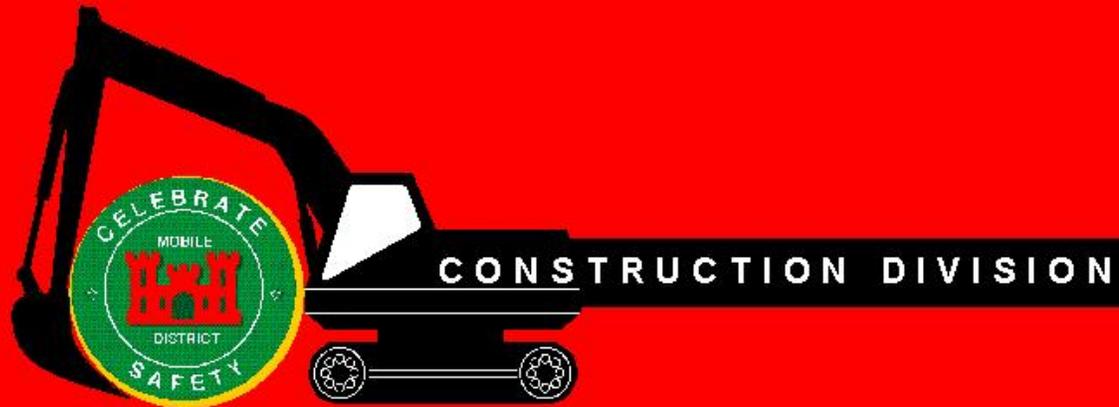


CELEBRATE SAFETY

US ARMY CORPS OF ENGINEERS MOBILE DISTRICT



PLANNING INVOLVEMENT COMMITMENT ACTION DEDICATION EXCELLENCE

PROGRAM MANAGEMENT MANUAL

FIFTH EDITION Version 3
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A PERSONAL MESSAGE ON SAFETY ...

FROM THE CHIEF OF CONSTRUCTION DIVISION

CONGRATULATIONS!!! The Mobile District Team comprised of government and contractor personnel has achieved another exceptional safety record. In our first year, FY-92, there were 22 lost time accidents resulting in a frequency rate of 0.98. The Celebrate Safety Program has been instrumental in the current safety record we have achieved. The past several years we have averaged approximately 3 lost time accidents resulting in a frequency rate of less than 0.10. Our rate is well below the goal of 0.58 established by South Atlantic Division. This year will cap off another year of safety excellence for which we can all be proud.

The conclusions...**CELEBRATE SAFETY WORKS!**

I look forward to the year ahead and the safety challenges that will be presented. Challenges that we will all have to conquer. The construction industry in general is one of the most hazardous fields of work to enter. The one variable in any construction activity that is the most difficult to police is human behavior. This is where I need your help. We must raise the awareness of every worker if we are going to properly ensure the safety of all workers.

There's no time to rest. Our ultimate goal of zero accidents is within sight, but it will take all of us giving 100% to reach this goal. I want to take this opportunity to dedicate myself to reaching this goal in years to come and I ask that you do the same. Working together, there is no goal that we cannot reach.

Essayon!!!!

MICHAEL T. ABELN, P.E.

CELEBRATE SAFETY GOAL

ZERO ACCIDENTS

CELEBRATE SAFETY OBJECTIVES

1. Actively share ideas and successes.
2. Promote teamwork with contractors to improve construction safety.
3. Promote safety performance.
4. Develop teams of safety expertise.

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SECTION 1.0

PROGRAM DESCRIPTION

The ideals of the CELEBRATE SAFETY Program are to recognize the superior safety efforts being made in this District, and to continue to build upon the Partnering spirit to improve safety trends. Celebrate Safety in its purest definition means to honor or observe in some special way those Team Members who, through their accomplishments, provided freedom from dangers or hazards in the work place.

The program revolves around raising the awareness of Safety at all levels and involvement of the Mobile District Team, which is comprised, of government and contractor personnel. This program develops a Safety Award System to recognize outstanding efforts and initiatives being made on our project sites throughout the District.

The Safety Review Board (SRB) is a key ingredient of the Celebrate Safety Program. This Safety Review Board, consisting of members from Construction Division, Mobile District Safety Office and contractor participants, will be responsible for developing new initiatives, disseminating information of safety issues, and choosing winners for the Safety Awards. This program is further detailed in Section 2.

Awards are given to deserving projects throughout the year at both the District and local levels to reward those with outstanding Safety accomplishments. An Annual Awards Banquet will be held to honor these recipients and to celebrate the announcement of annual winners. Details can be found in Sections 3 and 4.

It is extremely important that the efforts being made to provide a safe working environment at the project site, and our responsible Team Members are being recognized. Public Affairs will be involved to provide the needed recognition for those Government and Contractor Team Members who are doing a great job in providing a safe work place. Details of this plan for PAO can be found in Section 5.

This program also encourages teams to conduct Site Visits during Quarterly meetings. These visits provide an avenue by which the various field offices can exchange information concerning project safety. These exchanges increase Safety awareness and provide a vehicle in which ideas can be passed throughout the District. This program is further detailed in Section 6.

The Celebrate Safety Program will continue to grow and prosper through new ideas submitted by you. The Safety Review Board is always seeking ways to develop these new ideas and to incorporate them into the program. The program is ours to improve efforts in

the Safety field and to continue to recognize the outstanding efforts that are being made throughout Construction Division.

SECTION 2.0

SAFETY REVIEW BOARD

1. The purpose of this section is to define the guidelines for the Safety Review Board. The Safety Review Board is established as the action committee and is dedicated to keeping the momentum of the CELEBRATE SAFETY Program going. Its purpose is to keep new initiatives working, to develop new ideas and programs, and to improve the Safety Program in Construction Division.

2. RESPONSIBILITIES:

- a. Chief, Construction Division, Mobile District will:
 - (1) Provide any necessary support or guidance to this Board as required.
 - (2) Provide adequate funding for the Board as needed.
- b. AE/RE will provide support for the SRB by allowing Team Members to participate on the SRB.
- c. Safety Review Board will:
 - (1) Review accidents and examine corrective actions.
 - (2) Conduct Site Visits.
 - (3) Choose quarterly and yearly District Safety Award winners from nominated projects.
 - (4) Work closely with Chief of Construction Division to appoint working groups and action committees for development of specific safety requirements.
 - (5) Maintain minutes of meetings, action items, initiatives and status of the above.
 - (6) Update website to announce quarterly and annual winners, provide updated submission forms, and to provide relevant information such as safety initiatives performed by contractors or RE/AE offices.
 - (7) Provide continued momentum for CELEBRATE SAFETY Program and a vision for future safety initiatives.

3. PROCEDURES:

- a. Organization

- (1) The makeup of the Board will be as follows:

Chairman	-	QAR/PE/RE/Branch Chief
Chairman (Elect)	-	QAR/PE/RE/Branch Chief
QAR or PE	-	CD-LA
QAR or PE	-	CD-FA
QAR or PE	-	CD-GA
QAR or PE	-	CD-SA
QAR or PE	-	CD-NA
QAR or PE	-	CD-TA
Safety Rep	-	Safety Office, Mobile
CD Member	-	Mobile District Office
Assist. Chief, Const. Div.	-	Advisory and Coord. Purposes only
2 or 3 Contractor Reps.	-	Nominated at-large

- (2) The SRB will meet on a quarterly basis. The Chairman will reserve the right to call additional meetings as required.
- (3) Each individual, including contractor representatives, will serve for a two-year period (except the chairman). Additional personnel will be added at the discretion of the SRB Chairman. Members of the Board will be rotated after the conclusion of their two-year periods. Care will be taken to assure the Chairman and board members are not taken from the same Resident Office during the same period.
- (4) Solicitation for new members will be coordinated by the SRB, Chief of Construction Division, Area /Resident Engineers, and Chief, Safety Office.
- (5) The Area Engineer at each Area Office will make selections of the new members.
- (6) The Chief, Construction Division, will appoint the new SRB chairman prior to the yearly banquet. The appointee will serve two years. The first year will be as an assistant to the incumbent chairman, and the second year as chairman.

b. Award Selection

- (1) Selection of the CELEBRATE SAFETY Annual and Quarterly Awards will be determined by the SRB. Awards will be given quarterly in seven different categories.

CONUS

Large - Greater than \$5M
Medium - \$1M to \$5M
Small - Less than \$1M

OCONUS

Large - Greater than \$1M
Small - Greater than 100K & Less than \$1M
Under 100K - Under \$100K

District Wide

Subcontractor

The Local and District Awards for all categories are described in Sections 3.0 and 4.0.

- (2) The Chairman and his staff will thoroughly review each nomination to ensure that each meets the minimum requirements. Decisions will be based on the votes of the SRB.
 - (3) After selection of Quarterly Award and Yearly Award winners, the Chairman of the SRB will assure plaques are procured and cash awards are sufficiently documented to allow payment at the end of the year.
 - (4) Further details on District Awards Program can be found in Section 4.0 and 4.1.
- c. The SRB will be responsible for reviewing accidents as per Section 2.1.
- d. The chairman will prepare Minutes of each SRB meeting. Chairman will then send Minutes electronically to each board member, Area Engineers and the Chief of Construction Division.

4. GOALS AND OBJECTIVES OF THE SRB:

- (1) Recommend to the Chief, Construction Division the formulation of special action groups to work on critical items. (Examples would be safety-training program, a safety training seminar, safety training related to repetitive deficiencies noted from previous year safety reviews, awards banquet committee.)
- (2) Continue the innovation and momentum of the CELEBRATE SAFETY Program. Make any necessary changes to make the program more interesting and challenging to everyone involved.
- (3) Focus on the ultimate objective of providing the safest workplace for our Team Members and our contractors.

SECTION 2.1

ACCIDENT REVIEW PROCEDURES

1. The purpose is to define the Safety Review Board guidelines for reporting and reviewing accidents. Accident reports provide valuable information on safety awareness indicators and trends. Mobile District Construction Division support will be provided to insure that this information will be provided to the Safety Review Board.

2. RESPONSIBILITIES:

- a. Chief, Construction Division, Mobile District, will be responsible for ensuring the procedures outlined in this manual are properly supported.
- b. The Assistant Chief, Construction Division, will be responsible for reporting to the Chairman of the SRB any accident that occurs and forwarding appropriate paperwork as needed.
- c. Area/Resident Engineers:
 - (1) Will be responsible for supporting the procedures outlined in this manual.
 - (2) Will ensure accidents and mishaps occurring in their areas of responsibility are reported.
- d. SRB Members:
 - (1) Each Board Member will investigate any accident that occurs within the area office they are representative and provide lessons learned to the Chairman.
- e. Chairman, Safety Review Board:
 - (1) Will consolidate and disseminate any lessons learned from the accident.

3. PROCEDURES:

- a. The Area or Resident Engineer will ensure an Accident Investigation Report, ENG Form 3394, is completed when an accident occurs and will send a copy to the Assistant Chief, Construction Division.
- b. The Assistant Chief, Construction Division, will be responsible for notifying the Chairman of the SRB and providing him with the pertinent data.

- c. The Board will review accidents at the next quarterly Safety Review Board meeting and provide feedback as necessary.
- d. All members of the SRB will use special precautions to ensure that the privacy of the individuals involved in these accidents and mishaps is protected as required by the Privacy Act.

SECTION 2.2

INFORMATION PROCESSING

1. The purpose is to define the guidelines for the processing of information by the SRB. The policy of the SRB will be to seek out and to publish safety information, which will enhance the level of Safety awareness and/or provide useful knowledge of safety education to all Construction Division Team Members.

2. RESPONSIBILITIES:

- a. Chief, Construction Division, Mobile District will be responsible for adequate support for the SRB in processing information to include funding.
- b. Safety Review Board
 - (1) Will be responsible for providing information for posting on the safety website.
 - (2) Will solicit information from Field Offices and other sources for input to the website.

3. PROCEDURES:

- a. SRB will solicit information for inclusion into the Construction Division Website from available sources to include:
 - Safety
 - Field Offices
 - Construction Division
 - Contractors
- b. The SRB will provide this information, as it becomes available.
- c. The Construction Division Website will contain pertinent information from quarterly meeting to include:
 - (1) Award announcements
 - (2) Accident reviews
 - (3) Training information
 - (4) Additional safety information
- d. The SRB will then format this information and will coordinate with the Chief of Construction Division for the resources necessary.

SECTION 3.0

LOCAL SAFETY AWARDS PROGRAM

1. The purpose is to recognize and reward accomplishments by Mobile District Team Members (Government and Contractor) in the area of Safety at the local level. It is the policy of CELEBRATE SAFETY to reward the safe performance of contract work by creating a Team atmosphere and by emphasizing the positive achievements of our personnel and contractors in the area of Safety Management.

2. RESPONSIBILITIES:

- a. The RE will be responsible for insuring the adequacy of the documentation required for submission of awards.
- b. The PE or QAR will be responsible for submitting a contractor/subcontractor recommendation for a local award.
- c. The RE will be responsible for choosing the local winners from the nominated contractors/subcontractors.
- d. The PE or QAR will be responsible for insuring that the contractor/subcontractor being nominated meets the minimum criteria.

3. PROCEDURES:

a. Local Award Submission

- (1) A PE/QAR may submit a contractor/subcontractor recommendation for consideration for local safety awards to the RE. The contractor should provide input into this submission process.
- (2) Minimum Eligibility requirements follows:
 - (a) Contractor's frequency rate must be less than Construction Division's goal.
 - (b) All safety items required by the contract must be performed satisfactorily (Safety Plan, Activity Hazard Analysis, Tool-box Meetings, Safety documentation on file)

- (3) Submissions may be made as often as desired. Local winners are chosen on a quarterly basis. The quarters are:

First Quarter - October through December

Second Quarter - January through March

Third Quarter - April through June

Fourth Quarter - July through September

- (4) To be considered as a local award winner, submissions should be made prior to the end of the respective quarter and before the quarterly meeting.

b. Selection of Local Award Winners

- (1) RE will consolidate nominations and choose local winners
- (2) The PE will notify the contractor of the local award, and advise of submission to the SRB for quarterly consideration.
- (3) RE will submit to the SRB on a quarterly basis the local award winners for each category applicable. Minimum documentation requirements are the Award Submission Form. However, submission documentation shall be limited to 10 pages inclusive of Award Submission Form and other supporting documentation. Submissions in excess of 10 pages will be disqualified from consideration as a District Winner.
- (4) RE will recognize/reward local reward winners in the following manner:
 - (a) The SRB will provide winning contractors with a certificate of achievement to local quarterly winners.
 - (b) Nominating PE/QAR will receive a certificate for a cash award in the amount of \$175.

SECTION 4.0

DISTRICT AWARDS

1. The purpose is to recognize and reward accomplishments by Mobile District Safety Team Members (Government and Contractor) in the area of Safety Management at the District level. It is the policy of CELEBRATE SAFETY to reward Team Members (Contractor and Government) for their achievements in the area of Safety Management.

2. RESPONSIBILITIES

- a. The RE will be responsible for nominating projects to the SRB for consideration as District Awards winners.
- b. The SRB will be responsible for choosing the District Quarterly Award winners.
- c. The SRB will be responsible for choosing the District Annual Award winners.

3. PROCEDURES:

- a. Submission of District Quarterly Awards.

- (1) An RE may submit local quarterly winners for consideration for the District Safety Awards.
- (2) Documentation requirements are shown on the Award Submission Form, which is available at the Celebrate Safety Website

<http://www.sam.usace.army.mil/cd/celsafe/celsafe.html>

- (3) RE's may submit 1 project per category per quarter. IDIQ type contracts will be reviewed by individual task order. Subcontractor nominations will be held to one nomination per office, regardless of size of project.
- (4) The SRB chairman will publish deadlines for submission to the SRB in advance. General deadline dates are:

First Quarter - 1 January
Second Quarter - 1 April
Third Quarter - 1 July
Fourth Quarter - 30 September

- b. Selection of District Quarterly Awards

- (1) The SRB will consolidate nominations and choose Quarterly District Award Winners.

- (2) The SRB will recognize Quarterly Award winners in the following manner:
 - (a) The nominating PE/QAR will receive a certificate for a cash award in the amount of \$175, a certificate of achievement, and an invitation to the Safety Banquet.
 - (b) The nominating Resident Office will receive a certificate for a cash award in the amount of \$175, and the RE will receive an invitation to the Safety Banquet.
 - (c) The winning quarterly contractor will receive a plaque, a letter, a banner to display for one quarter, and an invitation to the Safety Banquet.
 - (d) The District Public Affairs office will be notified of the quarterly winners in accordance with Section 5.0, Public Affairs Interface.
- (3) The decision of the SRB will be made not later than one month following the end of the respective quarter.
- (4) The SRB may choose 1 contractor per category per quarter to be the District Quarterly Award winner.

c. Selection of District Annual Awards:

- (1) The SRB will choose the Annual Award winners. This selection will be made from the District Quarterly Award winners in each category.
- (2) The SRB will recognize Annual Winners in the following manner:
 - (a) The nominating PE/QAR will receive a plaque, which will be presented at the Safety Awards Banquet.
 - (b) The nominating Resident Office will receive an award of \$25.00 per employee and a plaque will be presented to them at the Safety Awards Banquet.
 - (c) The winning contractors will receive a plaque and a letter, which will be presented to them at the Safety Awards Banquet.
- (3) Public Affairs will be notified of the Annual Award Winners, and adequate publicity will be given to the Awards Banquet. (See Section 5.0)

SECTION 4.1

SPECIAL CELEBRATE SAFETY DISTRICT AWARDS

1. The purpose is to recognize and reward special accomplishments by Mobile District Safety Team Members (Government and Contractor) in the area of safety management.

2. It is the policy of CELEBRATE SAFETY to reward Team Members (Contractor and Government) for their achievements in the area of safety management.

3. Special Award Categories:

a. AREA/RESIDENT OFFICE OF THE YEAR

(1) The purpose of the Area/Resident Office of the Year Award is to recognize the Area/Resident Office that has achieved the highest safety standard within the Mobile District.

(2) Nominations and Recognition: To be eligible for this award, each Area/Resident Office will submit there own nomination describing in detail their achievements over the past year. The nomination should be submitted on the same form used by the quarterly district submissions for contractors and should follow the same outline. These submissions will be evaluated by the SRB during the fourth quarter quarterly meeting and a selection made. The winner will be announced at the annual banquet. The winning Area/Resident Office will receive a plaque they can proudly display within their area office.

b. CONSTRUCTION DIVISION SAFE CONTRACTOR OF THE YEAR

(1) The purpose of the Safe Contractor of the Year Selection is to recognize the contractor who has achieved the highest standard of safety within the Mobile District.

(2) Selection and Recognition: Selection will be made from all past district Celebrate Safety Quarterly winners. Selection will be made by the SRB during the Fourth Quarter Quarterly meeting and the winner will be announced at the annual banquet. Project must be complete in order to be considered for award. The winning contractor will receive a plaque they can proudly display.

c. ZERO ACCIDENT AWARD

- (1) The purpose of the Zero Accident Award is to recognize contractors who are deemed worthy by the Resident Engineers and have attained the goal of zero accidents on a completed project.
- (2) Qualifications: The minimum requirements to be eligible for the Zero Accident Award are:
 - (a) Projects/contracts are to be completed within the FY.
 - (b) Attained the goal of zero accidents.
 - (c) To have actively pursued a commendable safety program during the life of the project.

The award will be in the form of a Certificate of Achievement suitable for framing that celebrates the safe completion of the project. The certificate will be signed by the Resident Engineer, the Chief of Construction, and by the District Engineer.

- (3) Nominations and Recognition: Nominations are made by simply completing the submission form and forwarding to the chairman of Celebrate Safety. The SRB will handle all processing and will return the certificate to the Resident Engineer along with a letter of transmittal. Copies of the letter and certificate will be provided for forwarding to the Contractor's Surety and Insurance carriers.

d. MILLION MAN-HOUR CLUB

- (1) The Million Man-Hour Club was developed in 1991 to for the purpose of recognizing Mobile District Area/Resident Offices and Contractors that perform over one million man-hours of work with ZERO ACCIDENTS. This is an exclusive club whose membership is only granted to those whose safety training, initiative, enthusiasm and dedication have been brought to the forefront to create and maintain a safe working environment which resulted in zero accidents.
- (2) Qualifications:
 - (a) Accumulate 1 million consecutive man-hours on one contract with zero accidents.
 - (b) Complete consecutive multiple projects with zero accidents whose total man-hours exceed 1 million.
- (3) Eligibility:

- (a) Only contracts administered by Mobile District qualify.
- (b) Contractors and Area/Resident offices are eligible.

(4) Selection and Recognition:

The SRB will review safety statistics provided by The Safety Office periodically to ascertain achievement of club status. Those reaching this level of achievement will be recognized with a plaque, and a letter.

e. THE "LUCKY DOG" AWARD

- (1) Purpose: To celebrate the prevention of an accident or property damage during an incident by following proper safety procedures. The award is open to Contractor and Government personnel collectively or individually. The award will not be presented to those who were lucky and not injured, but to those who created their good luck by following proper safety practices to eliminate or lessen injury and damage when an incident occurred.
- (2) Submittal: A nomination can be submitted by any Construction Division Team Member working on a construction project within Mobile District. Submissions will be in writing and will be forwarded through the Resident Office to the SRB. The nomination will clearly state the conditions, the preventative measure taken prior to the incident and how following proper safety practices clearly prevented or lessened injury or damage when an incident occurred.
- (3) Selection: The SRB will review and investigate all nominations to assure proper safety procedures were applied before, during, and after an incident and will approve winners from those submitted to receive this award.
- (4) Awards: The SRB will present a "Lucky Dog" award to the selected winners. The winners will be invited to the Annual Awards Banquet and duly recognized.

The nominating Construction Division Team Member will be rewarded a \$175.00 On-The-Spot Award for winner selected.

To: Celebrate Safety Review Chairman Date:

Subject: ZERO ACCIDENT AWARD, INFORMATION SHEET

1. CONTRACTOR:
2. CONTRACT NUMBER:
3. CONTRACT NAME:
4. LOCATION:
5. DATE OF PHYSICAL COMPLETION:
6. CONTRACT AMOUNT:
7. TOTAL MAN-HOURS:
8. NOMINATING OFFICE:
9. CONTRACTOR'S SUPT:
CHIEF OF SAFETY:
10. CONTRACTOR'S MAILING ADDRESS:
11. SURETY'S NAME/ADDRESS:
12. INSURANCE COMPANY'S NAME/ADDRESS:

_____ PROJECT ENGINEER SIGNATURE

_____ RESIDENT ENGINEER SIGNATURE

_____ AREA/RESIDENT ENGINEER SIGNATURE

Section 5.0

PUBLIC AFFAIRS INTERFACE

1. The purpose is to detail the involvement and support required by Public Affairs in the Safety Awards process.
2. **RESPONSIBILITIES:**
 - a. The SRB will be responsible for notification to PAO concerning quarterly District award winners.
 - b. The SRB will be responsible for coordination with PAO to achieve proper coverage of the annual Safety Awards Banquet.
 - c. PAO will be responsible for press releases concerning Local and District Award winners and press coverage of the Safety Awards Banquet.
3. **PROCEDURES:**
 - a. The SRB will notify PAO concerning District Safety Award winners. The SRB will coordinate with the RE and the PAO as to content and dispersion of press releases.
 - b. The PAO shall provide press releases concerning the Safety Awards Program. Distribution to local newspaper, facility newspapers, and other media will be coordinated with the REs and the SRB.

SECTION 6.0

SAFETY REVIEW BOARD - SITE VISITS

1. This section provides general guidelines for the conduct of site visits by the Safety Review Board during their quarterly meetings.
2. **Responsibilities/Procedure:**
 - a. The Area Office Representative of the Resident Office being visited will notify the Resident Engineer at least 2 weeks prior to the Quarterly meeting that site visits to his projects will be conducted.
 - b. The SRB will review jobsite safety conditions and record any findings. Non-safety related comments shall be recorded as well as safety specific comments.
 - c. The Chairman shall provide a summary of comments to the Resident Engineer.

SECTION 7.0

ABBREVIATIONS AND ACRONYMS

SRB	-	Safety Review Board
AE/RE	-	Area Engineer/Resident Engineer
AE	-	Area Engineer
RE	-	Resident Engineer
PE	-	Project Engineer
QAR	-	Quality Assurance Representative
PAO	-	Public Affairs Office
COE	-	Corps of Engineers