

## Tips for Completing NIA's Safety Excellence Award Application

The strongest applications clearly demonstrate how safety is implemented throughout the organization, not just what is written in a policy manual. Use the tips below to help your company submit a successful application.

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### 1. Answer the Question Completely

Carefully read each question and make sure every part of the question is addressed. Many questions contain multiple components (training, communication, measurement, corrective action, employee involvement, etc.). Incomplete responses may impact scoring.

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### 2. Use Real-World Examples

Provide specific examples of what your organization actually does in practice rather than relying on generic statements or attaching your safety program. Reviewers want to understand how your safety program operates day-to-day.

Examples may include:

- Training routines or schedules
  - Safety meetings or toolbox talks
  - Audit or inspection processes
  - Near miss reporting practices
  - Employee engagement initiatives
  - Stop work authority examples
  - Corrective action tracking
  - Leadership involvement in safety
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### 3. Involve the Right People

Make sure the application is completed with input from the individuals who are most familiar with your safety processes and culture. Examples may include:

- Safety managers/directors
- Operations leadership
- Supervisors or frontline leaders
- Human resources
- Training coordinators

Applications developed collaboratively are typically more accurate, detailed, and reflective of actual practices.

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#### **4. Focus on Implementation—Not Just Policies**

Do not simply copy and paste sections from your written safety manual or attach your full safety program unless specifically requested.

Reviewers are evaluating:

- How policies are implemented
- How employees are trained
- How accountability is maintained
- How safety performance is measured
- How programs are improved over time

Explain how your processes work in practice.

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#### **5. Include Measurement and Results**

Whenever possible, include measurable outcomes or examples that demonstrate effectiveness.

Examples may include:

- Participation rates
- Audit completion percentages
- Training completion metrics
- Near miss reporting trends
- Corrective action closure rates
- Employee engagement improvements
- Reductions in incidents or repeat hazards

Specific data helps demonstrate program effectiveness and continuous improvement.

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#### **6. Be Clear, Concise, and Organized**

Well-organized responses are easier to evaluate and score. Use:

- Headings or bullet points, where appropriate
- Clear explanations
- Consistent formatting
- Direct answers to the question asked

Avoid overly long responses that do not directly address the question.