

NOMINATED FOR HBR'S SAFETY EXCELLENCE AWARD?

Follow the instructions below:

1. Attend the training session on Thursday, January 17, 2019 at 8:00 a.m. It will give detailed instructions to help you complete your company's submission.
2. Fill out the 2019 Contractor Safety Information Sheet (one for each project site you have been nominated for). **Don't forget to include the name of your company as you would want it on all awards and publications.** Safety Data on the information sheet is required for both the nominated work site as well as the total company (all work in the United States).
3. Complete the Safety Awards Initial Evaluation Form.
4. Check the last page of the "Safety Awards Initial Evaluation Form", the **items checked** on this sheet must be included with your completed Safety Awards Initial Evaluation Form and 2019 Contractors Safety Information Sheet.
5. Don't forget to include your company's best practice. This is your opportunity to explain why your company deserves to be the "Best of the Best"
6. **USE YOUR MENTOR.** Mentors are last year's winners. They have been through the process successfully. They can help you with how to best present your company's programs to the audit team. I have attached a list. You can call any Mentor you want.

After completing steps 1-6 above, submit your documents to Houston Business Roundtable, 5213 Center Street, Pasadena, TX 77505, **no later than 4:00 p.m. on Monday, January 28, 2019**

You may submit an electronic copy (disk/zip) or hard copy of the information requested. Please do not e-mail your submission, it will not be accepted. If you submit your information electronically, please print the Information Sheet and the Initial Evaluation Form

Upon request all materials can be picked up after the award process is complete.

Please remember that the information submitted is all the committee has to judge your company's performance.

Should you have any questions, you may contact HBR at (713) 645-0923.