



*"You will never do anything in this world without courage. It is the greatest quality of the mind next to honor." Aristotle*

Table of Contents

National News.....2  
Chapter Reminders.....3  
New Members.....3  
Committee Reports.....4  
10 Things Not.....4-5  
CPEC Competition.....7-10  
Safety Competition.....11-14  
NEF Carol A. Kueker.....15-16

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NAWIC's Core Purpose:  
To enhance the success of  
women in the construction  
industry.

February will find this director on the road. On Saturday, February 6, 2010 I put on a Strategic Planning Meeting with the Southwest Florida Chapter #297. Then I will on my way to the cold north when I attend the Midyear Board Meeting at the Galt House and Suites in Louisville, KY on February 19-20, 2010. Among many items to be discussed will be the Membership Classifications and the recommendations of the Ad Hoc Committee. The Ad Hoc Committee was created and directed by President Robin Fulton-Meyer to research the original language used to define the purpose of our organization and membership categories and report back to the Board.

This hotel is the site of this year's Annual Meeting which is scheduled for September 1-4, 2010 so I will also report back to you all of the information on the hotel so that you can make your plans to attend convention. There will be plenty to do during Convention as this is the same city as the Kentucky Derby so all of you horse and horse racing fans will be right at home. So mark your calendars now so that when you receive your convention invitation and information from National that you will be ready to register.

Did you know that on February 3, 1913, the 16th Amendment to the Constitution, providing for a federal income tax, was ratified. I want to thank all of the chapters for submitting their IRS Compliance documentation on time.

Plans for the Region 3 Annual Forum are continuing. The Gr Orlando chapter has been very busy getting the menus planned, speakers lined up, seminars scheduled, registration forms being created and finalized, and the list just goes on. I believe that this year's Annual Forum, which is scheduled for April 30-May1, 2010, will be filled with educational opportunities not only for you our member but for your employer as well. We are going to have workshops on Leadership, Time Management, Scheduling for Beginners, Marketing, Green Building, and Personal Safety and Gun Safety. This year these seminars will begin on **Friday morning** so mark your calendars as this is earlier than past Forums and you won't want to miss any of these exciting seminars.

Speaking of Forum , we will be voting on the 2012 Annual Forum site so get with your chapter members and discuss putting your "Hat in the Ring" to compete to host Annual Forum 2012. Forum 2011 is going to be hosted by the Gr Palm Beach #087.

In January the National office debuted with our own NAWIC Facebook Fan Page titled "NAWIC National - U.S.A." It is the NAWIC National Fan Page located on Facebook. Feel free to add pictures or video of your chapter's triumphs, start discussions about growth strategies, event ideas, etc. It is the forum for chapters to transcend geography and source the full power of NAWIC! Become a Fan today!

**Click the link to become a fan [NAWIC National - U.S.A.](#)**

# NATIONAL NEWS

## The Slate for 2010-2012 National Officers

### PRESIDENT ELECT

Judy DeWeese, CIT

### VICE PRESIDENT

Shirley S. Horne, CIT  
Cindy Johnsen, CDS, CIT

### SECRETARY

Linda Champlin-Frank, CIT  
Riki F. Lovejoy

### TREASURER

Yasmine A. Branden, CCA  
Janet P. Sullivan, CCA, CDS, CIT

## Upcoming Deadlines

Crystal Vision Awards – The deadline for application submission is March 18, 2010. The application for the 2010 Crystal Vision Award and 2010 Crystal Achievement Awards is now available on National's website [http://www.nawic.org/nawic/Crystal\\_Vision](http://www.nawic.org/nawic/Crystal_Vision). Do you know of a Non-NAWIC person who you wish to nominate for the Crystal Vision Award? How about a NAWIC member for the Crystal Vision Achievement Award? Now is the time to submit their name for this prestigious award. Winners and their nominators will be notified via phone by April 21, 2010.

Visions of Excellence Awards - The nomination deadline is February 26, 2010. Do you know someone who has supported the role of women in the construction industry? Or someone who is a role model for women in the industry? How about someone who exemplifies that "WE CAN DO IT" attitude? If so, consider nominating that person for your Region's Vision of Excellence Awards. The regional Vision of Excellence Awards mirror the national Crystal Vision Awards, and winners will be recognized at Annual Forums in the spring. In addition, winners will be automatically nominated for the Crystal Vision Awards. Nomination forms will be available by Nov. 1 at <http://www.nawic.org/>About NAWIC > Industry Awards>. .

Count Down to WIC Week – March 7-13, 2010 - Send in your WIC Week Happenings Schedule to your Director so that she can highlight your chapter's events in the March Region 3 Newsletter. Get 'em While They're Hot! WIC Week Posters & Pins WIC Week posters and pins are still available, but quantities are limited. Order today! [Click here for Order Form](#).

CAROL A. KUEKER CONSTRUCTION EDUCATION VISIONARY AWARD - The deadline for application submission is March 15, 2010. NEF seeks to recognize on a National level an Educator/Advocate who has a passion for and dedication to Construction Education. This award recognizes a nonmember of the National Association of Women in Construction who has worked aggressively to promote Construction as a viable career path through training and education and/or has worked with Associations and other organizations to establish educational programs to advance and benefit employees in the Construction Industry. Attached you will find the criteria for our Carol A. Kueker Construction Education Visionary Award and the Nomination Form. We are sure there is someone in your area worthy of nomination.

54th Annual Meeting Minutes - [Click here](#) to access all the meeting minutes from NAWIC's 54th Annual Meeting and Convention held this past summer in Phoenix, Ariz., Aug. 26-29, 2009.

The Home Depot® Scholarship Opportunities - The Home Depot®, the world's largest home improvement retailer recently announced \$1 million in funding for its 2010 Pro Trade Scholarship Program. The Home Depot has more than tripled a \$300,000 scholarship fund it first established in 2009 to support students attending professional building and construction trade schools.

This year's program will not only support individual students but also the schools they attend. Specifically, \$1,000 scholarships will be available to 500 trade school students to help them offset the cost of tuition, books and tools for their chosen trade. The schools of the scholarship recipients will receive additional funds for classroom tools from The Home Depot Foundation through matching gifts of \$1,000 for each scholarship awarded to one or more of their students.

"Professional contractors are important customers of The Home Depot, and their future is vital to the American dream of home ownership and economic growth," said Chris Waits, vice president of The Home Depot Sales & Services. "Now, more

than ever, we want to help our current and future pros build successful businesses.”

Scholarship applications will be accepted through April 30, 2010 online at [www.homedepot.com/tradescholarship](http://www.homedepot.com/tradescholarship), and are also available in a downloadable Spanish language format. The scholarship program is open to all students nationwide who are currently enrolled in a building and construction trade school program at a vocational/technical school, college, or university. Winners will be selected based on a combination of academic performance, leadership and work experience.

## CHAPTER OFFICER REMINDERS

**Chapter Presidents:** Start talking up Forum to your chapter, you were given the Promo CD at Annual Planning so show it a chapter meeting. Don't forget to put together the application documentation for your CPEC Construction Industry/Community Service Project and the Martell Fillman Carr Awards that will be presented at Annual Forum in Orlando. The competition guidelines and entry forms are attached at the end of this newsletter. Also, talk to your chapter members about submitting their company safety programs for the Regional Safety Excellence Award 2009-2010. This application is also at the end of this newsletter.

**Chapter Treasurers:** Each month, the NAWIC bookkeeper emails chapter treasurers an Outstanding Check Report. The report is created in an effort to help chapter treasurers track outstanding checks for chapter dues written by the NAWIC Office and includes checks more than 30 days past their original issue date. For your convenience, this detailed report includes the check number, check date and the amount for which the check was written. This report is a useful tool for chapter treasurers because it keeps them informed of possible lost or misplaced checks that have not been deposited.

# NEW MEMBERS

Welcome to our newest members of NAWIC. Please be sure to email them and welcome to Region 3. Also be sure to add their contact information to your NAWIC Membership Roster for Region 3 and/or your chapter.

### Tampa Chapter #036

Linda J Cox  
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### Gr Jacksonville Chapter #372

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### Gr. Orlando Chapter #073

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Recruiter: Cheryl Mellin

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10151 University Blvd. #346  
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Work: 407-405-6410  
Email: [dolivo@davna.com](mailto:dolivo@davna.com)  
Recruiter: Cheryl Mellin

Sarah D Rodriguez  
Wright, Fulford, Moorhead & Brown, P.A  
505 Maitland Ave., Ste. 1000  
Altamonte Springs, FL 32701  
Work: 407-425-0234  
Fax: 407-425-0260  
Email: [srodriguez@wfmblaw.com](mailto:srodriguez@wfmblaw.com)

## REGIONAL COMMITTEE REPORTS

### Membership – Kathy Ogle, CIT

Hello Members! How is everyone doing this new year? It is already February, how time flies! Hope each and every one of you are pounding the pavement for new members. There are a few chapters who are walking the walk, and they are in great competition for the Chapter Award at Forum. There will also be a Region 3 Recruiter of the Year Award presented along with a special gift for the one lucky recruiter.

With WIC week sneaking up on us, don't forget to use this time to increase your membership. One plus One is what we are looking for.

So keep up the good work, and let us multiply our membership every chance we get!

See you at Forum in Orlando!

### Block Kids Update – Paula Lane, CIT

Hi everyone. By now, all participating chapters should have their Block Kids competitions planned or completed. Way to go!!! *IMPORTANT:* All winning submissions need to be in my hands by March 1, 2010. This does not mean postmarked – it means received. These are the National rules. So, with that said, would the Block Kids Chairs (or Chapter Presidents) please drop me an email to let me know that your chapter has participated. [Dolfin16@bellsouth.net](mailto:Dolfin16@bellsouth.net)

All submissions should be sent to:

Paula Lane  
PB Americas  
751 S. Washington Ave.  
Titusville, FL 32780  
Work phone # 321-567-4986

If you have any questions or concerns, feel free to send an email or call me. Happy Building!

### NEF – Patricia M. Walker, CIT, CDS

CCA, CDS, CIT, CCB TESTING AT FORUM

If you are planning to take any of the NEF Certification exams on May 1, 2010, you must have your registration and payment to NEF by March 15, 2010. We do not need to have a minimum number of people to test as this is a regularly scheduled test date. You may test for any of the courses including the new Construction Bookkeeping 101! Registration forms and information are both available at [www.nawiceducation.org](http://www.nawiceducation.org). If you have any questions about testing, you may contact Pat Walker at [pwalker@welbro.com](mailto:pwalker@welbro.com) or contact the NAWIC Education Foundation at 866.277.2883.

### NEF FUNDRAISING

Please remember to sell you chapter raffle tickets. Tickets & money will be collected at Forum and all tickets turned in will be eligible for a special drawing. Also, Chapter and Individual Ladder Club Donations will be accepted.

## 10 WORST THINGS TO SAY IN THE WORKPLACE

### 1. "That's not my job."

When you boil things down, everyone does things that "aren't their job." If everyone complained that a certain task wasn't in the offer they signed, the labor force would be in more trouble than it already is. If someone asks for your help, take it as a compliment. He or she obviously values your input or thinks your skills would be good fit for the task. Not only will it help earn good office karma (you never know when you'll need help from other colleagues), but it never looks good to only do the bare minimum. And no boss wants to hear those four words!

### 2. "I don't mind helping you with that." (With a fake smile pasted on your face.)

There's nothing worse than someone who offers to help and then complains about it later. If you take on a task with a smile but don't really want to do it, your help is as good as no help at all. When you work without enthusiasm, it's never your best effort. Plus, don't say you'll do something if you have no

intention of actually completing the task or you'll earn a reputation as an unreliable person. Your colleagues are relying on you, so your decision not to follow through impacts their jobs, too.

3. "Don't tell anyone I said this, but ... "

Anytime you start a sentence with that phrase, you're asking for one thing: The recipient of your knowledge to, indeed, tell someone you said that. If it's really a secret, keep it to yourself. Whether you know someone in the office got pregnant by the mail guy or you found out what the boss makes, you're going to get credit for spreading the news. Plus, if a co-worker is gossiping with you, most likely he or she will gossip about you.

4. "I haven't gotten a raise, EVER."

Since most employers base salary increase on productivity (not longevity), asking for a raise based on how long you've been with the company or how long it's been since your last one will tell your boss only that you want more money -- not that you deserve it. Instead, prove the raise is merited.

5. "I'm so ... stressed out/busy/sick of working here."

Constant complaints about your workload, stress levels or the company will quickly make you the kind of person who never gets invited to lunch. If you don't agree with company policies and procedures, address it through official channels or move on.

6. "I have insert weird, gross or inappropriate medical condition here."

Nobody cares about your aches and pains, the weird fungus on your foot, your infertility woes or the bad gas you got from eating Chinese food last night. To your employer, your constant medical issues make you seem like an expensive, high-risk employee. And to your co-workers, you seem like an attention-seeking hypochondriac.

7. "Whom did you vote for?" or "What religion are you?"

The old adage that you shouldn't discuss politics or religion is as true today as ever before. People have strong, passionate views on both topics and you may alienate a co-worker or be viewed negatively based on your views in a way that could impact your career.

8. "I got so trashed last night ..."

It's perfectly fine to have fun after work, but don't brag about your drunken escapades to your boss. The fact that you showed up for work despite still recovering from a massive hangover might be impressive, but it means nothing if you spend the day recounting your activities versus working. Not to mention, sharing that information makes you look unprofessional and unreliable.

9. "I don't have time for that."

In case you didn't realize, everybody's busy. If your boss asks you to do something, chances are it's not really an option. If your main concern is accomplishing the task on time, be honest and tell that to your boss. Mention how busy your schedule is but that you can accommodate the request if some other projects are rearranged. You'll show that you take each assignment seriously and only want to turn in your best work.

10. "I just bought a \$1,000 watch for the boss."

While the spirit of keeping up with the Joneses is alive and well in the workplace, constantly sharing how much you spent on gifts, meals or outings will only have others annoyed. Not only will it seem like you're bragging, but you don't want others speculating on the lifestyle you're living -- or if you're living beyond your salary bracket.

## THE US DEPARTMENT OF LABOR LATEST NEWS RELEASE

### **US Department of Labor certifies approximately 7,200 workers in 15 states as eligible to apply for Trade Adjustment Assistance**

WASHINGTON — The U.S. Department of Labor today announced that approximately 7,200 workers from companies in 15 states — California, Illinois, Michigan, Minnesota, Missouri, New Hampshire, New Jersey, North Carolina, Ohio, Pennsylvania, Tennessee, Texas, Virginia, Washington and Wisconsin — are eligible to apply for Trade Adjustment Assistance (TAA).

"The U.S. Department of Labor is committed to supporting all workers, including those who are impacted by trade," said Secretary of Labor Hilda L. Solis. "Through the Trade Adjustment Assistance program, we are

leveraging opportunities for displaced workers to acquire the skills needed to secure good jobs in promising areas of their local economies."

Workers covered by these latest TAA certifications will be contacted by their respective states with instructions on how to apply for individual benefits and services. Those who apply may receive case management and re-employment services, training in new occupational skills and trade readjustment allowances that provide income support for workers enrolled in training. Some workers may also receive job search and relocation allowances, and the Health Coverage Tax Credit (HCTC).

Workers 50 years of age and older may elect to receive Re-employment Trade Adjustment Assistance (RTAA). If a worker obtains new employment at wages less than \$55,000 and less than those earned in adversely affected employment, the RTAA program will pay 50 percent of the difference between the old wage and the new wage, up to \$12,000 over a two-year period. RTAA participants may also be eligible for retraining and the HCTC.

For more information on TAA and the range of Department of Labor employment and training services, visit <http://www.doleta.gov>.

### Overview of the American Recovery and Reinvestment Act of 2009 (Recovery Act)

The American Recovery and Reinvestment Act of 2009 (Recovery Act) was signed into law by President Obama on February 17th, 2009. It is an unprecedented effort to jumpstart our economy, create or save millions of jobs, and put a down payment on addressing long-neglected challenges so our country can thrive in the 21st century. The Act is an extraordinary response to a crisis unlike any since the Great Depression, and includes measures to modernize our nation's infrastructure, enhance energy independence, expand educational opportunities, preserve and improve affordable health care, provide tax relief, and protect those in greatest need.

### DOL Programs Related to the Recovery Act

[Employee Benefits Security Administration \(EBSA\)](#) provides guidance for premium reductions and additional election opportunities for health benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

[Employment and Training Administration \(ETA\)](#) provides policy guidance and direction for ARRA funding for activities authorized under the Workforce Investment Act (WIA), Subtitle D, Section 166, Native American Programs, National Emergency Grants (NEGs), the Senior Community Service Employment Program (SCSEP), and the Wagner-Peyser Act.

[Wage-Hour Division \(WHD\)](#) ensures that recipients of ARRA appropriations have information on prevailing wage labor standards applicable to construction projects funded under ARRA.

[Occupational Safety and Health Administration \(OSHA\)](#) ensures that worker protection laws are enforced as recovery infrastructure investments are carried out.

[Office of Federal Contract Compliance Programs \(OFCCP\)](#) provides guidance through compliance evaluations and outreach activities to ensure that federal contractors are aware of their roles and responsibilities to provide equal employment opportunities without regard to race, gender, color, religion, national origin, disability or veterans' status under Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, and the Vietnam Veterans' Readjustment Assistance Act of 1974 (VEVRAA).

## REGION 3 GUIDELINES

### CONSTRUCTION PROFESSION AND EDUCATION COMMITTEE COMPETITION (voluntary)

The primary responsibility of the NAWIC Construction Profession and Education Committee (CPEC) is to encourage Chapters to obtain or develop programs and construction related projects, to educate NAWIC members about the different areas of the construction industry, to promote the professional and personal growth of our members and to educate the community about NAWIC and the construction industry.

Region 3 offers the opportunity for chapters to be recognized for their efforts in this area. Three awards will be presented as detailed in the policies of Region 3:

1. Construction Industry Awards are presented to the chapters whose projects are selected by a panel of three persons, independent of NAWIC and working in the construction industry. One will be presented for the "Benefit to the Construction Industry" and a second for "Construction Industry Benefit to Community Service" per established criteria. Both are traveling awards.
2. The Martel Fillman Karr Award is presented to the chapter that demonstrates outstanding efforts to provide Construction Profession and Education program during the year (Forum to Forum). Chapters wishing to apply for this award will submit a written essay, not to exceed 250 words, to the Region 3 Construction Profession and Education Committee Chair by the designated date. Entries will be judged by non-NAWIC industry professional(s) selected by the current year Chair. This award will be a traveling award.

### CONSTRUCTION INDUSTRY

Any project that teaches, improves, or clarifies an understanding of the construction industry or promotes public awareness of the construction industry, qualifies as a construction industry project.

*Construction industry projects will be divided into two (2) categories:*

- Construction Industry Benefit
- Community Benefit

### REGION SUBMISSION GENERAL GUIDELINES (voluntary):

- > Projects are to be completed and submitted by the deadline date established by the Region CI Chair. Any project completed after the deadline date is eligible for the next year's competition.
- > ONLY one (1) project per Chapter, per category may be submitted. One (1) typed and bound entry may be submitted per project per category.
- > Region CI Chairman shall select three (3) impartial construction related judges. Region recognition and awards as, determined by the Region CI Chairman, will be made at respective Region Forums.
- > Chapters are encouraged to have Construction Industry projects but do not have to submit them to the Region.

REGION SUBMISSION ENTRY FORMAT (voluntary):

COVER PAGE

1. NAWIC Region, Chapter name and number
2. Project title and category indicated — Construction or Community
3. Project Chairman's name, address, phone number, fax number, and email address
4. Chapter President's name, address, phone number, fax number, and email address
5. Indicate number of members in Chapter

Promotes Aims, Principles, and Objectives of NAWIC

1. Promotes cooperation within Chapter and between Chapter and Non-NAWIC members.
2. Promotes fellowship/leadership within the Community and construction industry.
3. Were other organizations involved?
4. Provided/promoted education and information about NAWIC, or the construction industry to the local community.
5. How project contributes to the betterment of either "Construction Industry" or the "Community".
6. CI Benefit projects only: Encourages men and women to seek/establish a career in construction.

Narrative

1. Reason for selection of project (be clear and concise).
2. Percent of membership participation.
3. State how project benefits local "construction industry" or "community".
4. Promotion of NAWIC's goals and core purpose.
5. Describe publicity used (Flyers, media, newsletters, or other marketing) and attach examples of print, etc.
7. Pictures (Maximum of six (6) permitted) or additional information.

**MARTEL FILLMAN KARR AWARD**

This award will go to the chapter that demonstrates the most overall outstanding effort to provide Construction Profession and Education programs during the past year. Chapters are encouraged in their narrative to include details on as many programs, courses, workshops or seminars that will demonstrate their efforts in this area.

REGION SUBMISSION ENTRY FORMAT (voluntary):

COVER PAGE

1. NAWIC Region, Chapter name and number.
2. Chapter President's name, address phone number, fax number and email address
3. CPEC Chairman's name, address phone number, fax number and email address
4. TITLE: MARTELL FILLMAN KARR ENTRY.

NARRATIVE

In 250 words or less, describe your educational efforts during the past year. (Forum to Forum). Be sure to be clear and specific as to why your education efforts should be considered for this award.

Point System of 1-5:1=Poor, 2—Fair, 3—Good, 4=Very Good, 5—Excellent	Points Awarded
<b>CONSTRUCTION INDUSTRY BENEFIT CATEGORY</b>	
Promotes Aims, Principles, and Objectives of NAWIC	
Cooperation/Participation with the public (Non-Member)	
Fellowship/Leadership	
Other Organizations involved?	
Education/Informative	
Contributes to the Betterment of the Construction Industry	
Encourages Women and Men to Pursue and Establish Their Career in Construction	
<b>Entry Format — Cover Page</b>	
NAWIC Chapter #, Name	
Project Title	
Project Category	
Project Chairman	
Chapter President	
<b>Entry Format — Narrative</b>	
Reason for Selection (motivation behind project selected & clearly stated)	
Percentage of Membership Participation (Rating: 1-20%-1, 21-40%-2, 41- 61-80%- 60%=3, 81-100%-5) 4,	
Benefit to Construction Industry	
Promotes NAWIC Goals and Core Purpose	
Creates Interest in NAWIC	
Publicity, Local and/or National	
Pictures or Additional Information — no more than six (6) pictures per project	
<b>TOTAL POINTS</b>	

Point System of 1-5:1=Poor, 2=Fair, 3=Good, 4=Very Good, 5=Excellent	Points Awarded
<b>COMMUNITY BENEFIT CATEGORY</b>	
Promotes Aims, Principles and Objectives of NAWIC	
Cooperation/Participation (Non-NA WIC)	
Fellowship/Leadership	
Other organizations involved?	
Education/ Informative	
Contributes to the Betterment of the Community	
Entry Format — Cover Page	
NAWIC Chapter #, Name	
Project Title	
Project Category	
Project Chairman	
Chapter President	
Entry Format — Narrative	
Reason for Selection (Motivation behind selection of project& clearly stated)	
Percentage of Membership Participation (Rating: 1-20%=1, 21-40%=2, 41- 61-80%-4, 60%=3, 81-100%=5)	
Benefit to Construction Industry	
Promotes NAWIC Goals and Core Purpose	
Creates Interest in NAWIC	
Publicity, Local and/or National	
Pictures or Additional Information — no more than six (6) pictures per project	
<b>TOTAL POINTS</b>	

## Regional Safety Excellence Award 2009-2010

The purpose of the Safety Excellence Award is to recognize those companies who excel at safety performance. Each candidate will be examined for their commitment to safety, occupational health management and risk control. Judges will look for evidence of company management commitment, active employee participation, safety training, work site hazard identification and control, and safety program innovation.

Participants will be required to complete the attached application form. The application form must be filled out completely to qualify. If there are portions of the form that do not apply mark an N/A response. Chapters will select three finalists and submit those recommendations to your Regional Safety chair no later than 5:00 pm on March 20, 2010. An independent committee will review the submissions and the winners will be notified at the Region 3 Forum in Orlando, Florida. A winner will be chosen for each category (Construction Company and Construction Related Industry Company)

### Section 1 (General Information)

Company Name	Contact Person
Address	Title
City	Phone
State/Zip Code	Fax
Chapter Name and Number	E-mail
Check One: Construction Company <input type="checkbox"/>	Construction-Related Industry <input type="checkbox"/>

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## Section 2 (Injury & Illness Incidents & Frequency Rate)

Calendar Year 2009      CY through Feb 2010

Total Employee-hours Worked		
Total number of lost work-day cases Injuries/Illnesses (Total of column H of the OSHA 300 log)		
Lost work-day Incidence Rate (see formula below)		
Total Recordable Injury/Illnesses (Totals in columns H, I & J of the OSHA 300 log)		
Recordable Incidence Rate (see formula below)		

The formula for either rates is  $\frac{\# \text{ of (lost work-day cases or total recordable cases)} * 200,000}{\text{Total Employee-hours worked}}$

## Section 3 (Checklist-Program Assessment)

Please indicate by placing an "X" in the appropriate box as to whether or not your company includes the following items in your accident prevention program. If items do not apply to your company mark the N/A response. If you answer NO to one or more of the items, it will reflect poorly with the judging criteria. Provide an explanation in the notes section at the end of the checklist for any NO or N/A responses.

### Principal Commitment

YES	NO	N/A	
			Written Safety & Health Policy signed by a company principal with an emphasis on company commitment to Safety & Health
			Designated Safety Administrator/Coordinator trained in Safety & Health hazard recognition and management/risk control
			Consider safety and health issues as an overriding factor
			Have an annual safety and health budget, and budgets for each job. Funds available to support the safety program on company wide and project specific basis
			Company policy gives employees authority to shut down operations because of a safety hazard that presents an imminent danger to employees
			Have safety and health policy requirements written into contracts to require subcontractors to meet your safety requirements
			Utilize a pre-qualification safety & health screening method to select subcontractors, suppliers, or vendors

### Accident Prevention Plan & Procedures

YES	NO	N/A	
			Provide safety and health rules that equal to OSHA standards.
			Provide safety and health rules that exceed OSHA standards.
			Require JHA's (Job Hazard Analysis)
			Have a written Hazard Communication Program.
			Have new hire orientation procedures

			Emergency Action Plan
			Disciplinary Procedures
			Employee Training & Documentation
			Written Policy & Procedures to cover tasks associated to your type of business

### Designated Safety Coordinator/Manager/Committee

YES	NO	N/A	
			Safety responsibilities clearly defined
			Reports to executive management.
			Conducts safety inspection or audits.
			Investigates injuries and accidents

### Emergency Procedures and First Aid/CPR

YES	NO	N/A	
			First Aid and CPR Certifications (Current and up to date)
			Written emergency procedure plan for evacuation
			Crisis Management Plan
			Appropriate First Aid Supplies available
			Emergency Rescue plan in place for a fall and caught-in-between victim (i.e., falls, excavations, confined spaces, etc.)

### Inspections/Accident Investigation/Reports

YES	NO	N/A	
			Maintain safety and health recordkeeping requirements
			Provide safety inspection and accident investigation procedures
			Injury accidents are investigated promptly after an occurrence and a report is presented
			Accident reports are reviewed regularly to determine corrections
			Weekly safety and health inspections by a supervisor
			Safety and health issues are discussed and addressed
			An investigation procedure for near misses
			Site inspections conducted by a competent person and documented

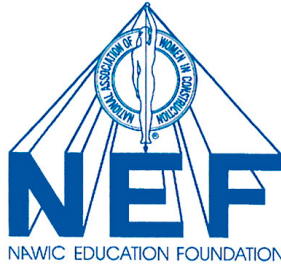
### Consistent Use of Safety Posters & Posted Information

YES	NO	N/A	
			All required Federal and State forms & notices are posted
			Injury and illness records (OSHA 300 log) are posted as required
			Use warning signs to alert workers to hazards
			Safe work practices and rules posted
			Crane and material handling hand signals posted

### Substance Abuse Policy & Procedures

YES	NO	N/A	
			Written Drug & Alcohol Policy
			Drug testing protocol
			Alcohol testing protocol





## CAROL A. KUEKER CONSTRUCTION EDUCATION VISIONARY AWARD

**PURPOSE:** To provide recognition on a National level to an Educator/Advocate who has a passion for and dedication to Construction Education. This award recognizes a **nonmember** of the National Association of Women in Construction who has worked aggressively to promote Construction as a viable career path through training and education **and/or** has worked with Associations and other organizations to establish educational programs to advance and benefit employees in the Construction Industry.

**NOMINEES:** Full or part time **Educator** with an accredited institution **or** an individual who is recognized as an **Advocate** in the area of Construction Education.

**NOMINATIONS:** **Four copies of** the Nomination form, resume and letter of endorsement must be submitted to the NEF Office for review by the Selection Committee, who makes the final decision.

**CRITERIA:** Nominees to be judged in the following areas:

- ⌚ Must demonstrate a passion and zeal for Construction Education beyond the requirements of his/her job
- ⌚ Minimum 5 years as an **Educator** **or** Construction Education **Advocate**
- ⌚ Recognition and service within the local/regional/national area
- ⌚ Participation in Construction Associations, Foundations, others.
- ⌚ Advocate for education within the Construction Industry.

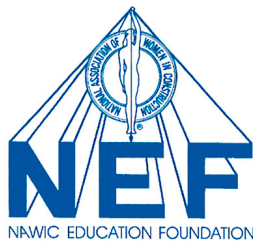
**AWARD:** Recognition award and travel expenses for winner and guest to include one night at the Meeting Hotel, meal/event tickets and airfare for two. Award to be presented at the NAWIC Crystal Vision Awards Banquet.

**FORMS:** **Four copies of** the Nomination form, resume and letter of endorsement from nominating sponsor must be submitted to the NEF Office in a single package. See Nomination Form for specific permitted support documentation.

**DEADLINE:** Postmark deadline by **March 15<sup>th</sup>** of the award year.

NAWIC Education Foundation P.O. Box 549  
Clemson, South Carolina 29633

***Educating the Construction Industry Today ... and Tomorrow.*** NAWIC Education  
Foundation P. O. Box 549 Clemson, South Carolina 29633 Toll Free: 866.277.2883 Fax: 864.656.3490



**CAROL A KUEKER CONSTRUCTION EDUCATION VISIONARY AWARD  
NOMINATION FORM**

Please submit four (4) copies of this form and four (4) copies of other supporting documentation:

Nominee Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company/School/Organization: \_\_\_\_\_  
Contact Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number (    ) \_\_\_\_\_ Fax Number (    ) \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

Submit **four (4) copies** of this form and **four (4) copies** of the following:

\_\_\_\_\_ Letter of endorsement from the sponsor outlining specific accomplishments and qualifications of nominee. Refer to selection criteria for this award. Limit to two pages.

\_\_\_\_\_ Brief Resume or biography outlining nominee's primary responsibilities and scope of work duties.

\_\_\_\_\_ Optional **printed** support documentation, limited to **three** pages, i.e. photo, news stories, etc.

Sponsor's name: \_\_\_\_\_

Sponsor's contact info: \_\_\_\_\_

Sponsor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ **POSTMARK DEADLINE: March 15**

Please mail nominating packets to: NEF OFFICE  
PO Box 549  
Clemson, SC 29633

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