



**The American Society of Safety Professionals  
Guide to the Regional Safety Professional of the Year  
Petition**

**Issue Date: June 1, 2018**

**Approved by Council Region Affairs**

**5/21/2010**

**Table of Contents**

**General Petition Information**

SPY Factsheet .....3  
Petition Information and Guidelines .....5

**Administrative Materials**

Nomination Form ..... 11  
Judging Guidelines ..... 12



## REGIONAL SAFETY PROFESSIONAL OF THE YEAR

### FACT SHEET

#### I. PURPOSE & ELIGIBILITY

The ASSP Regional SPY award is an honor acknowledging the dedication and outstanding contributions of a member to a specific Region. To be eligible nominees must:

1. Be a Professional Member, Member or International Member in good standing of their Region, Chapter and the Society.
2. Not have received this award within the past five (5) years.
3. Be engaged in full-time employment in the profession of 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 elected an ASSP fellow.

#### II. JUDGING CRITERIA

**Only the nominee's past three (3) years of activities will be considered.**

1. Demonstrated technical expertise in the broad field of safety and a thorough knowledge of the operational aspects of his/her nominee's safety employment.
2. Demonstrated outstanding contributions to the Society, Council, Region, or Membership Community activities, including committee or task force chair, officer, services to members, lecturer at seminars, 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 establishment, maintenance, and improvement of technical or Society programs in the organization nominee serves or elsewhere.
6. Other personal achievements related to safety and health.
7. Endorsements by superiors and verifications by associates, in the form of letters on appropriate stationery of the employer, Membership Community, or Council.

### III. AWARD AND PRESENTATION

The recipient receives an engraved Silver statue (if ordered by the Region) for presentation at a local meeting or the Region's Operation Committee meeting, and a complimentary registration for the Society Professional Development Conference (PDC). Recipient is also recognized at the annual Chapter Recognition Luncheon held in conjunction with the Society's annual (PDC). Award order form is located on ASSP website in Leadership Resources or contact [chapterservices@assp.org](mailto:chapterservices@assp.org).

### NOMINATING PROCEDURES

Petitions must be submitted in writing by a Professional Member, Member or International Member in good standing of their Region and Chapter to the current Regional SPY Committee no later than February 1 to be considered that same year. Individual members, Chapters and Regions may submit a nomination.

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

- The completed **nomination form** and **letter of endorsement** from the **nominating** member or Chapter, These two items should not exceed 3 pages.
- A letter of endorsement from the nominee's immediate employment supervisor. These parts should be one page or less.
- A **one to three-page resume** of the nominee's professional background. Upon selection as Region SPY, a recent color, head and shoulder's photo (used for public relations purposes only) will be requested.
- A **nine (9) page (maximum), double spaced** petition that lists in the order obtained the nominees achievements. Word processing guidelines for the petition include: 8 ½ x 11 paper size with type on one side only.
- Submit the petition electronically as a .pdf file to the Chairman of the Regional SPY Committee.

NOTE: Petition & attachments (letters, forms, table of contents, etc.) should not exceed 16 pages.



## **AWARD FOR REGIONAL SAFETY PROFESSIONAL OF THE YEAR PETITION INFORMATION & GUIDELINES**

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

Candidates are judged by the scope, depth, quality and impact of their efforts over the **past three years**, in the safety profession, ASSP and the community. The nine (9) -page (maximum) double-spaced 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 is clear, concise, accurate, and detailed. The Committee must judge 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 (EACH CATEGORY SHOULD BE ADDRESSED IN THE ORDER PRESENTED BELOW):**

#### **I. 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, detailing actual activity by the candidate. The submitted job descriptions may indicate a candidate's duties but not ability to perform them or to what degree they have solved a problem or have been successful. Without this detailed information the judges will be unable to 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 or national seminars, program development using state-of-the-art concepts, recognition of expertise by serving on committees (ANSI, NFPA, etc.) or governmental advisory boards all reflect activities which show unique and superior 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 accident data collection and reporting system that provided management with a 38% more accurate picture of the accident/loss experience.
- The candidate has developed a new accident investigation technique, and trained supervisors in ways to implement it effectively. This has resulted in an additional 14% accident reduction since its introduction.

Consultant candidates 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, nor 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 their other five plants with similar robots.

## B. Operational Aspect

This area deals with the candidate's ability to work within a company structure, provide a safe working environment 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. Detail if the program is designed based on worker needs, how successful the program is and whether or not it is ongoing. Be sure to demonstrate an ability to work well with all levels of the workforce.

Example:

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

Consultant candidates 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 assisted the client in implementing processes, systems, and practices and/or making 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 the effect he/she made 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 RVP, Area Director, an Assistant RVP or working on a project for the Region. Activities should be accompanied by 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 PDC 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 as a result of the activity.

Example:

- Held all offices in Chapter from \_\_\_\_\_ to \_\_\_\_\_
- Candidate coordinated and developed Chapter technical conference on robotics.
- Candidate developed and coordinated study groups for the CSP, ASP exams with % of the potential candidates achieving 98% passing grades.
- As membership chairman, candidate led campaign that increased Chapter membership by 25%.

- Held all offices in Practice Specialty from \_\_\_\_ to \_\_\_\_.
- Candidate served as the 2014-16 newsletter editor and published four quarterly issues with at least three technical articles each.
- Candidate organized new Practice Specialty internship program. Fifty students matched with government agencies and companies.

### III. PROFESSIONAL CONTRIBUTIONS

#### A. Authorship

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

Example:

- March 2000- **Professional Safety**, article on cost accounting for accidents.

#### B. Public/Community Services

Describe the candidate's involvement in the community and contributions that have been made during the time of service. 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 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, helps establish the university's accreditation with the BCSP and ASSP. Also include service to the National Safety Council, municipal committee, Chamber of Commerce, service on state or Governor's commission.

#### C. Academia

Related to degrees like high school diploma, associate (two-year), baccalaureate, master's or Ph.D. degrees at the time of nomination. Professional designations include P.E. and CSP. Academic work at local colleges/universities could be adjunct faculty, instructor, and curriculum advisor and accreditation activities. Be Specific. Per se involvement is not enough.



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

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

Example:

- Member of National Advisory Committee OSHA, NIOSH Advisory Committee, ANSI Standards Committee, NFPA Committee. Describe the candidate's involvement and contribution to these groups. Again, be specific, membership alone is minimal.

### **IV. AWARDS/INNOVATIONS**

#### **A. Honors – Awards**

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

Note here, local awards (Membership Community) or letters of appreciation and regional or Society awards in safety or business.

Example:

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

#### **D. Innovations - Inventions – Improvements**

Describe any innovations, inventions or improvements designed and/or patented by the candidate. Describe its nature and the benefits that were 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 free analyzer. This device reduces the time required to perform a study by one order of magnitude.
- Candidate has been cited by for developing one of the most complete hydrogen sulfide programs for production/operations within the petroleum industry.

## **V. LEADERSHIP/MANAGEMENT**

### **A. Leadership**

Leadership abilities include demonstrating a history of promotions to a high level of responsibility based on individual, team and management level leadership skills. Show some specific or unique 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 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.

### **W. Management/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. The Board of Directors following candidate presentation approved these programs. Candidate easily recruited the necessary 12 members to run these two programs that have had positive results and the attention of the Board. For consultants, this factor can be demonstrated by letters from clients that describe the impact on them and their company.

## **VI. OTHER ACCOMPLISHMENTS**

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

## **VII. ENDORSEMENTS**

Provide endorsements from the candidate's employer (must be candidate's immediate superior as verified by employer) and from those in the candidate's Region if possible. For consultants, this factor can be a major or long-term recipient of candidate's services.

Provide recommendation from 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 excellent letters are far superior to many general "Atta Boy" letters.



# REGIONAL SAFETY PROFESSIONAL OF THE YEAR

## NOMINATION FORM

(please print or type)

(To be filled out by individual or Chapter submitting the name of a nominee for this award)

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 or Chapter or Region, I/We have reviewed the petition and believe all statements to be accurate, and a faithful reflection of the nominee's safety activities in the Society, for an employer and in the community).

**SPONSORING INDIVIDUAL or CHAPTER.** \_\_\_\_\_

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

**SIGNATURE OF NOMINEE** \_\_\_\_\_

IF A SPONSOR IS A CHAPTER, INDICATE SPONSOR REPRESENTATIVES

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE ( ) \_\_\_\_\_

**NOTE:** On no more than 9 (maximum) double-spaced typewritten pages, describe the nominee's qualifications for this award according to the criteria on the informational flyer. Both this form and the statement, together with the superior's endorsement form and statement, position description, the nominee's one to three-page resume, and a color photo, must be submitted at the same time. Submit the petition electronically as a .pdf file, with photo. Applications not meeting these requirements will be evaluated accordingly.

REGIONAL SAFETY PROFESSIONAL OF THE YEAR JUDGING GUIDELINES		
Category	Grading Level	Guidelines for this Level (Use as guidelines; strict adherence is not required)
<b>I. Demonstrated Knowledge and Expertise</b>		
<b>A. Technical Aspects</b> 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 year's experience.
	3	All of the above plus experience of three or more years. Broader, more comprehensive job function, involving 2-3 locations/clients.
	4	All of 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 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 seminars. Petition reflects high level of accomplishments, unique and superior achievement.
<b>B. Operational Aspects</b> 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 of 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 \_\_\_\_\_

<b>REGIONAL SAFETY PROFESSIONAL OF THE YEAR JUDGING GUIDELINES</b>		
<b>Category</b>	<b>Grading Level</b>	<b>Guidelines for this Level</b>
<b>II. ASSP Activities</b>		
<b>A. Society:</b> 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 year's 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>B. Regional and Area:</b> Consider the office held, responsibility, contributions, and years of service.	1-3	Assistant 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 that - 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.
<b>C. Membership Community</b> Consider officers held, responsibility contributions and years of service.	1-2	One or more offices, committee member, or some service to the ASSP Membership Community; one year or less.
	2-3	Three or more years of service to ASSP Membership Community with some noted accomplishments. Project Director, planned/presented Seminar session, etc
	3-4	All of the above plus positive measurable results.
	4-5	All of the above plus Society recognition for the Membership Community accomplishments. Superior, unique achievements.

Total Score \_\_\_\_\_

REGIONAL SAFETY PROFESSIONAL OF THE YEAR JUDGING GUIDELINES		
Category	Grading Level	Guidelines for this Level
<b>III. Professional Contributions</b>		
<b>A. Authorship</b> 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 of 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>B. Public/Community Service.</b> 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 of the above plus three or more years of service. Quality service with national recognition for accomplishments.
<b>C. Academia-Degrees/University Activities and Certifications at time of nomination</b>	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 of the above plus instructor, curriculum advisor, accreditation work, activities with several schools. Full certification (CSP or equivalent by exam).
	4-5	All of the above plus national recognition and visibility for significant contributions to the safety profession through superior, unique service to academia.

Total Score \_\_\_\_\_

<b>REGIONAL SAFETY PROFESSIONAL OF THE YEAR JUDGING GUIDELINES</b>		
<b>Category</b>	<b>Grading Level</b>	<b>Guidelines for this Level</b>
<b>D. Codes, Standards &amp; Legislation</b> 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. 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, superior, widely recognized impact of the candidate's work,
<b>IV. Awards and Innovations</b>		
<b>A. Honors - Awards</b> 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>B. Innovations, Inventions &amp; Improvements</b> 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	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 \_\_\_\_\_

<b>REGIONAL SAFETY PROFESSIONAL OF THE YEAR JUDGING GUIDELINES</b>		
<b>Category</b>	<b>Grading Level</b>	<b>Guidelines for this Level</b>
<b>V. Leadership/Management</b>		
<b>A. Leadership</b> 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>B. Program Development</b> 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 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.
<b>C. Management/Motivation</b> 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 of the above plus the highest level of motivation and management ability that results in significant accomplishments on a consistent basis.
<b>VI. Other</b>		
<b>A. Safety Accomplishments not indicated in any other criteria listed.</b>	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
<b>VII. Other</b>		
<b>A. Endorsement Review</b> Endorsements required from immediate superior, 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 glowing specific letters are better than ten general, perfunctory ones.)

Total Score \_\_\_\_\_