



2014 SAFETY AWARD PROGRAM

CRITERIA OVERVIEW

The Habitat for Humanity Affiliate Insurance Program is excited to announce the 2014 Safety Award Program for affiliates. **The purpose of the program is to improve safety awareness, reduce frequency and severity of accidents, and give affiliates an opportunity to reduce their General Liability premiums.** We had great success with our 2013 program and we're excited to continue the safety momentum in 2014!

Affiliates have the option to participate in the program and will be required to complete the outlined criteria.

PROGRAM SPECIFICS

1. Dates of the 2014 Safety Award Program are June 1, 2014 to November 30, 2014.
2. Awards program will be divided into two categories: Affiliates without ReStores and Affiliates with ReStores. There will be three sub-categories: small, medium and large (based upon projected number of builds, rehabs, etc.). There will be one winner per category, six winners total.
3. The six top safety award winners will receive a 10% discount off of their General Liability premium the next policy year.
4. Honorable mention awards will be given to all Affiliates who apply to the program and successfully meet the criteria as outlined below. Each qualified honorable mention candidate will receive a 2% discount off of their General Liability premium the next policy year.
5. All Affiliates who successfully apply to the program and meet the separate Fall Protection criteria, as outlined below, will receive a \$100 Home Depot gift card.

PROGRAM CRITERIA

To Be Eligible for an Honorable Mention Award, you must complete the following:

1. **No OSHA violations:** The affiliate has not had an OSHA and/or state labor and industry violation in 2013 or 2014.
2. **Jobsite/ReStore Safety Manager:** An affiliate must have a designated Jobsite Safety Manager (and a designated ReStore Safety Manager where applicable).
3. **Self-assessment Questionnaire:** Completion of a short 2014 online safety self-assessment questionnaire by the affiliate's designated Safety Manager, Construction Manager, ReStore Manager, and/or Executive Director. Documentation of any required follow-up actions, based upon the self-assessment questionnaire results must also be provided, upon request.
4. **Safety Plan:** An affiliate must develop a formal, written Safety Plan and Volunteer Waiver & Release of Liability. Both items must be submitted to the insurance program at habitatsafety@locktonaffinity.com. The Safety Plan must have been reviewed and updated in 2014, and should include (but not necessarily be limited to) the following sections:

Hazard Prevention and Controls

- New Hires – How are they trained in this area? (Example: First Aid/CPR, blood work, pathogens)
- What additional measures are taken daily and what ongoing training is provided to existing staff?

Management Leadership and Employee Involvement

- Is there a safety committee?
- Is feedback from staff on safety-related matters encouraged and utilized? What follow-up is conducted?
- How is management involved in the safety process? How does management promote a safety culture?

Safety and Health Training - including but not limited to training regarding:

- Proper handling of customer donations and purchases (for ReStores)
- Prevention of slips and trips
- Prevention of sprains and strains from improper lifting
- Eliminating risk of falling objects
- Prevention of falls from heights
- Eliminating unprotected openings
- Proper Use of Power Tools

Jobsite and ReStore (where applicable) Safety Assessment Results and Action Plans

*Note – If a Habitat Safety Plan template is used, there must be evidence that the template has been modified with information specific to the affiliate's safety-related procedures, personnel, etc. Simply inserting the affiliate name on the template will not satisfy this criterion.

5. **Safety Training:** Completion of safety training corresponding to an affiliate's relative staff size and roles during 2014. For training not offered through the Habitat for Humanity Affiliate Insurance Program, affiliates must submit course completion certificates or training sign-in sheets as proof of completion. Outline(s) of the training material must be provided upon request.

A minimum of 20 points from this category is needed for honorable mention consideration. See suggested training options below:

- Online safety courses offered through the Habitat for Humanity Affiliate Insurance Program (1 point per completion):
 - Fall Safety
 - ReStore Safety & Loss Control
 - Volunteering On A Habitat for Humanity Job Site
 - You Are Exposed – General Affiliate Safety
 - Scaffolds – Construction
 - Ladder Safety
 - Back Safety
 - Slips Trips and Falls
 - Portable Power Tool Safety
 - Defensive Driving – Commercial Vehicles

For affiliates who have previously taken the above courses: To earn point(s) for these courses, they must be re-taken as refresher training to be eligible. We advise that these courses be taken yearly as refresher training.

- OSHA Training:
 - OSHA 10 (1 point per completion)
 - OSHA 30 (5 points per completion)
- Competent Person Training:
 - presented by Don Hartle or Care-A-Vanners (5 points for 1st Safety Manager completion, then 1 point for each staff member thereafter)
- Other Safety Training:
 - presented by independent vendors or companies (1 point per completion).
 - Examples: First Aid training by American Heart Assoc.; forklift training.

To Be Eligible for a \$100 Home Depot gift card, you must complete the following:

1. The affiliate has not had an OSHA and/or state labor and industry violation in 2013 or 2014.
2. An affiliate must have a designated Jobsite Safety Manager (and a designated ReStore Safety Manager where applicable).
3. Completion of a brief 2014 fall protection self-assessment by an affiliate's designated Safety Manager. Documentation of affiliate follow-up action (based upon self-assessment results) must also be provided upon request.
4. Submission of one or more photos showing personal fall arrest system in use, properly erected scaffolding, or proper use of ladders.
5. Completion of "Ladder Safety" online training course in 2014 by Jobsite Safety Manager and Construction Manager.
6. Submission of 2014 jobsite safety talk documentation – working from heights focus, including meeting dates/topics/notes.

CONSIDERATIONS TO DETERMINE THE SIX TOP AWARD WINNERS

- The safety background and experience of an affiliate's designated Safety Manager(s).
- The quality and comprehensiveness of an affiliate's Safety Plan and action plans.
- Safety Assessment responses
- ACE Safety Review Results
- An affiliate's General Liability incurred loss amount (between 4/1/14 and 12/31/14) as compared to other affiliates in the Habitat for Humanity Affiliate Insurance Program (based upon groupings of affiliates with or without ReStores, along with the relative size of the affiliate). "Incurred loss" includes claim reserve amounts and claim paid amounts.

***Note** – Additional documentation related to the above Additional Considerations will be requested from affiliates that have satisfied initial criteria in order to determine Top Award Winners.

HOW TO SIGN UP TO PARTICIPATE IN THE 2014 SAFETY AWARD PROGRAM

There are two easy ways to sign up.

1. Go to the insurance program website at www.hfhaffiliateinsurance.com and go to the Safety Managers page. Look for the Sign Up For Safety Award Program in the Tools section.
2. Send an email to habitatsafety@locktonaffinity.com. Use a subject line of "Safety Award Program Sign" and please include the name of your Affiliate in the subject line.

Once you have signed up you will receive an email with a checklist of the criteria necessary to complete the program.

Questions regarding the Safety Awards Program should be directed to
Scott Dunwiddie, Sr. Claims Analyst and Loss Control representative at Lockton Affinity
habitatsafety@locktonaffinity.com