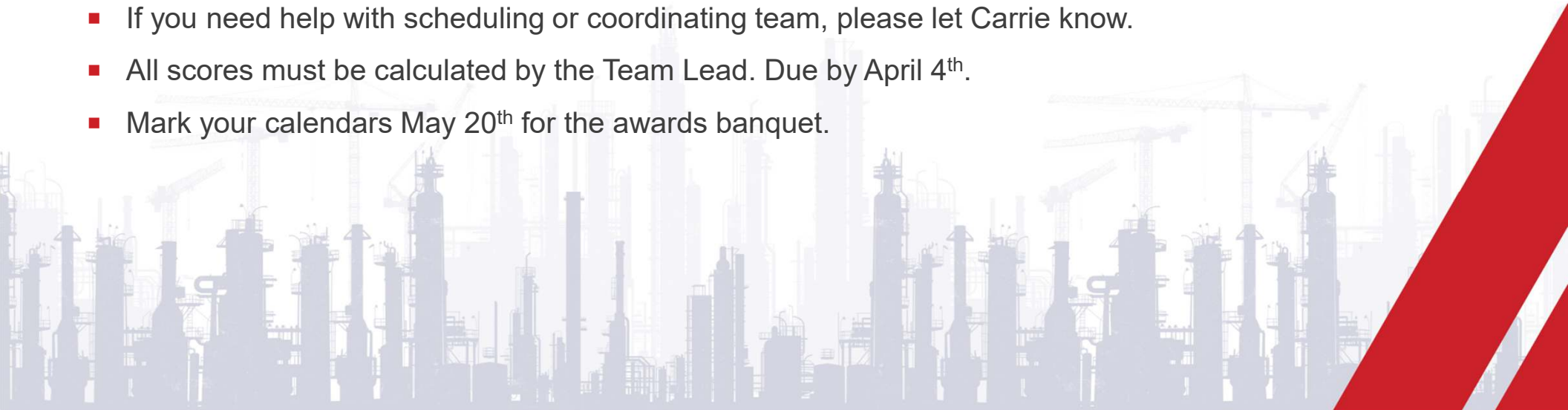


- After completing all audits, review each audit for accuracy and compare with your notes. Make sure you “Finish” them.
- All audited companies will receive at least “silver level” recognition unless major issues are recognized.
- Gold signifies that many elements of their program, both field and documentation, exceed the requirements including those best practices that have been identified.
- More than one Contractor may be ranked at each level.
- One “Best in Category” will be identified in each category.
- Keep the results **Confidential**. Only the Team Leader should know the final results.

THINGS TO REMEMBER



- After you have set your schedule, please send the details to Carrie so that we can coordinate video shoots.
- Audits must be completed by April 1st.
- If you need help with scheduling or coordinating team, please let Carrie know.
- All scores must be calculated by the Team Lead. Due by April 4th.
- Mark your calendars May 20th for the awards banquet.



QUESTIONS

