



AMERICAN SOCIETY OF  
**SAFETY PROFESSIONALS**

# **Guide to Compiling an American Society of Safety Professionals Safety Professional of the Year Award**



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**SAFETY PROFESSIONALS**

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Rocky Mountain Chapter

## BACKGROUND

The ASSP Safety Professional of the Year Award is conveyed annually to an it annually to the outstanding occupational safety and health (OSH) professional selected by the Society Technical and Professional Recognition Committee.

## AWARD AND PRESENTATION

The recipient receives a Rocky Mountain SPY award that will be presented at our local meeting

## ELIGIBILITY

- Nominees must be active due-paying members of the Society.<sup>1</sup>
- ASSP Fellows are ineligible.
- Members currently serving on the Society Technical and Professional Recognition Committee and/or the Board of Directors are ineligible.
- The Society President is not eligible until five years after he or she has left the Board of Directors.

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<sup>1</sup> In the case of global nominees, the TPRC will have the discretion of crediting nominees with scores they might have received if they had the opportunities available to American nominees. Reasonable accommodations will be made to “level the playing field” for global nominees as it relates to participation in Society activities at all levels, as well as education- and work-related cultural differences.

## SUBMISSION CHECKLIST

Petitions may be submitted by individual members, Chapters, Regions, Practice Specialties, Common Interest Groups, Councils, or members of the Society Board of Directors.

From the nominating member, Chapter, Regional Operating Committee, Practice Specialty, Common Interest Group, Council, or Society Board of Directors<sup>2</sup> (not to exceed 3 pages):

- Completed nomination form (available on the ASSP website)
- Letter of endorsement (recent)

From the nominee's immediate employment supervisor (7 pages or less):

- Endorsement form (available on the ASSP website)
- Letter of endorsement (recent)
- A written description of the nominee's job/position (on organization's letterhead)
- An organizational chart or statement showing or describing the endorsing superior's exact position in relation to the nominee

From the nominee, to be collected by the petitioner:

- A resume of the nominee's professional background (1 page)
- A petition – double-spaced and no more than 15 pages in length, listing the nominee's achievements in the order they were obtained. It should also:
  - Be on 8½x11 inch paper with print on only one side.
  - Have 1-inch margins on all sides.
  - Use a standard, easy-to-read typeface (i.e., Courier, Century, Garamond, Times Roman) at 10 points or larger.

**Completed packages should be emailed to [g.petri@saundersinc.com](mailto:g.petri@saundersinc.com) by June 14<sup>th</sup>, 2024, at the latest.**

*NOTE: Petition & attachments (letters, forms, table of contents, etc.) cannot exceed 37 pages.*

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<sup>2</sup> Excluding the Executive Committee and Council on Professional Affairs Vice Presidents.

## JUDGING CRITERIA

Only the nominee's activities over the past five (5) years will be considered. The nominee has:

1. Demonstrated technical expertise in the broad field of OSH and a thorough knowledge of the operational aspects of his/her OSH employment.
2. Been involved in Society, Council, Region, or Community (Chapter, Practice Specialty, Common Interest Group) activities, including acting as a committee or task force chair, serving as an officer and/or project director, performing services to members, lecturing at seminars, etc.
3. Made professional contributions to advance the OSH Profession, such as fostering professional development, public/community services, instructing at educational institutions, influencing codes and legislation, writing articles, working with allied groups, etc.
4. Received awards, including citations, honors, and plaques for innovations in new procedures or systems developed.
5. Shown leadership in establishing, maintaining, and improving OSH-related technical programs at the work site and/or for the Society.
6. Made other personal achievements related to occupational safety and health.
7. Recent endorsements from superiors and verifications from associates, in the form of letters on appropriate stationery of the employer and ASSP Community (where applicable).

## PETITION INFORMATION AND GUIDELINES

The following pages will assist you by providing guidelines for the preparation of a Society SPY petition. They will include the categories by which petitions will be evaluated and examples of OSH-related and Society activities 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 OSH profession, ASSP, and the community. Such activities that happened more than five years ago will not be considered.

The double-spaced petition should be **no more than 15 pages in length** and carefully prepared so that it is comprehensive, concise, and accurate. The Technical and Professional Recognition Committee will judge each candidate based on the petition only.

## CATEGORIES

Information should be presented according to the order presented below. Please be sure to use as many precise descriptions of the candidate's achievements as possible, minimizing vague descriptions that do not concisely reflect scope. For example, instead of reporting a candidate's action that caused a "significant improvement," reflect scope with percentages – such as

“improvement by 58%.” Vague descriptions that do not reflect the candidate’s actual role in an organization’s overall OSH improvement are also strongly discouraged.

## 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 and reflect actual activity by the candidate. The submitted job descriptions should indicate a candidate’s duties and his or her ability to perform them, as well as to what degree he or she has solved a problem and/or achieved success. Only with sufficiently detailed information can the judges award the appropriate amount of points.

When demonstrating the nominee’s technical expertise, be sure to indicate a comprehensive definition of his or her job functions, including the number of locations and employees for whom the candidate has had OSH responsibility. Activities which show unique and superior achievement could include speaking at local, regional, national or international seminars, developing programs using state-of-the-art concepts to solve problems, and/or demonstrating one’s expertise by serving on committees (ANSI, NFPA, etc.) or governmental advisory boards.

#### Examples:

Nominee has developed procedures for digging over or around buried loaded pipelines and/or energized electric cables. These procedures have been used on 17 projects without incident.

Nominee developed a new accident data collection and reporting system, providing management with a more accurate analysis of the accident/loss experience.

Nominee has developed a new accident investigation technique and trained supervisors in ways to implement it effectively. By identifying causes, this has resulted in a change of procedures that has resulted in an additional 14% reduction of accidents since its introduction.

Candidates who are consultants should use representative assignments and projects in place of jobs and job descriptions. Specific details of projects and assignments should include the number of people/workers affected by a project, the description of the 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 details of a problem a candidate identified and how he or she identified it. The candidate should not include, take credit for, or describe work and results of subcontractors.

#### Example:

Nominee identified the need for the redesign and application of energy control systems for robot servicing

and robot training, and developed a system for both. He then developed 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 concerns the candidate's ability to work within a company structure, provide a safe working environment, and develop effective OSH programs. It includes the effects that OSH programs have on the operational aspect of the industry. To describe the candidate's thorough knowledge of operational aspects, indicate the complexity, number of locations and people involved, as well as the results of any programs implemented by the candidate. Provide details of whether or not the programs were designed based on worker needs, how successful the programs were, and whether or not they are ongoing. Be sure to demonstrate an ability to work well with all levels of the workforce.

Example:

Nominee was responsible for the development of a nondestructive testing program for 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.

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

## **ASSP ACTIVITIES**

Describe the candidate's involvement with ASSP at the Society, regional or local level. Include descriptions of any contributions made during the time of service.

### *A. Society*

Society activity includes service on a Society-level committee or Council or as an elected VP. Note the candidate's accomplishments and the impact he/she had on ASSP.

Examples:

Served on the Society Government Affairs Committee from the years 2012 to 2016.

Conceived of, solicited a sponsor for, and established the Safety Professional of the Year Award.

*Note: It is not necessary to hold a Society-wide office to receive this award.*

### *B. Region*

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

Example:

Region Vice President

Nominee 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/Common Interest Group/Council*

Chapter/Practice Specialty/Common Interest Group/Council 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.

Examples:

Nominee held all Chapter offices from 2006 to 2010.

Nominee coordinated and developed a Chapter technical conference on robots.

As membership chair, nominee led a campaign that increased Chapter membership by 25%.

Nominee served as 2005-2006 newsletter editor and published four quarterly issues with at least three technical articles in each.

Nominee coordinated and developed Chapter technical conference study groups for the CSP and ASP exams. \_\_\_% of the potential candidates achieved passing grades of 98%.

Christine organized a new Practice Specialty internship program. Fifty students were matched with government agencies and companies.

## PROFESSIONAL CONTRIBUTIONS

### *A. Authorship*

List the candidate's OSH-related publishing activities during the past five years, including company publications, letters to the editor of an OSH magazine, major articles, technical documents, research projects, and books. Describe each piece's impact on the OSH profession.

Example:

Nominee authored an article on cost accounting for accidents in the August 2014 issue of *Professional Safety* which was introduced at several companies.

### *B. Public/Community Services*

Describe the candidate's involvement in the community and contributions that have been made during the time of service. OSH-related 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, international or industrial efforts with recognition.

Example:

Nominee provided services to the National Safety Council, the municipal committee, the Chamber of Commerce, and served the Governor's commission.

### *C. Academia*

Include information related to degrees earned by the nominee, including any of the following: high school diploma, associate (two-year), baccalaureate (four-year), masters, or Ph.D. degrees. Professional designations such as P.E. and/or CSP should also be included. Academic work at local colleges/universities could include teaching as an adjunct faculty member, an instructor, a curriculum advisor, and other accreditation activities. Specific information is preferred.

Example:

Nominee advises the University School of Safety Technology on courses and activities in safety and fire protection. She developed five new courses during this period and helped establish the university's accreditation with the Accreditation Board of Engineering and Technology (ABET).

### *D. Codes, Standards, Legislation*

Describe any membership on standards, codes, or legislative committees at the local, state, national or international level. Show any significant impact made by the candidate on standards, legislation, or codes that affect the OSH profession.

Example:

Nominee has served as a member of OSHA's National Advisory Committee, NORA Council, the ANSI Standards Committee, and the NFPA Committee.

Describe the candidate's involvement and contribution to these groups. Again, be specific: simply mentioning membership alone will incur minimal points.



## AWARDS/INNOVATIONS

### *A. Honors and Awards*

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

Include any ASSP Community awards (Chapter/Practice Specialty/Common Interest Group) or letters of appreciation and regional or Society awards in OSH.

Examples:

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

### *B. Innovations, Inventions, and Improvements*

Describe the nature of and benefits derived from any innovations, inventions, or improvements designed and/or patented by the candidate. This area covers the candidate's use of new OSH technology, and any recognition of accomplishments derived from using unique, first-time, state-of-the-art technology. Include any procedures having significant impact on the profession.

Examples:

Nominee was awarded patent #12345 in January 2013 for his invention of an automatic fault free analyzer. This device reduces the time required to perform a study by one order of magnitude.

Nominee has been cited by *Professional Safety* for developing one of the most complete hydrogen sulfide programs for production/operations within the petroleum industry.

## LEADERSHIP/MANAGEMENT

### *A. Leadership*

Leadership abilities can be demonstrated by including a history of promotions to higher levels of responsibility due to the candidate's individual, team, and management-level leadership skills. Show some specific or unique examples of the candidate's 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 impacts 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. Influence and Achievement*

Describe the candidate's ability to influence others in his or her company's OSH programs, as well as Society and community programs. This motivational skill is shown by achievement of significant goals, as well as promotions, results, areas of responsibilities, and accomplishments. Example:

As Chair of Society-Committee, Rajiv developed two new programs to meet Society needs. Following his presentation, the Board of Directors approved these programs. Rajiv then easily recruited the 12 necessary members to run these two programs, which have had significantly positive results and held the attention of the Board.

For consultants, this factor can be demonstrated by letters from clients that describe the nominee's beneficial motivational or managerial impact on the client's company.

## OTHER ACCOMPLISHMENTS

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

## ENDORSEMENTS

Provide recent letters of endorsement from:

- The candidate's employer (must be candidate's immediate superior, as verified by employer). For consultants, this endorsement can be from a major or long-term recipient of the candidate's services.
- The candidate's Region, if possible.
- The candidate's Chapter.

The quality and scope of any endorsements should be exceptional. Letters should be specific, OSH-related, and describe the relationship between the candidate and endorser. A few excellent letters are far superior to many general letters of a more impersonal nature.

## Evaluation Sheet

Category	Points (0-5)	Weight	Total	Category Total
I. Demonstrated Knowledge and Expertise				
A. Technical Aspects (5)		20		
B. Operational Aspects (5)		20		
II. ASSP Activities (5)		(10)		
A. Society				
B. Region				
C. Chapter/Practice Specialty/Common Interest Group  Note: The judges will determine the petitioner's strongest category amongst "Society," "Region," or "Chapter/Practice Specialty/Common Interest Group" and will award points only for one of the three categories.				
III. Professional Contributions/Results & Benefits				
A. Authorship (5)		15		
B. Public/Community Service (5)		15		
C. Academia-Degrees/University Activities and Certifications (5)		15		
D. Codes, Standards & Legislation (5)		15		
IV. Awards and Innovations				
A. Honors - Awards (5)		10		
B. Innovations (5)		10		
V. Leadership/Management				
A. Leadership (5)		15		

B. Program Development (5)		15		
C. Management/Motivation (5)		15		
VI. Other				
A. OSH Accomplishments not indicated in any other criteria listed (5)		5		
VII. Other				
A. Endorsement Review (5)		5		
<b>Total Nominee Score</b>	**	**	**	
<b>Total Possible Points</b>	**	**	**	<b>925</b>

Note: Under the "points" column, indicate your judgment as to the quality of the candidate's work, ranging from a 5 (outstanding) to a 1 (poor), or a zero if no information provided. Multiply this number by the weight factor for each category to reveal a total score.

## Judging Guidelines

Guidelines only. Strict adherence is not required.

Category	Grading Level	Guidelines for this Level
I. Demonstrated Knowledge and Expertise		
A. Technical Aspects  Consider demonstration of technical expertise on the job. This area should be specific, detailing actual activity	1-2	Demonstrated minimum technical expertise as an OSH professional. Specialized, narrowly defined job function. One location, with responsibility for 100 or less individuals. Petition includes job description only. One or two year's experience.
	3	All of the above, plus experience of three or more years. Broader, more comprehensive job function, involving 2-3 locations.
	4	All of the above, plus specific demonstration of superior technical expertise, multiple locations. Speaker at seminars on local or regional level, program development using state-of-the-art concepts.
	5	All of the above, plus: national recognition for expertise, i.e., member of code committee (ANSI, NFPA), advisory committee to governor or legislature, speaker at national/international seminars. Petition reflects high level of accomplishments, unique and superior achievement.
B. Operational Aspects  Consider ability to work within company structure to provide a safe working environment and develop effective OSH programs. Consider the effects that OSH programs have on the operational aspect of the industry.	1-2	Has implemented basic programs. One or two locations.
	3-5	All of the above, plus measurable or outstanding results through working with others. Multiple programs, multiple locations/facilities. Works well with all levels, able to communicate with and influence line and management. Considers their needs before designing program. Excellent above average results recorded and maintained (not a one- time effort).
II. ASSP Activities		
A. Society  Consider office held, responsibility, contributions, and years of service and willingness to volunteer.	1-2	Served on a Society committee or as an elected VP with no detail provided as to accomplishments. Service equals one year or less.
	2-3	Three or more years' service with noted accomplishments.
	3-4	Same as above, plus accomplishments had a positive, measurable effect on the Society.

	4-5	Same as above, plus the accomplishments were significant and superior, resulting in professional growth for the Society.
B. Regional and Area  Consider the office held, responsibility, contributions, and years of service.	1-3	Deputy RVP in some area or Area Director, provided the Region with a minimum positive measurement of accomplishment. One or two years of service.
	3-4	Director who provided the Region or Area with significant professional growth; three or more years of service.
	4-5	All of the above, plus other service that has provided the Region or Area with superior Society recognition for accomplishments.
C. ASSP Community (Chapter, Practice Specialty or Common Interest Group)  Consider offices held, responsibilities, contributions and years of service.	1-2	One or more offices, committee member, or some service to the Chapter; one year or less.
	2-3	Three or more years of service to the Chapter or Practice Specialty with some noted accomplishments. Project Director, planned/presented Seminar session, etc
	3-4	All the above, plus positive measurable results.
	4-5	All the above, plus Society-level recognition for the Community accomplishments. Superior, unique achievements.
III. Professional Contributions		
A. Authorship  Articles or books published the last five years dealing with OSH.	1-2	Company publications-one-time effort, or letter to editors of OSH publications.
	3-4	All the above, plus major articles, technical documents, research projects, etc.
	4-5	Major project, articles or book with significant impact on the OSH profession.
B. Public/Community Service  Consider the involvement in the community and contributions made during the time of service.	1-2	Community or state committee public service boards, advisory committees, service of at least one year.
	2-3	All of the above, plus significant accomplishments for the state, city, county or industry
	3-4	All of the above, plus measurable, positive, significant accomplishments resulting from activity, service of at least two years.
	4-5	All the above, plus three or more years of service. Quality service with national/international recognition for accomplishments.

C. Academia-Degrees/Univ Activities and Certifications	1-2	High school diploma or associate (two-year) degree - no other activity.
	2-3	Baccalaureate or master's degree with minimum certification (ASP or CSP), guest lecturer at a university or college advisory board participation.
	3-4	All the above, plus instructor, curriculum advisor, accreditation work, activities with several schools. Full certification (CSP or equivalent by exam).
	4-5	All the above, plus national/international recognition and visibility for significant contributions to the OSH profession through superior, unique service to academia.
D. Codes, Standards & Legislation  Consider involvement in developing codes, standards or legislation.	1-2	Member of a standard, code or legislation committee, local level. One year or less, participation only.
	2-3	Member of state, nationally or globally recognized code, standards or legislation committee, with service of more than one year. A few specific accomplishments.
	3-4	All of the above, plus specific contributions by the candidate that provided a positive, significant professional impact on standards, legislation or codes on the local or state level.
	4-5	All of the above, plus national or global, superior, widely-recognized impact of the candidate's work,
IV. Awards and Innovations		
A. Honors  Consider type of award, accomplishments required to obtain the award.	1-2	Chapters/community professional recognition, letters of appreciation (professional and business).
	2-3	Regional/Area honors - Society professional, business.
	3-5	National/Global honors - Society, professional, business.
B. Innovations, Inventions & Improvements:  Consider type of innovations or inventions, improvements, patents, their impact, results on the business/profession.	1-3	New OSH technology applied with minimum-to-significant positive results.
	3-5	The above, plus national achievement, recognition or accomplishments through unique, first-time, state-of the-art technology or procedures, etc., with significant impact on the profession.

Category	Grading Level	Guidelines for this Level
V. Leadership/Management		
A. Leadership  Consider the candidate's area of responsibility, promotions and advancements, leadership/accomplishments shown in the company structure, ASSP, or community activities. Look for ability to accomplish goals through others.	1-2	Shows some leadership ability. One or two low-level examples.
	2-3	Promotions, responsibility level indicates a higher level of leadership skill. Accomplishments also indicate results.
	3-5	All of the above, plus the highest degree of management, leadership and skill.
B. Program Development  Consider the ability to develop, administer, and implement OSH programs and the benefits derived.	1-3	Specific programs define a need and describe a well thought out plan of action, plus methods of implementation and evaluation.
	3-5	All of the above, plus positive, minimum-to-significant results from the programs implemented.
C. Management/Motivation  Consider the ability to motivate others in OSH programs as well as society and community programs. How motivation was accomplished and its effect on the program's efficiency and results.	1-3	Positive management ability and motivation that results in significant goal achievement. This can be detected by promotions, results, area of responsibilities and accomplishments.
	3-5	All of the above, plus the highest level of motivation and management ability that results in significant accomplishments on a consistent basis.
VI. Other		
A. OSH Accomplishments not indicated in any other criteria listed	1-2	Participation in any OSH activities not indicated in any other criteria listed.
	3-5	Leadership, significant impact on specific accomplishment in activities described above.
VII. Other		
A. Endorsement  Review Endorsements required from immediate superior, Chapter, Area or Region. Consider how OSH related and detailed as well as level of enthusiasm, etc.	1-5	Give credit for the quality and scope of endorsements from employer, Society members, and OSH professionals. The more specific and OSH- related, the higher the score. (Two or three glowing specific letters are better than ten general, perfunctory ones.)