


# 2019 Safety Award Finalist Preparation Training



**HOUSTON  
SAFETY  
EXCELLENCE  
AWARDS**





## **You've been selected as Finalist, now what?**

- ▶ What to expect
- ▶ How to prepare
- ▶ Who needs to be present
- ▶ What do you have to do

# Scheduling of Evaluation

- ▶ You will be contacted by Team Leader.
- ▶ Team Leader will send a list of dates. Select one quickly. First come, first serve.
- ▶ Don't wait until the last minute to respond to the leader. Respond quickly.
- ▶ The sooner you confirm a date, the easier it is to make arrangements.
- ▶ Start thinking about the location and timing of the evaluation.
  - ▶ Evaluation should be done at site that nominated you.
- ▶ Tell the Leader the number of workers on site so they can plan accordingly.



# Site Security



Contact the site where your evaluation will be conducted and find out what the requirements are to bring the team members into the facilities (Security clearance and safety orientation, etc.)



Get a List of Evaluators and any required information from the Team Leader.



If you are at ExxonMobil you will need the exact name on the drivers license.

# Evaluation Location



Establish an exact Location for the Team to Meet



Where should they park



Set up a Time for the Team to Meet



Be there to greet the team.



Provide a safe means of Transportation to plant site

*Consider conducting the evaluation offsite. It might be easier to set up evaluation at locations near the plant site and only take the team members entering the facility. It's easier to get in 4 members instead of a team of 10.*



## Evaluation Team Needs

- Map to the Facility (Address)
- Good Direction (Easy to Follow)
- Directions on Where to Park
- Contact Name and Information of a Company Representative in case of someone gets lost or need help



# Evaluation Team Needs



## Private Meeting Room

- Comfortable Seating
- Temperature Controlled
- Restroom Facilities
- Knowledgeable Company Representative readily available



## Refreshments

- Beverages – Water, Juice or Soft Drinks
- Lite Breakfast, energy snacks and Lunch

## What to expect?

- ❖ Kickoff Meeting
- ❖ Document Review
- ❖ Field Evaluation
- ❖ Evaluation Team Meeting
- ❖ Wrap Up



# Sample Evaluation Agenda

- 8:00 – 8:05 Evaluation Team Leader Introduction
- 8:05 – 8:30 Contractor Opening Presentation
- 8:30 – 9:00 Evaluation Team Organizing
- 9:00 – 11:00 Field Evaluation / Written Documentation Review
- 11:00 – 12:00 Lunch
- 12:00 – 2:00 Evaluation Team Meeting
- 2:00 – 2:30 Closing Conference with Contractor Feedback Session



# Kickoff Meeting

Prepare a short overview to showcase your company  
(5-10 minutes):

- ▶ What service does your company provide?
- ▶ How many employees do you have on site?
- ▶ Your safety performance history
- ▶ What are your best practices?

Client presentation / discussion about why they nominated your company for the HBR safety excellence award process. (5 minutes)

# Meeting Attendees

- ▶ Have senior leadership of your company present at opening conference.
- ▶ Have your client's senior leadership that nominated your company speak on your behalf.
- ▶ The opening presentation, management commitment and client support will be part of the evaluation
- ▶ Make sure your representative can answer questions about your safety programs.





# Document Review

- ▶ Use the current evaluation form for your category to organize your documentation (available on HBR's website under Safety Award)
- ▶ All companies should use the General form except Crane & Rigging.
- ▶ Your company is being evaluated, ensure that you are using your company's programs and processes not your client's. HBR fully understands that you may have to use your client's processes while onsite but show off your company's program.
- ▶ Organization is "everything". The flow and timing of the document evaluation depends on preparation and organization of the materials.



# What Should your Binders Include?

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Include company policies/procedures/programs and proof of execution (training records, sign up sheets, tests, etc.) on all items where it would apply.

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You may include pictures where applicable.

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The same information may be asked in different sections, include it in each section.

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You may set up your information Electronically. Make sure the links works correctly and you highlight the section you want to team to see so they don't have to scroll though a 100 pages to get the information they need.

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Let your Team leader know if you are doing it electronically so they may bring laptops and be prepared. If you are providing laptops, make sure there is more than 1 stations. You will need at least 4.

# Field Evaluation

- ▶ Identify work areas that the evaluators can visit
- ▶ Assure an adequate number of knowledgeable escorts.
- ▶ Assure required PPE is available to the field evaluation teams.
- ▶ Showcase best practices in the field where possible.
- ▶ Make sure your craftsmen are prepared (know about the evaluation, understand HBR's award process, understand some of the questions that may be asked) put them at ease and comfortable talking to the evaluators.





## **Personal Protective Equipment (PPE)**

Let the evaluation team leader know in advance what PPE is required for the site being evaluated.



Have additional site specific PPC (Ex. Escape Respirators, H<sub>2</sub>S Monitors, Phosgene Badges, Etc.)

# Do NOT Expose the Team to:



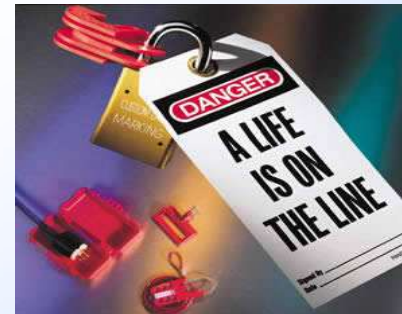
◆ Respirator Areas



◆ Confined Space



◆ Hazardous Areas



◆ Lockout/Tagout



# Evaluation Team Meeting

- ▶ Please step out the room and allow private place for the evaluators to meet to discuss the written programs and the information gathered in the field.
- ▶ They may have questions or need additional information. Please have knowledgeable person there and available to answer questions.

# Closing Conference with Contractor Feedback Session

- ▶ After all the evaluators have discussed your company's programs and agreed on scores they will meet with contractor to discuss the findings.
- ▶ They will highlight the Best Practices that they observed during the evaluation and in the field. They will also point out some areas of improvement.
- ▶ Take note of items that the evaluation team feels need to be reviewed for improvement.
- ▶ Assure the right levels of management are available for the wrap up meeting (client representatives, upper company management)
- ▶ Take action on these items to possibly improve the company's safety and health programs regardless of the final evaluation results.

# Tips

- ▶ Your escort should be able to answer questions about your company.
- ▶ Make sure your employees understand the purpose of the visit. It's a good recognition.
- ▶ If you need help, please ask for help. This can be overwhelming and there are resources available to help.
- ▶ Use your MENTOR. It can make a difference between being the "Best" or Silver.
  - ▶ Let your mentor see your binders and evaluate your work site if possible. They may be able to point out parts of your program that are true Best Practices or see things you may not see.



# Field Evaluation Form

- ▶ 2 New Evaluation Forms this year.
- ▶ General Contractors, Hard Crafts, Soft Crafts, Technical Support and Environmental Category use General Form.
- ▶ Crane & Rigging Category use Crane & Rigging Form.
- ▶ Use the correct form.

# Questions

