



AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

The American Society of Safety Professionals
Guide to the
Regional Safety Professional of the Year Petition
Issue Date: August 2021



Working together for a safer, stronger future.® | assp.org



Table of Contents

General Petition Information

Factsheet	2
Petition Information and Guidelines	3

Administrative Materials

Nominating Form	12
Petition Evaluation Guidelines	13

REGIONAL SAFETY PROFESSIONAL OF THE YEAR

FACTSHEET

I. PURPOSE AND ELIGIBILITY

The ASSP Regional Safety Professional of the Year (SPY) Award acknowledges the dedication and outstanding contributions of a member to a specific region. To be eligible, a nominee must:

1. Be a professional member or member in good standing of their region, chapter and the Society.
2. Not have received this award within the past five years.
3. Be engaged in the occupational safety and health profession and focused on protecting people, property and the environment.

Nominees are not eligible if they are currently serving as a member of the Board of Directors or the Regional Awards Committee or have been recognized as an ASSP Fellow.





II. PETITION EVALUATION CRITERIA

Only the nominee's most recent three years of activities will be considered (Note: Society SPY requires five years. At the time of nomination for the region SPY, you may consider five years to make subsequent submittal at the Society level more efficient.

1. Demonstrated technical expertise in the broad field of safety and a thorough knowledge of the operational aspects of their safety employment.
2. Demonstrated outstanding contributions to the Society, council, region or member community, including committee or task force chair, officer, services to members, seminar presenter, etc.
3. Professional contributions to advance the safety profession, such as fostering professional development, public/community services, instructor at educational institutions, involvement in codes and legislation, articles written, work with allied groups, etc.
4. Awards and innovations, including citations, honors, plaques, or new procedures or systems developed.
5. Leadership in establishing, maintaining and improving technical or Society programs in the organization the nominee serves or elsewhere.
6. Other personal achievements related to safety and health
7. Endorsements by direct supervisor and verification by associates, in the form of letters on appropriate letterhead of the employer, member community or council.

III. AWARD AND PRESENTATION

The recipient receives an award (if ordered by the region) for presentation at a local meeting or the Region's Operating Committee meeting, and a complimentary registration for the Society's annual professional development conference.

NOMINATING PROCEDURES

Petitions must be submitted by a professional member or member in good standing of their region and chapter to the current Regional Award Committee no later than February 1 to be considered that same year. Individual members, chapters and sections may submit a nomination.





AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

The nominee's entire submission should include the following items:

- The completed **nomination form** and/or **letter of endorsement** from the **nominating** member, chapter or section. (Not to exceed three pages)
- A letter of endorsement from the nominee's immediate employment supervisor. (Not to exceed one page)
- A one- to three-page resume for the nominee. (Upon selection as region SPY, the individual will need to submit a recent digital head-and-shoulders photo for public relations/communications purposes.
- A petition of no more than nine double-spaced, single-sided pages that lists the nominee's achievements in chronological order. The petition should be created on 8 ½ x 11 paper size.

The petition must be submitted electronically as a PDF attachment to the chair of the Regional SPY Committee. Note: Petition and all attachments (letters, forms, table of contents, etc.) should not exceed 16 pages





REGIONAL SAFETY PROFESSIONAL OF THE YEAR PETITION

INFORMATION AND GUIDELINES

This document provides lists the categories in which petitions will be evaluated. It is designed to assist and provide guidelines for preparing a petition. It contains examples of the kinds of safety and Society activity that the Regional SPY Committee considers favorably when evaluating a petition.

Candidates are evaluating by the scope, depth, quality and impact of their efforts over the **past three years**, in the safety profession, ASSP and the community. The petition statement should be carefully prepared so that it is both comprehensive and accurate.

The Regional SPY Committee must rely on the sponsoring chapters and regions to provide a petition that follows the guidelines and is clear, concise, accurate and detailed. The committee evaluates each candidate on the basis of the petition only. The committee realizes that the petition may be a difficult endeavor. Accordingly, we provide all chapters and regions with this document to help demonstrate some of the kinds of information that is considered favorably.

Note: Submitted material must be **based on past three year's** activities only.

The petition will be evaluated on each of the following categories, and information should be presented in the order below:

I. DEMONSTRATED KNOWLEDGE AND EXPERTISE

A. Technical Aspect

Detail how the candidate has demonstrated technical expertise in the employment setting. It should be specific, describing actual activity by the candidate. Job descriptions alone may indicate a candidate's duties, but likely do not address the individual's ability to perform them or to what degree the member has solved a problem or been successful. Without this detailed information, the committee cannot award points.

Demonstrated technical expertise should indicate a comprehensive definition of job function including the number of locations/clients and employees for which the candidate has safety responsibility. Speaking at local, regional, member community or Society-level seminars, program development using state-of-the-art concepts, recognition of expertise by serving on committees (e.g., ANSI, NFPA) or governmental advisory boards all reflect activities that show unique, high-quality achievement.





Examples:

- The candidate has developed procedures for digging over or around buried loaded pipelines and/or energized electric cables that have been used on 17 projects without incident.
- The candidate has developed a new incident data collection and reporting system that provided management with a 38% more accurate picture of the incident/loss experience.
- The candidate has developed a new incident investigation technique and trained supervisors to implement it effectively. Since its introduction, this has resulted in an additional 14% incident reduction.
- Candidates who are consultant should use representative assignments and projects in place of jobs and job descriptions. Specifics of projects and assignments should include number of people/workers affected by project, description of 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 identification and process of identification of the problem or issue. Candidate should not include, take credit for or describe work and results of subcontractors.
- Candidate identified the need for redesign and application of energy control systems for robot servicing as well as robot training, developed a system for both and a corresponding training and reference guide. The client company liked the results so well that they introduced the system to its other five plants with similar robots.

B. Operational Aspect

Detail the candidate's ability to work within a company structure, provide a safe working environment for all workers and develop effective safety programs. It includes the effects that safety programs have on the operational aspect of the industry. To describe thorough knowledge of operational aspects, indicate the complexity, number of locations/clients and people involved as well as the results of program implementation. Describe whether the program is designed based on worker needs, how successful the program is and whether it is ongoing. Be sure to demonstrate an ability to support a diverse worker population and effectively interact with all levels of the organization.

Example:

- The candidate was responsible for developing a nondestructive testing program on burner tubes and fire tubes in heat-treaters and gas plan furnaces. Fires and/or explosions were eliminated for the 18-month period following implementation.





- Candidates who are consultants should describe their effectiveness in working with clients and various client representatives and at multiple locations/clients. If applicable, describe the complexity of the problem/project; the impact of project results on the client's operations; how the consultant helped the client implement processes, systems and practices and/or make changes

II. ASSP ACTIVITIES

Describe the candidate's involvement with ASSP at the Society, regional or local level. Describe what contributions were made during this time of service.

A. Society

Society activity includes service on a Society committee or as an elected VP. Note the candidate's accomplishments and their effect on ASSP.

Example:

- Society Technical and Professional Recognition Committee from the years ____ to ____.
- Conceived, solicited a sponsor for and established the Safety Professional of the Year Award. Note: It is not necessary to be a Society officer to win this award.

B. Region

Regional activities can include service as a regional vice president, assistant regional vice president, area director or working on a project for the region. Include details on a measurement of the outcome and personal growth.

Example:

- Region Vice President

The candidate 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 conference saw a 40% increase in attendance.



C. Membership Community

Community activities include service as an officer, committee chair, nominated position or project/seminar director. Describe the number of years, accomplishments and professional growth achieved because of the activity.

Example:

- Held all offices in chapter from _____ to _____
- Coordinated and developed chapter technical conference on robotics.
- Developed and coordinated study groups for the CSP, ASP exams with % of the potential candidates achieving 98% passing grades.
- As membership chair, led campaign that increased chapter membership by 25%.
- Held all offices in practice specialty from _____ to _____.
- Served as social media chair from _____ to _____ and posted technical and chapter information.
- Organized new practice specialty internship program that matched 50 students with government agencies and companies.

I. PROFESSIONAL CONTRIBUTIONS

A. Authorship

List publishing activities during the past three - five years dealing with safety and health including company publications, letters to the editor of a safety publication, major articles, technical documents, research projects and books. Describe the impact on the safety and health profession.

Example:

- [Month, Date] - **Professional Safety** article on cost accounting for incidents, this article was available to all 36K members of ASSP and addressed a key business skill topic to help them better explain the return on investment for safety.





B. Public/Community Services

Describe the candidate's involvement in the community and contributions made during the time of service. Public/community service includes serving on community or state public service boards or advisory committees, as well as significant accomplishments for city, county, state, national or industrial efforts with recognition.

Example:

- Member, Advisory Board, University School of Safety Technology

Advises university on course and activities in safety and fire protection. Five new courses developed during this period to expand learning opportunities for future safety professionals.

- Also include service to the National Safety Council, municipal committees, chambers of commerce and service on state or governor's commissions.

C. Academia

List degrees such as high school diploma, associate, baccalaureate, master's or Ph.D. degrees held at the time of nomination. Professional designations include P.E. and CSP, ASP, CHST, CIH, CPEA.... Academic work at local colleges/universities include positions such as adjunct faculty, instructor and curriculum advisor and accreditation activities. Be specific regarding activities and contributions as involvement per se is not enough.

D. Codes, Standards and Legislation

Membership on standards, codes or legislative committees at the local, state and Society level qualifies for this area. Describe any significant impact by the candidate on the safety profession on standards, legislation or codes.

Example:

- Member of National Advisory Committee for OSHA, NIOSH advisory committee, ANSI standards committee, NFPA committee. Describe the candidate's involvement and contribution to these groups. Again, be specific as membership alone is not sufficient.



II. AWARDS AND INNOVATIONS

A. Awards

Describe awards and honors received by the candidate, explain the nature and purpose of the recognition and the reason received.

Note: This includes local-level awards (member community) or letters of appreciation and regional or Society awards in safety or business.

Example:

- ASSP Outstanding Volunteer Service Award or regional or chapter Safety Professional of the Year Award; NSC Distinguished Service to Safety Award, ASSP Foundation Distinguished Award or honorable mention.

D. Innovations, Inventions and Improvements

Describe any innovations, inventions or improvements designed and/or patented by the candidate, including its nature and the benefits derived. This area covers new safety and health technology applied and recognition or accomplishments through unique, first-time, state-of-the-art technology or procedures having significant impact on the profession.

Example:

- Candidate was awarded patent number 12345 in January 2001 for invention of an automatic fault tree analyzer. This device reduces the time required to perform a study by one order of magnitude.
- Candidate has been cited for developing one of the most complete hydrogen sulfide programs for production/operations within the petroleum industry.

III. LEADERSHIP AND MANAGEMENT

A. Leadership

Leadership abilities include a history of promotions with increasing levels of responsibility based on individual, team and management-level leadership skills. Identify specific or unique skills in this area.



B. Program Development

Program development includes the ability to define a program need and describe a strategic plan of action plus methods of implementation and evaluation showing any positive impact 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. Management and Motivation

Describe the candidate's ability to motivate others in safety and health programs as well as Society and community programs. This motivational skill is shown by significant goal achievement and by promotions, results, areas of responsibilities and accomplishments.

Example:

- As chair of _____ Committee, candidate developed two new programs to meet Society needs. Based on the candidate's presentation, the Board of Directors approved these programs. Candidate helped recruit 12 members to implement these two initiatives with positive results. For consultants, this factor can be demonstrated by letters from clients that describe the impact on their company.

IV. OTHER ACCOMPLISHMENTS

Highlight participation in any safety activities not indicated in any other category. These activities should also explain leadership and impact of activity described.

V. ENDORSEMENTS

Provide endorsements from the candidate's employer and from those in the candidate's region if possible. For consultants, this factor can be a major or long-term recipient of the candidate's services.

Provide recommendation from the candidate's chapter. The quality and scope of any endorsements should be exceptional. Letters should be specific, safety-related and describe the relationship between the two individuals. A few letters of high commendation are better than many general "good job" letters.





REGIONAL SAFETY PROFESSIONAL OF THE YEAR NOMINATION FORM

(Please print or type; to be completed by the individual member, chapter or section submitting the nomination)

CANDIDATE'S NAME _____

TITLE _____

COMPANY/ORGANIZATION _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE () _____ EMAIL _____

Briefly describe nominee's current or recent ASSP activities: _____

(As the sponsoring individual, chapter or section, I/We have reviewed the petition and believe all statements to be an accurate reflection of the nominee's safety activities in the Society, for an employer and in the community).

SPONSORING Individual, Chapter or Section _____

(I, the nominee, have reviewed the petition and believe all statements to be an accurate reflection of the safety activities in the Society, for an employer and in the community)

SIGNATURE OF NOMINEE _____

IF A SPONSOR IS A SECTION, INDICATE SPONSOR REPRESENTATIVES

NAME _____ TITLE _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE () _____ EMAIL _____

Submit to Region



REGIONAL SAFETY PROFESSIONAL OF THE YEAR PETITION EVALUATION GUIDELINES		
Category	Grading Level	Guidelines for this level (Use as guidelines; strict adherence is not required)
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 a safety professional. Specialized, narrowly defined job function. Locations/clients with responsibility for 100 or less individuals. Petition includes job description only. One or two years' experience.
	3	All the above plus experience of three or more years. Broader, more comprehensive job function, involving two to three locations/clients.
	4	All the above plus specific demonstration of superior technical expertise, multiple locations/clients. Speaker at seminars on local or regional level, program development using state-of-the-art concepts.
	5	All the above plus: national recognition for expertise, (e.g., member of ANSI, NFPA committee), advisory committee to governor or legislature, speaker at national 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 safety programs. Consider the effects that safety programs have on the operational aspect of the industry.	1-2	Has implemented basic programs. One or two locations/clients.
	3-5	All the above plus measurable or outstanding results through working with many others. Multiple programs, multiple locations/clients. 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).

Total Score _____

REGIONAL SAFETY PROFESSIONAL OF THE YEAR PETITION EVALUATION GUIDELINES		
Category	Grading Level	Guidelines for this level
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 vice president 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	All the above plus accomplishments had a positive, measurable effect on the Society.
	4-5	All the 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	Assistant region vice president 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 the above plus other service that has provided the region or area with superior Society recognition for accomplishments.
C. Membership Community Consider officers held, responsibility contributions and years of service.	1-2	One or more offices, committee member or some service to an ASSP member community; one year or less.
	2-3	Three or more years of service to ASSP member community with some noted accomplishments. Project director, planned/presented seminar, etc.
	3-4	All the above plus positive measurable results.
	4-5	All the above plus Society recognition for the member community's accomplishments. Superior, unique achievements.

Total Score _____

REGIONAL SAFETY PROFESSIONAL OF THE YEAR PETITION EVALUATION GUIDELINES		
Category	Grading Level	Guidelines for this level
III. Professional Contributions		
A. Authorship Articles or books published the last five years dealing with safety or health.	1-2	Company publications: one-time effort, or letter to editors of safety 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 safety and health 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 the above plus significant accomplishments for the state, city, county or industry
	3-4	All 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 recognition for accomplishments.
C. Academia-Degrees/University Activities and Certifications at time of nomination	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 recognition and visibility for significant contributions to the safety profession through superior, unique service to academia.

Total Score _____

REGIONAL SAFETY PROFESSIONAL OF THE YEAR PETITION EVALUATION GUIDELINES		
Category	Grading Level	Guidelines for this level
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 or nationally recognized code, standards or legislation committee, with service of more than one year. Provided a few specific accomplishments.
	3-4	All 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 the above plus national, superior, widely recognized impact of the candidate's work,
IV. Awards and Innovations		
A. Honors - Awards 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 honors - Society, professional, business.
B. Innovations, Inventions and Improvements Consider type of innovations or inventions, improvements, patents, their impact, results on the business/profession.	1-3	New safety and health technology applied with minimum-to-significant positive results.
	3-5	All 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.

Total Score

**REGIONAL SAFETY PROFESSIONAL OF THE YEAR
PETITION EVALUATION GUIDELINES**

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 the above plus the highest degree of management, leadership and skill.
B. Program Development Consider the ability to develop, administer, and implement safety and health programs and the benefits derived.	1-3	Specific programs define a need and describe a strategic plan of action, plus methods of implementation and evaluation.
	3-5	All the above plus positive, minimum-to-significant results from the programs implemented.
C. Management/Motivation Consider the ability to motivate others in safety and health programs as well as society and community programs. How motivation was accomplished and its effects 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 the above plus the highest level of motivation and management ability that results in significant accomplishments on a consistent basis.
VI. Other		
A. Safety accomplishments not indicated in any other criteria listed.	1-2	Participation in any safety activities not indicated in any other criteria listed.
	3-5	Leadership, significant impact on specific accomplishment in activities described above.

Total Score _____

**REGIONAL SAFETY PROFESSIONAL OF THE YEAR
JUDGING GUIDELINES**

Category	Grading Level	Guidelines for this Level
VII. Other		
A. Endorsement Review Endorsements required from immediate supervisor, chapter, area or region. Consider how safety 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 safety professionals. The more specific and safety-related, the higher the score. (Two or three letter sharing specific praise are better than ten general, perfunctory ones.)

Total Score _____