

Tips for Submitting Your Nomination

Following are ideas that may lead to a nomination:

- It helps if the ideas are generated from safety issues that arise during the year. They could be from a suggestion box, safety committee, safety inspection or safety meetings. Good communication can help disclose safety issues that call for immediate action.
- After a problem has been solved by either changing a process administratively, or by introducing a new type of equipment, it would be helpful if it were documented for recall in December. Consider completing a nomination form, taking pictures and keeping the record in a notebook, as you move throughout the year.
- When the call comes from the ACPA to start preparing nominations, get input from plant staff on the presentation of the initiative. Get ideas on the method of presentation on each initiative from the management staff, safety committee and anyone else who has been involved throughout the year. Hold a meeting, serve lunch and make it fun.
- At nomination time, try to be as descriptive as possible. Use the nomination sheet, pictures, drawings, shop drawings, the safety program, and anything else that will help get the point across. Use your team from the previous bullet point to help assemble a nomination. Be sure to describe issues that led to the initiative.
- Once nominated, you can form a task group to help prepare a presentation for the show. Get as many employees as possible involved and hold regular progress meetings. Be creative and discuss ideas from your meeting members. Try to get a diverse group of people. Often, the quieter members of the safety committee or plant personnel offer amazing ideas.
- Use all of the space provided for your presentation. Models, posters, PowerPoint presentations and other creative means can be used to show your safety initiative.
- Finally, stay with the presentation during the showing at the Welcome Reception so that it can be explained to the judges as they view the submissions.