

Houston Business Roundtable
**25th Annual Safety Excellence Award Orientation for
Nominated Contractors, Mentors and Audit Volunteers**

Thursday - January 26, 2012
8:30 a.m. – 12:00 p.m. (includes lunch)
HASC – 1301 W. 13th Street – Deer Park

Who Should Attend Training: Representatives from all Nominated Contractor Companies,
Persons serving as Mentor Leaders, All Audit Team Leaders &
Audit Volunteers, All HBR Safety & Health Committee Members

This training event will cover all aspects of the Safety Excellence Award process for nominated companies, Mentors and for those persons that volunteer to be on audit teams. The SHE Committee wants to invite everyone involved to attend and learn how the awards process works; from the initial nominations to field audits, to award presentations and to sharing of best practices. Being a volunteer for an audit team is a great way to see first hand what other contractors are doing to improve safety performance. A Luncheon will follow the training session.

The training includes;

- Review of the Award Process Schedule
- Award Process and Categories
- Review of the Information the Nominees Must Submit
- Review of Mentor Guidelines & Meeting Mentors
- Review of the Field Audit Forms
- How Audit Teams are Established
- Audit Expectations and Audit Team Guidelines
- Question and Answer Session

SAFETY AWARD TRAINING REGISTRATION FORM

8:30 a.m. – 12:00 p.m. HBR January 26, 2012 Fee: \$25 – Members/ Non-Member

**Registration Due by
January 25th**

Fax reservation to 713-645-2812 or Email msaulter@houbrt.com

Name _____

Company _____

Telephone _____

Address _____

E-mail _____

Mail Check to: Houston Business Roundtable 8031 Airport Blvd. Ste 118 Houston, TX 77061

Bill Us (*Members Only*) _____

Charge Credit Card

Acct # _____

Exp. _____

We accept VISA/MasterCard/American Express Only

***To cancel a reservation, please contact HBR no later than January 25th or you
will be charged for the forum.***