Caltrans Construction Safety Award Program (CCSAP)

Safety Innovation Award Application  
2024

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[https://dot.ca.gov/programs/construction/CCSAP](https://dot.ca.gov/programs/construction/CCSAP%20)

### *Background*

CCSAP is an annual recognition of projects that emphasize safety by implementing best safe practices and best exemplify the principles of excellence in safety for a safer working environment. The purpose is to recognize all contract stakeholders (contractors, subcontractors, and Caltrans project staff) who exemplify best safe practices by going above the minimum contractual safety requirements and to acknowledge innovative safety measures including technology, work methods, use of products, and materials, moving towards safety improvements within construction work zones.

There are two annual safety awards that projects can apply for, the “Safety Excellence Award” and the “Safety Innovation Award”. The “Safety Innovation Award” recognizes projects with innovative technology, work methods, products, materials and safety improvements that resulted in a safer work environment.

### *Eligibility*

All statewide major contracts either **ongoing (**75% progress payment by **August 31, 2023**) or **completed** (approved Proposed Final Estimate (PFE) or Interim PFE or exceptions to PFE where the work is completed, or contract items completed with the exception of plant establishment period) between   
**July 1, 2022** and **August 31, 2023**.

A project may be nominated for both award categories. However, separate award applications are required. All applications for nominated projects to be submitted by **September 29, 2023**.

## *Recognition Levels*

Maximum possible score of 100 points. Award tiers correspond to the following total project scores   
(from highest to lowest):

I. Platinum Hardhat (90 – 100 points)

II. Gold Hardhat (80 – 89 points)

III. Silver Hardhat (70 – 79 points)

## *Criteria*

The “Safety Innovation Award” is judged entirely on subjective criteria. Applications for ongoing projects will be scored by a panel assembled by the District CCSAP Coordinators including District Construction personnel and industry representatives. Applications for completed projects will be scored by a panel consisting of Headquarters Construction personnel and industry representatives.

## *Instructions*

1. Applications must be **TYPED** and each applicable section completed. Fill out a separate application for each nominated contract. If the same contract is applying for both awards, fill out the applicable application to nominate the contract for both awards. Applications are available on the CCSAP website at: [**https://dot.ca.gov/programs/construction/****CCSAP**](https://dot.ca.gov/programs/construction/CCSAP).
2. **There are three main criteria to be evaluated, Sections I, II and III, that total 100 maximum points.** Each subjective criteria will be scored by a judging panel. Where applicable, describe the criteria item, and the word count shall be filled in for each criteria item as requested. The “word count” feature in Microsoft Word (under the tools menu) may be used to count words. The word count limit applies only to the text you have added in responding to the question. **Applications will be rejected if any word count exceeds the word count maximum allowed for the applicable criteria item**. It is required that your text used to answer each question be in bold Arial font size 12, and in color, such as **blue** or **red,** to help differentiate answers from questions.
3. All applications must be completed in Word format first, then be printed or saved as an Adobe PDF files to be signed in Adobe Acrobat by the Resident Engineer of the nominated project and the prime contractor equivalent in the “Nomination Submitted by” portion.

4. Attach the clearly named documents and specify what section they are for to the application package in the same E-mail. E-mailed to the appropriate E-mail contacts in the instructions in step 5. File naming convention are as follows: section number, then the description of the file, and finally the file extension (e.g. .jpg, .mp4, etc.). For example, **Section II Safety Program Innovation.jpg** (Space in the filename is allowed).

5. Adobe PDF application files are to be submitted by email with all the attachments (photos, documentation, etc.).Email the application files by **5:00 p.m. on** **September 29, 2023: No other form of delivery will be accepted (fax, U.S mail, internal mail, etc.):**

* **To nominate ongoing project**: Email each application with corresponding attachments (e.g. photos, documentation, etc.) to the email address of the CCSAP Coordinator in the district where the contract is administered.
* **To nominate completed project**: Email each application with corresponding attachments (e.g. photos, documentation, etc.) to the CCSAP Manager.
* The CCSAP contacts including their E-mails are posted at: <https://dot.ca.gov/programs/construction/ccsap/ccsap-contacts>
* **If the documentation files are too large to be attached in the same email, attach them in separate emails or contact the appropriate CCSAP Coordinator for access to the shared Filr folder to upload your files.**

6. Applications that do not follow the above rules and format will not be considered for

awards.

7. The judging panel may request additional documentation as needed.

**Note:** **The judges look carefully at the responses to questions. Direct, pointed answers to questions are desired. Please do not leave out requested information as it affects the overall score. To support facts and to help the judges give you maximum credit, please attach and reference any related photos and documentation in each response and label each attachment with the question(s)/ section(s) it supports.**

|  |  |
| --- | --- |
| **CONTRACT INFORMATION** | |
| **Project Name:** | **Exactly the way you want it on the Award.** |
| **Project Description:** | (Describe the scope of work) |
| **Location:** |  |
| **District-EA:** |  |
| |  |  | | --- | --- | | **Brief Description of Job Site:** | (Describe location and unique characteristics of the contract site) Maximum 75 words | | **Project Type** | On-going  Completed | | **Working Days (WDs)** | Number of WDs at the time of application submittal: \_\_\_\_\_ | | Total Number of WDs of the project: \_\_\_\_\_ | | **Attach a maximum of 5 Photos (For this section only)** | Project Work Photos  Project Team Photos  Product / Material Photos  (e.g. photos in the work zone, photos of completed work, safety efforts, project teams in meetings, safety meetings, in safety training, etc.) |   **Nomination Submitted By:**  The undersigned nominate this project for consideration of the Safety Innovation Award.  Caltrans signature Prime contractor signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  <NAME>, Date <NAME> Date  Caltrans, Resident Engineer <Organization and Title> | |
| **Caltrans Senior Construction Engineer or Project Manager** | Name and Title:  Address:  Office Phone Number:  Cell Phone Number:  Email Address: |
| **Prime Contractor Lead**  **(Superintendent / Safety Manager / Project Manager, etc.)** | Name and Title:  Company:  Address:  Office Phone Number:  Cell Phone Number:  Email Address: |
| **List any additional stakeholders, including subs & vendors that significantly contribute/contributed to the safety effort. They will be invited to the award ceremony and receive an award certificate. Include an additional page as needed.** | Name and Title:  Address  Phone Number:  Email Address:  Name and Title:  Address  Phone Number:  Email Address: |
| 1. **Innovative technology, work method, product, material, idea and improvement that resulted in a safer work environment (60 Points Maximum)** | |

Identify and describe the best innovation (just one) piloted and implemented that provided for a safer working environment or improved safety for the project in the following categories (but not limited to):   
**(60 points maximum)**

● Technology

● Work method (e.g. shorter work duration to limit workers to exposure, for example, 10-day operation into a 7-day operation. Another example is full closure.)

● Product

● Material

● Idea (e.g. creative accommodation of bikes and pedestrians, etc.)

● New innovative safety training

**Please proceed to the next page.**

**The Best Innovation:** **(Attach and reference any related photos and documentation for the best innovation from the project and label each attachment)** **(500 words max):**

**Word Count: \_\_\_\_\_**

|  |
| --- |
| 1. **Other creative implementation or adopted enhancement**   **(30 Points Maximum)** |
| Identify and describe the most creative implementation or adopted enhancement (just one) that provided for a safer working environment or improved safety in the following categories (but not limited to): **(30 points maximum)**   * Approved and implemented Value Engineering Change Proposals (VECPs) related to safety that demonstrate creative thinking and provide the needed functions to accomplish the original purpose of the project while still maintaining or enhancing the safety attributes of the contract and/or the project as a whole. * Partnering Charter with innovation in safety or partnering innovation related to worker safety enhancements that minimize worker exposure (i.e. Engineering Controls or changes in procedures). * Safety program innovation * Specifications changes implemented or developed to enhance safety   **Please proceed to the next page.** |

**The Most Creative Implementation or Adopted Enhancement: (Attach and reference any related photos and documentation for the most creative implementation or adopted enhancement and label each attachment)**  **(500 words max.):**

**Word Count: \_\_\_\_\_\_**

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| --- | --- |
| |  | | --- | | 1. **Why should this contract receive the Safety Innovation**   **Award? (10 Points Maximum)** |   **Maximum *500 words.* Photos can be included as attachments clearly labeled *Section III* but not counted.**  **Section III** **Word Count: \_\_\_\_\_** |

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Safety Innovation Award   
Applicant Survey

The CCSAP Recognition Team is committed to continuous improvement. Your participation in this survey is voluntary. However, your feedback as our customer is extremely important. Please take a moment to complete this survey and **return it with your award application**. The information you provide will be used to improve next year’s CCSAP Recognition.

Please indicate your reaction to each of the following:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly  Agree | Agree | No Comment | Disagree | Strongly  Disagree |
| The CCSAP is making a difference in safety by motivating and encourage all staff to enhance  safety in the work zone. | q | q | q | q | q |
| The CCSAP Safety Innovation Award Application was easy to understand. | q | q | q | q | q |
| Due to the word count limit restriction in applicable section, there was enough space provided to provide the input. | q | q | q | q | q |
| Our contract team was given enough time to provide the requested information. | q | q | q | q | q |
| The CCSAP in my District/Division/Region is well advertised. | q | q | q | q | q |

Please add any additional comments you feel are appropriate to help us improve:

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Please offer your ideas for improving the CCSAP overall.

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Optional:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Please enclose this survey with Safety Innovation Award Application.**