



**5.22.07 AI 11d**

To: CSWEA Executive Committee  
From: Eric R. Lecuyer, Executive Director  
RE: SOP Amendment, CSWEA Safety Award  
Date: May 12, 2007

At the January 25&26, 2007 Executive Committee Meeting, a proposal submitted by the IL Section Safety Committee to create a CSWEA Safety Award was approved and direction was provided to develop and integrate a new section in the SOP's to provide for this award. Below are the proposed new sections:

12.117 George W. Burke (WEF) and CSWEA Facility Safety Awards

- a. The George W. Burke Jr. Facility Safety Award is made annually by WEF to a municipal or industrial wastewater facility within the Central States Water Environment Association (CSWEA) in recognition of active and effective safety programs based on the documented safety program and illustrated safety record of the facility for the preceding calendar year.
- b. The CSWEA Facility Safety Award is made annually by CSWEA to a municipal or industrial wastewater facility within each State Section in recognition of active and effective safety programs from Burke Award submissions.
- c. The State Section Safety Committees shall be responsible for:
  1. Soliciting, accepting, and selecting one facility from each State Section as nominees for the CSWEA Facility Safety Award. The CSWEA Facility Safety Award shall be an appropriate plaque, which will be presented at the Annual Meeting of the Association to each State Section Facility Safety Award winner. Each State Section may issue Certificate of Recognition to nominated facilities meeting minimum award criteria established by the Safety Committee

2. Soliciting, selecting and nominating one facility from each State Section as nominee for the WEF George W. Burke Jr., Facility Safety Award meeting minimum award criteria as recommended by WEF, and submitting these candidates to the General Awards Committee before December 1st of each year. A General Awards Committee recommendation will be submitted for the approval of the Association Executive Committee in advance of the annual meeting.
  
3. As a general guide in determining the nominee of the Burke and State Section Facility Safety Award, each State Section Safety Committee shall consider the following recommended, but not required, basis for selection:

<u>Rating Criteria</u>	<u>Max. Rating</u>
a. Written Safety and Health Program Review	25
b. Safety Training Programs and Documentation	10
c. Safety Committee Activities	10
d. Management Commitment to Safety	10
e. Compliance with OSHA, State & Local Regs.	10
f. Safety Incentive Programs	10
g. Accident and Injury Records	5
h. Safety Inspections and Audits	5
i. Allocated Resources for Safety	5
j. Safety Equipment: Calibration, and Maintenance	5
k. Safety Forms, Checklists, Permits, etc.	<u>5</u>
<b>Maximum Allowable Points</b>	<b>100</b>

- d. Nominations shall be submitted to the Chair of the State Section Safety Committee before October 1st of each year. To be eligible for award:
  1. At least one employee of the facility must have Association member status.
  2. No facility shall be eligible for the WEF Burke Award if a past recipient, unless otherwise specifically approved by the Executive Committee.
  
- e. Burke Award nomination documentation shall include a narrative of the facility safety program and a summary of safety data prepared in a format suggested by WEF. Nominees shall submit eight copies of their documentation which shall be limited to six pages with two letters of recommendation for a total of no more than eight pages.
  
- f. Following approval by the Association Executive Committee, the Executive Director shall forward the Burke Award

recommendation to WEF for approval by the WEF House of Delegates.

- h. The Burke Award will be presented to the facility at the Association Annual Meeting following WEF House of Delegates approval.

12.310 Committee on Safety

- a. There shall be State Section Safety Committees in each member state.
- b. The Activities of the State Section Committees on Safety shall be consistent with the objectives of the Association.
- c. The Committee on Safety shall promote safe practices in the construction, operation, and maintenance of wastewater collection and treatment systems. The Committee shall use a wide variety of available techniques to provide training, disseminate information, and award illustrated safety programs of facilities in the Association member states.
- d. The State Section Safety Committees shall be responsible for selecting the State Section Facility Safety Award Winner and selecting and submitting one nominee for the George W. Burke Jr., Facility Safety Award to the General Awards Committee from each Section no later than December 1st of each year. (See Section 12.117).

Upon approval of the proposed SOP amendment, it will be incorporated into the SOP's and the expanded role of the Safety Committee will be communicated to each Section's leadership and Safety Committee.