# WEF BURKE AWARD APPLICATION

The Burke Award was established for each WEF Member Association to honor and award a MWEA facility for their effective safety program. **The application due date is January 12, 2024.**

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 (Example, 2 Operators, 2 Mechanics, 2 Supervisors, 1 lab technician)
   Meeting frequency (Example, once a week, once a month, etc)
   Committee activities and responsibilities (Example, review accidents, recommend training, etc)

2. **Document the support of management for your Safety Program. (Maximum Score — 20 Points)**
   Please explain how management has supported your Safety Program with safety Equipment, training resources and other encouragement from management to make your workplace safer ( Example, management provides safety shoes). Also please have a letter of safety commitment submitted by management which describes how management supports safety activities. This letter could 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 — 30 points)**
   List training activities, date, and number of employees attending.

5. **Safety Rules (Maximum Score — 30 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 —20 points)**
   Describe how you report and investigate accidents and what is done with the results of the investigation. Please give us the number of near miss reports for last year if you have this data.

7. **NEW Safety Ideas/Programs (Maximum Score — 10 points)**
   Were any new features added to your Safety Program during last year? Provide documentation to substantiate what has been initiated during the year.

The MWEA Safety, Security, and Occupational Health Committee look forward to receiving your Burke Award Application.
Please contact Chris Safford with any questions and submit the application to him.

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