



**AWARD FOR  
SAFETY PROFESSIONAL OF THE YEAR**

**PETITION INFORMATION & GUIDELINES**

This document provides the categories in which petitions will be evaluated. It is designed to assist and provide guidelines for preparation of a petition. It contains examples of the kinds of safety and Society activity that the Technical and Professional Recognition Committee considers favorably when judging a petition.

Candidates are judged by the scope, depth, quality and impact of their efforts over the **past five years**, in the safety profession, ASSE and the community. The 15-page double-spaced petition statement should be carefully prepared so that it is both comprehensive and accurate.

The Society's Technical and Professional Recognition Committee must rely on the sponsoring Chapters and Regions to provide a petition that is clear, concise, accurate, and detailed. The Committee must judge each candidate on the basis of the petition only. The committee realizes that the petition may be a difficult endeavor. Accordingly we provide all Chapters and Regions with this document to help demonstrate some of the kinds of information that is considered favorably.

**Note:** Submitted material must be based on past five years activities only.

**THE PETITION WILL BE EVALUATED ON EACH OF THE FOLLOWING CATEGORIES (EACH CATEGORY SHOULD BE ADDRESSED IN THE ORDER PRESENTED BELOW):**

I. DEMONSTRATED KNOWLEDGE AND EXPERTISE

A. **Technical Aspect**

This area should detail how the candidate has demonstrated technical expertise in the employment setting. It should be specific, detailing actual activity by the candidate. The submitted job descriptions may indicate a candidate's duties but not ability to perform them or to what degree they have solved a problem or have been successful. Without this detailed information the judges will be unable to award points.

Demonstrated technical expertise should indicate a comprehensive definition of job function including the number of locations and employees for which the candidate has safety responsibility. Speaking at local, regional or national seminars, program development using state-of-the-art concepts, recognition of expertise by serving on committees (ANSI, NFPA, etc.) or governmental advisory boards all reflect activities which show unique and superior achievement.

Examples:

- The candidate has developed procedures for digging over or around buried loaded pipelines and/or energized electric cables that have been used on 17 projects without incident.
- The candidate has developed a new accident data collection and reporting system that provided management with a 38% more accurate picture of the accident/loss experience.
- The candidate has developed a new accident investigation technique, and trained supervisors in ways to implement it effectively. This has resulted in an additional 14% accident reduction since its introduction.

Consultant candidates should use representative assignments and projects in place of jobs and job descriptions. Specifics of projects and assignments should include number of people/workers affected by project, description of problem or issue being addressed, techniques used to resolve or deliver the desired result, and a description of the outcome or results of the completed work/project. Note: if applicable, this should include identification and process of identification of the problem or issue. Candidate should not include, take credit for, nor describe work and results of subcontractors.

Example:

- Candidate identified the need for redesign and application of energy control systems for robot servicing as well as robot training; developed a system for both and a corresponding training and reference guide. The client company liked the results so well that they introduced the system to their other five plants with similar robots.

**B. Operational Aspect**

This area deals with the candidate's ability to work within a company structure, provide a safe working environment and develop effective safety programs. It includes the effects that safety programs have on the operational aspect of the industry. To describe thorough knowledge of operational aspects, indicate the complexity, number of locations and people involved as well as the results of program implementation. Detail if the program is designed based on worker needs, how successful the program is and whether or not it is ongoing. Be sure to demonstrate an ability to work well with all levels of the workforce.

Example:

- \* The candidate was responsible for the development of a nondestructive testing program on burner tubes and fire tubes in heater treaters and gas plan furnaces. Fires and/or explosions were completely eliminated for the 18-month period following implementation.

Consultant candidates should describe their effectiveness in working with clients and various client representatives and at multiple locations. If applicable, describe the complexity of the problem/project; the impact of project results on the client's operations; how the consultant assisted the client in implementing processes, systems, and practices and/or making changes.

II. ASSE ACTIVITIES

Describe the candidate's involvement with ASSE at the national, regional or local level. Describe what contributions were made during this time of service.

A. **Society**

Society activity includes service on a national committee or as an elected VP. Note the candidate's accomplishments and the effect he/she made on ASSE.

Example:

- Society Technical and Professional Recognition Committee from the years \_\_\_\_ to \_\_\_\_.
- Conceived, solicited a sponsor for, and established the Safety Professional of the Year Award.

Note - It is not necessary to be a national Society officer to win this award.

B. **Region**

Regional activities can include service as a RVP, an Assistant RVP or working on a project for the Region. Activities should be accompanied by a measurement of the outcome and personal growth.

Example:

- Region Vice President

The candidate expanded the Regional Operating Committee by adding three assistant vice presidents to better aid the Region and its Chapters. The assistant vice presidents were for Awards and Honors, Public Relations, and Education/Professional Development. As a result of these additions, there was a 50% increase in the number of petitions for Regional SPY, the Region received 25% more media placements and the Regional PDC saw a 40% increase in attendance.

C. **Chapter/Practice Specialty/Council**

Chapter/Practice Specialty activities include service as an officer, committee chair, nominated position, or project/seminar director. Describe the number of years, accomplishments, and professional growth as a result of the activity.

Example:

- Held all offices in Chapter from \_\_\_\_\_ to \_\_\_\_\_
- Candidate coordinated and developed Chapter technical conference on robotics.
- Candidate developed and coordinated study groups for the CSP, ASP exams with \_\_\_% of the potential candidates achieving 98% passing grades.
- As membership chairman, candidate led campaign that increased Chapter membership by 25%.
- Held all offices in Practice Specialty from \_\_\_\_\_ to \_\_\_\_\_.
- Candidate served as 1992-93 newsletter editor and published four quarterly issues with at least three technical articles each.
- Candidate organized new Practice Specialty internship program. Fifty students matched with government agencies and companies.

III. PROFESSIONAL CONTRIBUTIONS

A. **Authorship**

List publishing activities during the past five years dealing with safety and health including company publications, letters to the editor of a safety magazine, major articles, technical documents, research projects and books. Describe the impact on the safety and health profession.

Example:

- August 1981 - **Professional Safety**, article on cost accounting for accidents.

B. **Public/Community Services**

Describe the candidate's involvement in the community and contributions that have been made during the time of service.

Public/community service includes serving on community or state public service boards or advisory committees. It also means significant accomplishments for city, county, state, nation or industrial efforts with recognition.

Example:

- \* Member, Advisory Board \_\_\_\_\_ University School of Safety Technology. Advises university on course and activities in safety and fire protection, five new courses developed during this period, helps establish the university's accreditation with the BCSP and ASSE. Also include service to the National Safety Council, municipal committee, Chamber of Commerce, service on state or Governor's commission.

**C. Academia**

Related to degrees like high school diploma, associate (two-year), baccalaureate, master's or Ph.D. degrees. Professional designations include P.E. and CSP. Academic work at local colleges/universities could be adjunct faculty, instructor, and curriculum advisor and accreditation activities. Be Specific. Per se involvement is not enough.

**D. Codes, Standards, Legislation**

Membership on standards, codes or legislative committees at the local, state and national level qualifies for this area. Should show any significant impact by the candidate on the safety profession on standards, legislation, or codes.

Example:

- \* Member of National Advisory Committee OSHA, NIOSH Advisory Committee, ANSI Standards Committee, NFPA Committee. Describe the candidate's involvement and contribution to these groups. Again, be specific, membership alone is minimal.

**IV. AWARDS/INNOVATIONS**

**A. Honors - Awards**

Describe awards and honors bestowed upon the candidate, explain the nature and purpose of the award or honor and the reason the candidate got it.

Note here, local awards (Chapter/Practice Specialty) or letters of appreciation and regional or national awards in safety or business.

Example:

- ASSE Volunteer Service Award or Regional or Chapter Safety Professional of the Year -NSC Distinguished Service to Safety, ASSE Foundation Award or Honorable Mention.

**B. Innovations - Inventions - Improvements**

Describe any innovations, inventions or improvements designed and/or patented by the candidate. Describe its nature and the benefits that were derived.

This area covers new safety and health technology applied and recognition or accomplishments through unique, first-time, state-of-the-art technology or procedures having significant impact on the profession.

Example:

- Candidate was awarded patent number 12345, in January 1989 for invention of an automatic fault free analyzer. This device reduces the time required to perform a study by one order of magnitude.
- Candidate has been cited by \_\_\_\_\_ for developing one of the most complete hydrogen sulfide programs for production/operations within the petroleum industry.

V. LEADERSHIP/MANAGEMENT

A. **Leadership**

Leadership abilities include demonstrating a history of promotions to a high level of responsibility based on individual, team and management level leadership skills. Show some specific or unique skills in this area.

B. **Program Development**

Program development includes the ability to define a program need and describe a well thought-out plan of action plus methods of implementation and evaluation showing any positive impact or results.

Consultants should describe specific systems/programs developed for client(s), how the need for the program was determined with/for the client, if the results were evaluated, how this was done, and a description of the overall results.

C. **Management/Motivation**

Describe the candidate's ability to motivate others in safety and health programs as well as Society and community programs. This motivational skill is shown by significant goal achievement and by promotions, results, areas of responsibilities and accomplishments.

Example:

- As Chair of Society-Committee, candidate developed two new programs to meet Society needs. The Board of Directors following candidate presentation approved these programs. Candidate easily recruited the necessary 12 members to run these two programs that have had positive results and the attention of the Board.

For consultants, this factor can be demonstrated by letters from clients that describe the impact on them and their company.

VI. OTHER ACCOMPLISHMENTS

This area includes participation in any safety activities not indicated in any other criteria listed above. These activities should also include leadership and impact of activity described.

VII. ENDORSEMENTS

Provide endorsements from the candidate's employer (must be candidate's immediate superior as verified by employer) and from those in the candidate's Region if possible. For consultants, this factor can be a major or long-term recipient of candidate's services.

Provide recommendation from candidate's Chapter. The quality and scope of any endorsements should be exceptional. Letters should be specific, safety-related and describe the relationship between the two individuals. A few excellent letters are far superior to many general "Atta Boy" letters.