



## Asphalt Pavement Association of Indiana Craft Worker Award Introduction & Guidelines

The Asphalt Pavement Association of Indiana is proud to announce a unique safety award program beginning in 2009. The award will recognize one worker from each member company who chooses to participate. Awards will be presented at the new contractors' Safety Breakfast on December 9, 2009 at the Indianapolis Marriott East. Participating organizations will receive promotion and publicity via APAI to INDOT and to I-OSHA

- Participating individuals and organizations will receive a plaque or certificate suitable for framing, plus a hardhat decal or tee shirt.

Listed below are the requirements and guidelines for participation:

### Eligibility Requirements:

- You must be an APAI Contractor/Producer or laydown contractor
- The eligible disciplines of work are: Quality Control, Mixing Facilities, and Mix Delivery & Asphalt Placement.
- Each member company may choose and submit one craft worker as their award winner.
- Submit the winning name along with a \$50.00 entry fee to APAI by November 1, 2009.
- Please **check if yes and add comments** to each of the guidelines listed below.
- Prepare a written response (1 or 2 paragraphs) explaining the individuals' safety efforts and contributions.

### Guidelines for making final selection:

Candidates should:

- Be trained in safety and health
- Seek other enhancement safety training and information
- Accept full responsibility for their own safety
- Carry out their work duties in the safest manner possible
- Watch out for fellow workers
- Report unsafe conditions
- Recognize hazards and conditions that may be or become unsafe
- Know how to visualize the job task and decide or suggest a safe solution to abate hazards
- Be sought out by other for their safety input
- Report near misses
- Be willing to stop work due to an unsafe condition
- Be respected by their peers and co-workers
- Not have had a personal injury within the last calendar year.

**Other safety contributions** that make this individual stand out among all others as a safe worker and therefore worthy of winning this award. Example: Administered CPR or first aid, saved a life or assisted/prevented a personal injury, etc.

### Instructions:

In order to help and assist all member companies to choose the winner, APAI recommends that the individual's immediate supervisor complete the award form and submit it to management who will determine the final winner.

The Guidelines questions have a priority ranking from least to most important, with the first question having a value of one and the last a value of 12. This allows each company to total the yes answers, along with the "Other safety contributions" write up, to choose the unbiased winner. Note: This information should not be shared outside your management selection team.

**Asphalt Pavement Association of Indiana  
Craft Worker Award Nomination Form**

**Nominee Name:** \_\_\_\_\_ **Years of Service:** \_\_\_\_

**Employer:** \_\_\_\_\_

**Employer Address:** \_\_\_\_\_

**Nominating Supervisor:** \_\_\_\_\_

**Guidelines (please add comments)**

Candidates should:

- Be respected by their peers and co-workers

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- Seek other enhancement safety training and information

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- Be willing to stop work due to an unsafe condition

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- Report near misses

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- Be sought out by others for their safety input

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- Report unsafe conditions

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- Watch out for fellow workers

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- Recognize hazards and conditions that may be or become unsafe

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- Know how to visualize the job task and decide or suggest a safe solution to abate hazards

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- Carry out their work duties in the safest manner possible

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- Accept full responsibility for their own safety

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- Be trained in safety and health

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- Not have had a personal injury within the last calendar year.

**Other safety contributions** that make this individual stand out among all others as a safe worker and therefore worthy of winning this award. Example: Administered CPR or first aid, saved a life or assisted/prevented a personal injury, etc. Type or print clearly, one additional sheet may be used if necessary.

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Note: APAI suggest that these selection guidelines be shared with your employees as it may help your safety efforts by heightening awareness.

**Asphalt Pavement Association of Indiana  
Craft Worker Award Nomination Form**

Please return your nomination form by email to Bill Knopf, Executive Director, Asphalt Pavement Association of Indiana at [wknopf@asphaltindiana.org](mailto:wknopf@asphaltindiana.org) or fax to the APAI office at 515-632-2445 no later than November 1, 2009. If you have any questions, please contact Jim at [Jim.Delk@milestonelp.com](mailto:Jim.Delk@milestonelp.com) or the APAI staff.

Jeff Carter, Deputy Commissioner of Labor has been invited to present the awards.

Winners will be introduced at the APAI Safety Breakfast during the 2009 HMA Winter Conference, December 9, 2009 at the Marriott East Hotel in Indianapolis.  
Thank you for your participation in the APAI Safety Awards

Note: APAI suggest that these selection guidelines be shared with your employees as it may help your safety efforts by heightening awareness.

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