

WEF BURKE AWARD APPLICATION FOR CALENDAR YEAR 2016

The Burke Award was established for each WEF Member Association to honor and award a MWEA facility for their effective safety program. Please submit by December 31, 2016.

The following are the Seven Questions used to evaluate the MWEA applicants Safety Program and the points allocated to each question.

1. Describe your facilities Safety Committee functions, activities and composition.

(Maximum Score — 5 points)

List the committee members and their jobs

Meeting frequency

Committee activities and responsibilities

2. Document the support of management for your Safety Program. (Maximum Score — 10 Points)

Please explain how management has supported your Safety Program through the purchase of Safety Equipment, resources to provide training and other provisions from management to encourage job safety Also please have a letter of safety commitment submitted by management which describes how management supports safety activities. This letter may be written by the Mayor City Manager Director of Public Works or Utilities Superintendent This letter must accompany your application

3. Safety Promotion (Maximum Score —20 points)

Describe how your facility promotes safety. For example, posters, contests, incentives Treasurer programs, awards, etc.

4. Safety Training (maximum Score — 20 points)

| Training Topic | Date & Hours Of Training | Number of Employees Attending |
|----------------|-----------------------------|----------------------------------|
|----------------|-----------------------------|----------------------------------|

5. Safety Rules (Maximum Score — 15 points)

Describe what safety rules you have, how employees are informed of the rules, and how the rules are enforced.

6. Safety Reporting (Maximum Score — 15 points)

Describe how you report and investigate accidents and what is done with the results of the investigation.

7. NEW Safety Ideas/Programs (Maximum Score — 25 points)

Were any new features added to your Safety Program during 2016? Provide documentation to substantiate what has been initiated during the year. Please limit this answer to 5 pages or less.

Remember, this is for **Calendar Year 2016**. The MWEA Safety, Security, and Occupational Health Committee look forward to receiving your Burk Award Application.

Please send to Al Callier,

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or email to acallier@donohue-associates.com.

Call me at 636 536 7042 if you have questions.