



AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

Guide to Compiling a Petition for the American Society of Safety Professionals

SAFETY PROFESSIONAL OF THE YEAR AWARD



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Table of Contents

Click the link to jump to the section.

- [Background](#)
- [Nominee Requirement/Eligibility](#)
- [Terminology](#)
- [Petition Checklist](#)
- [Endorsements](#)
- [Tips for Developing a SPY Petition](#)
- [Validation/Supporting Information](#)
- [Judging Criteria](#)
- [The Petition](#)
- [Petition Categories](#)
 - [Demonstrated Knowledge and Expertise](#)
 - [ASSP Activities](#)
 - [Professional Contributions](#)
 - [Awards/Innovations](#)
 - [Leadership/Management](#)
 - [Other Accomplishments](#)
- [Appendix A - ASSP SPY Petition Template Examples](#)
- [Appendix B – Judging Guidelines](#)

Resources

Here is a list of webpages and documents listed in this Guide.

- [ASSP Code of Professional Conduct](#)
- [ASSP Safety Professional of the Year Webpage](#)

- [ASSP SPY Nomination Form](#)
- [Employer Endorsement Form](#)
- [ASSP SPY Nominee Personal Statement Form \(for written option\)](#)
- [Tips for Recording your ASSP SPY Nominee Personal Statement \(for video option\)](#)
- [ASSP SPY Petition Template](#)
- [ASSP SPY Petition Checklist for the Petition Coordinator](#)





Background

The ASSP Safety Professional of the Year (SPY) Award is awarded annually to an outstanding occupational safety and health (OSH) professional selected by the Society Technical and Professional Recognition Committee.

Nominee Requirements/Eligibility

The nominee must:

- Be an active dues-paying member in good standing of the Society.¹
- Have contributed to ASSP and demonstrated outstanding achievement in the occupational safety and health (OSH) field while also advancing the OSH profession overall.
- Have consistently adhered to ASSP's Code of Professional Conduct.
- Be nominated by an active, dues paying ASSP member with knowledge of the nominee's achievements or members may nominate themselves for this award.
- ASSP Fellows are ineligible.
- Members currently serving on the Society Technical and Professional Recognition Committee and/or the Board of Directors are ineligible.
- Society Presidents are not eligible until five years after they have left the Board of Directors.

¹ In the case of global nominees, the TPRC will have the discretion of crediting nominees with scores they might have received if they had the opportunities available to American nominees. Reasonable accommodations will be made to "level the playing field" for global nominees as it relates to participation in Society activities at all levels, as well as education- and work-related cultural differences.





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SAFETY PROFESSIONALS

Terminology

Nominee

The ASSP member who is being nominated to receive the Safety Professional of the Year Award. Members may nominate themselves for this award.

Petition Coordinator

A petition coordinator must compile and submit the petition on behalf of the nominee. The petition coordinator must be an ASSP member familiar with the nominee's body of work.

Nominator

An ASSP member or entity such as a council, region, common interest group, practice specialty or chapter may submit petitions on behalf of the nominee. The nominator may serve as the petition coordinator.

Self-Nomination

Members who nominate themselves will need to fulfill all the requirements of nominee, petition coordinator and nominator.





ASSP SPY Petition Checklist for the Petition Coordinator

Petition Coordinator Responsibilities:

- Must be an ASSP member familiar with the nominee's body of work.
- Is responsible for collecting and compiling all material required for a successful petition.
- Must submit the completed petition on behalf of the nominee.
- If the member is self-nominating, they will collect and submit all materials.
- The Nominator may serve as the petition coordinator.

Collect from the Nominator:

- Completed [nomination form](#) (not to exceed two pages)
- Recent letter of endorsement from nominator

Collect from the nominee's immediate employment supervisor/manager/supporter (4 pages or less):

- [Employer Endorsement form](#)
- Recent letter of endorsement
- A written description of the nominee's job/position on organization's letterhead
- An organizational chart or statement showing or describing the endorsing superior's exact position in relation to the nominee.
- Nominees who are consultants should use representative assignments and projects in place of jobs and job descriptions.

Collect from the Nominee:

- A resume of the nominee's professional background (2 pages single-sided)
- Other endorsement letters from region, practice specialty, common interest group or chapter as appropriate.
- Nominee's personal statement (written or video) from nominee on their view of the practice of safety, stewardship and nominee's future vision.
 - Select **one** format (no need to submit both):
 - Statement may be submitted on [Nominee Written Statement Form](#). 500 words or less.
 - Short video (2 minutes or less). [Tips for recording your SPY Nominee Personal Statement](#) can be found online.

The Petition

- Utilize [ASSP SPY Petition Template](#)
- No more than 15 pages in length, listing the nominee's achievements from the past five years in the order they were obtained.
- Use a standard, easy-to-read typeface (i.e., Arial, Century, Garamond, Times Roman) at 10 points or larger.
- Completed nomination packet, including all forms, table of contents, letters of endorsement, attachments, etc., should not exceed 40 pages.

Submission instructions

- Submit as a single PDF file to Awards@assp.org by November 1st.
- Packet should include a Table of Contents.
- When combining several documents to create a PDF, use the "Single PDF" option (not "Portfolio")
- If petition packet is not in the correct form, the submitter will be asked to resubmit in the correct form.





Endorsements

Provide recent letters of endorsement from:

- The nominee's employer (must be nominee's immediate superior, as verified by employer).
- For **consultants**, this endorsement can be from a major or long-term recipient of the nominee's services.
- The nominee's council, region, common interest group, practice specialty or chapter as applicable.

The quality and scope of any endorsements should be exceptional. Letters should be specific, OSH-related, and describe the relationship between the nominees and endorser. A few excellent letters are far superior to many general letters of a more impersonal nature.

NOTE: Petition & attachments (letters, forms, table of contents, etc.) cannot exceed 40 pages.

Tips for Developing a SPY Petition

- Budget plenty of time to complete a petition. Start well in advance to allow time for gathering documentation and supporting information.
- Develop a plan of action for completing the petition, including developing a timetable for gathering information from the nominee, their employer, and endorsements.
- Provide specific facts and statistics directly related to the content included in the petition.
- Included dates for activities and results.
- Structure petition category responses in the following manner:
 - Utilize the [ASSP SPY Petition Template](#).
 - Activity: Achievement, activities relevant to achievements, metrics.
 - Results of the achievements.
 - All activities must be within the past five years.
- Review and organize the final petition so that each accomplishment is documented only once and under one criterion only.
- Review the petition to eliminate these potential issues:
 - Irrelevant or redundant information, as it lowers the petition's score.
 - Inclusion of endorsers who do not contribute significantly to evidence in the petition.
 - Citation of achievements in which the nominee did not have a substantial role.
 - Overreliance on personal achievements outside of ASSP and OSH.

Validation / Supporting Information

- Nominees or petition coordinators may cite any of the following (pdf format) that illustrate and support the achievements of the nominee:
 - Articles (citation or cover/first page – no need to submit complete articles)
 - Books (citation or cover)
 - Achievements including descriptions of work-related activities that reduce hazards, risks and/or related costs.
 - Evidence of activities for a chapter, practice specialty, common interest group, other Society-level group or related organizations, including one or two statements regarding responsibilities, specific contributions and achievements.





Judging Criteria

Only the nominee's activities over the **past five (5) years** will be considered. Judging Guidelines can be found in [Appendix B](#) of this document.

The nominee has:

1. Demonstrated technical expertise in the broad field of OSH and a thorough knowledge of the operational aspects of his/her OSH employment.
2. Been involved in Society, Council, Region, or Community (Chapter, Practice Specialty, Common Interest Group) activities, including acting as a committee or task force chair, serving as an officer and/or project director, performing services to members, providing educational value through webinars, sessions, courses, etc.
3. Made professional contributions to advance the OSH Profession, such as fostering professional development, public/community services, instructing at educational institutions, influencing codes and legislation, writing articles, working with allied groups, etc.
4. Received awards, including citations, honors, and plaques for innovations in new procedures or systems developed.
5. Shown leadership in establishing, maintaining, and improving OSH-related technical processes at the work site and/or for the Society.
6. Made other personal achievements related to occupational safety and health.
7. Recent endorsements from superiors and verifications from associates, in the form of letters on appropriate stationery of the employer and ASSP Community (where applicable).
8. Activities related to: local community involvement, social responsibility, sustainability, etc.
9. Personal Statement. Choice of short video (2 minutes or less) or statement of 500 words or less expressing nominee's view of practice of safety, stewardship and future vision.





The Petition

Petition Information and Guidelines

The following pages will assist you by providing guidelines for the preparation of an ASSP SPY petition. They will include the categories by which petitions will be evaluated and examples of OSH-related and Society activities that the Technical and Professional Recognition Committee considers favorably when judging a petition.

Nominees are judged by the scope, depth, quality and impact of their efforts over the past five years in the OSH profession, ASSP, and their local community. Such activities that happened more than five years ago will not be considered.

The petition should be no more than 15 pages in length and carefully prepared so that it is comprehensive, concise, and accurate. (See [Appendix A](#)) The Technical and Professional Recognition Committee will judge each nominee based on the petition only.

Petition Categories

The petition categories are the bulk of the petition packet. Information should be presented according to the order presented below. Please be sure to use as many precise descriptions of the nominee's achievements as possible, minimizing vague descriptions that do not concisely reflect scope. For example, instead of reporting a nominee's action that caused a "significant improvement," reflect scope with percentages – such as "improvement by 58%." Vague descriptions that do not reflect the nominee's actual role in an organization's overall OSH improvement are also strongly discouraged. Utilization of the ASSP SPY Petition Template as shown in [Appendix A](#) is required.

ASSP SPY Petition Categories include:

Demonstrated Knowledge and Expertise

- Technical Aspect
- Operational Aspect

ASSP Activities

- Society Level
- Council/Region/Practice Specialty/Common Interest Group Level
- Chapter Level

Professional Contributions

- Authorship
- Public/Local Community service
- Academia
- Codes, Standards, Legislation

Awards/Innovations

- Awards and Honors
- Innovations, Inventions and Improvements

Leadership/Management

- Leadership
- Process Development
- Influence and Achievement

Other Accomplishments





Demonstrated Knowledge and Expertise

A. Technical Aspect

This area should detail how the nominee has demonstrated technical expertise in the employment setting. It should be specific and reflect actual activity by the nominee. The submitted job descriptions should indicate a nominee's duties and his or her ability to perform them, as well as to what degree he or she has solved a problem and/or achieved success. Only with sufficiently detailed information can the judges award the appropriate number of points.

When demonstrating the nominee's technical expertise, be sure to indicate a comprehensive definition of his or her job functions, including the number of locations and employees for whom the nominee has had OSH responsibility. Activities which show unique and superior achievement could include speaking at local, regional, national or international seminars, developing processes using state-of-the-art concepts to solve problems, and/or demonstrating one's expertise by serving on committees (ANSI, NFPA, etc.) or governmental advisory boards (US or other).

Examples: See [Appendix A - Examples](#)

B. Operational Aspect

This area concerns the nominee's ability to work within a company structure, provide a safe working environment, and develop effective OSH processes and cultures. It includes the effects that OSH processes have on the operational aspect of the industry. To describe the nominee's thorough knowledge of operational aspects, indicate the complexity, number of locations and employee engagement, as well as the results of any processes implemented by the nominee. Provide details of whether or not the processes were designed based on worker needs, how successful the processes were, and whether or not they are ongoing. Be sure to demonstrate an ability to work well with all levels of the workforce.

Example: See [Appendix A - Examples](#)

Consultants should describe their effectiveness in working with clients and various client representatives across multiple locations. If applicable, describe the complexity of the problem/project and the impact of project results on the client's operations. Describe in detail how the consultant assisted the client in implementing processes, systems, and practices and/or making changes.

ASSP Activities

Describe the nominee's involvement and contributions to ASSP at the Society, council, regional, practice specialty or chapter level. Include descriptions of any contributions made during the time of service. Be specific – simply mentioning membership alone will incur minimal points.

A. Society Level

Society activity includes service on a Society-level committee or Council or as an elected VP. Note the nominee's accomplishments and the impact they had on ASSP.

B. Council/Region/Practice Specialty/Common Interest Group Level

Activities can include service as an RVP, a Deputy RVP, Administrator of other leader positions or work on a project for the Region/Practice Specialty/Common Interest Group/Council. Activities should be accompanied by a measurement of the outcome and personal growth.





C. Chapter Level

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

Examples: See [Appendix A – Examples](#)

Professional Contributions

A. Authorship

List the nominee's OSH-related publishing activities during the past five years, including company publications, letters to the editor of an OSH magazine, major articles, technical documents, research projects, and books. Describe each piece's impact on the OSH profession. Items prior than five years ago will not be considered.

Example: See [Appendix A - Examples](#)

B. Public/Local Community Services

Describe the nominee's involvement in the community and contributions that have been made during the time of service. OSH-related 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, international or industrial efforts with recognition.

Example: See [Appendix A - Examples](#)

C. Academia

Include information related to degrees earned by the nominee, including any of the following: high school diploma, associate (two-year), baccalaureate (four-year), masters, or Ph.D. degrees. Professional designations such as P.E. and/or CSP should also be included. Academic work at local colleges/universities could include teaching as an adjunct faculty member, an instructor, a curriculum advisor, and other accreditation activities. Specific information is preferred.

Example: See [Appendix A - Examples](#)

D. Codes, Standards, Legislation

Describe any membership on standards, codes, or legislative committees at the local, state, national or international level. Show any significant impact made by the nominee on standards, legislation, or codes that affect the OSH profession.

Example: See [Appendix A - Examples](#)

Describe the nominee's involvement and contribution to these groups. Again, be specific: simply mentioning membership alone will incur minimal points.





Awards and Innovations

A. Awards and Honors

Describe awards and honors bestowed upon the nominee, explain the nature and purpose of the award or honor and how the nominee earned it.

Include any ASSP Community awards (chapter/practice specialty/common interest group) or letters of appreciation and regional or society awards in OSH.

Examples: See [Appendix A - Examples](#)

B. Innovations, Inventions, Improvements

Describe the nature of and benefits derived from any innovations, inventions, or improvements designed and/or patented by the nominee. This area covers the nominee's use of new OSH technology, and any recognition of accomplishments derived from using unique, first-time, state-of-the-art technology. Include any procedures having significant impact on the profession.

Examples: See [Appendix A - Examples](#)

Leadership/Management

A. Leadership

Show some specific or unique examples of the nominee's skills in this area. Illustrate specific and unique examples of the nominee's skill in this area. To include work related and/or other leadership opportunities.

B. Process Development

Process development includes the ability to define a process need and describe a well-thought-out plan of action plus methods of implementation and evaluation showing any positive impacts or results.

Consultants should describe specific systems/processes developed for client(s), how the need for the process was determined with/for the client, if the results were evaluated, how this was done, and a description of the overall results.

C. Influence and Achievement

Describe the nominee's ability to influence others in his or her company's OSH processes, as well as Society and community processes. This motivational skill is shown by the achievement of significant goals, as well as promotions, results, areas of responsibilities, and accomplishments.

Example: See [Appendix A- Examples](#)

For **consultants**, this factor can be demonstrated by letters from clients that describe the nominee's beneficial motivational or managerial impact on the client's company.





AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

Other Accomplishments

This area includes participation in OSH activities not indicated in any other criteria listed above such as local community involvement, social responsibility, and sustainability. These activities should also include the nominee's leadership and any impact of the activity described.

Example: See [Appendix A - Examples](#)





APPENDIX A

**ASSP SPY Petition Template
Examples**

This template must be used to validate/confirm all petition categories. Petitions not utilizing this template will not be considered and returned to the petition coordinator for revision.

Instructions: Categories should be completed by nominee and reviewed by petition coordinator. Additional cells may be created within any category if more space is needed.

A downloadable blank template is available [online](#).

Petition Coordinator Comments	
Petition Coordinator may use this space to include any comments for the Technical & Professional Recognition Committee.	

PETITION CATEGORIES

	Date	Demonstrated Knowledge and Expertise – A - Technical All activities must be within the past 5 years
<u>Activity</u>	<u>20xx</u>	Nominee has developed procedures for digging over or around buried loaded pipelines and/or energized electric cables
<u>Results</u>		These procedures have been used on 17 projects without incident
<u>Activity</u>	<u>20xx</u>	Nominee developed a new accident data collection and reporting system, providing management with a more accurate analysis of the accident/loss experience.
<u>Results</u>		Data accuracy improved by 23% and accessible worldwide within 2 hours of data entry.
<u>Activity</u>	<u>20xx</u>	Nominee has developed a new accident investigation technique and trained supervisors in ways to implement it effectively
<u>Results</u>		By identifying causes, this has resulted in a change of procedures that has resulted in an additional 14% reduction of accidents since its introduction.

	Date	Demonstrated Knowledge and Expertise – B – Operational All activities must be within the past 5 years
<u>Activity</u>	<u>20xx</u>	Nominee was responsible for the development of a nondestructive testing program for burner tubes and fire tubes in heater treaters and gas plan furnaces.
<u>Results</u>		Nominee was responsible for the development of a nondestructive testing program for burner tubes and fire tubes in heater treaters and gas plan furnaces.
<u>Activity</u>	<u>20xx</u>	Nominee developed and implemented a machine guarding process and audit system
<u>Results</u>		All open items from the previous corporate audit were completed. No new machine guarding issues were identified in the latest corporate audit.





		ASSP Activities All activities must be with the past 5 years
		A – Society Level
Activity	20xx-20xx	Served on the Society Government Affairs Committee
Results		Sub-Committee Chair for ANSI Z10. Provided comments and addressed 14 specific questions/issues.
		B - Council/Region/Practice Specialty/Common Interest Group Level
Activity	20xx	Developed criteria for Common Interest Group Safety Professional Award. Obtained approval and sponsorship.
Results	20xx	Presented first annual CIG Safety Professional of the Year Award.
		C- Chapter Level
Activity	20xx-20xx	Nominee held all Chapter offices of the _____ Chapter.
Results		Membership meeting attendance improved 20 % and study groups for ASP & CSP resulted in successful first-time exam completion by 98% of all who participated and took the exams.

		Professional Contributions All activities must be within the past 5 years
		A - Authorship
Books		N/A
Articles	Aug. 20xx	Nominee authored an article on cost accounting for accidents in the August 20xx issue of Professional Safety which was introduced at several companies.
		B- Public/Community Service
Activity	20xx	Nominee was appointed to and served on the Governor's Commission on Safe Driving.
Results		The Commission developed a distracted driving program focusing on phone use and texting. Related accidents were reduced by 8%.
		C-Academia
Activity	20xx	Nominee serves as an adjunct professor for the _____ University safety program and OSHA Regional Education Center.
Results		Nominee developed a new machine guarding course which resulted in 5% enrollment increase. Nominee participated in revisions to the OSHA 502 and 503 programs.
		D - Codes/Standards and Legislation
Activity	20xx	Nominee testified before the State Legislative Committee on Workers' Compensation.
Results		As a result of the testimony and data provided, the Committee recommended a 5% reduction in premiums for the next year.
Activity	20xx-20xx	Nominee served on OSHA's National Advisory Committee
Results		Nominee made several recommendations to OSHA for compliance inspection enhancement. Two recommendations were accepted and implemented by the Agency.





	Date	Awards and Innovations All activities must be within the past 5 years
		A- Awards and Honors
Awards and Honors	20xx 20xx 20xx	<ul style="list-style-type: none"> Nominee named Chapter SPY for the _____ Chapter. Nominee named as OHST of the year by BCSP. Nominee acknowledged by the company CEO for safety contributions resulting in 25% reductions in hand related injuries.
		B – Innovations/Inventions/Improvements
Activity	<u>20xx</u>	Nominee developed an Excel spreadsheet to include a risk assessment in addition to the standard JSA.
Results		The spreadsheet is now in use corporate wide. Nominee contributed to US Patent _____ for augmented machine lathe guarding.

	Date	Leadership/Management All activities must be within the past 5 years
		A - Leadership
Activity	<u>20xx</u>	Nominee selected as Chair of the corporate OSH Council.
Results		Corporate OSH Council developed and published 6 new safety standards during the nominee's term.
Activity	<u>20xx</u>	Nominee promoted to Director, North American Operations and as such is now responsible for 36 business units' safety processes.
Results		Nominee has standardized 14 different operational processes since appointment to the position.
		B -Process Development
Activity	<u>20xx</u>	Nominee improved the corporate audit process and system.
Results		Corporate audits now can be done in three days resulting in \$30,000 savings to the organization without any degradation in audit quality.
		C – Influence and Achievement
Activity	<u>20xx</u>	Nominee made a presentation and provided data to the corporate executive committee as to enhanced senior management activities.
Results		Each corporate officer now has two safety related activities in their annual goals and objectives package.

Activity	Date	Other Accomplishments All activities must be within the past 5 years
Local Community Involvement	<u>20xx</u>	Nominee serves on local scout council and offers safety services for scouting activities.
Social Responsibility	<u>20xx</u>	Nominee has been appointed as the company representative to the city Environment Advocacy Panel responsible for making recommendations to improve cooperation between the city and industry to reduce the carbon footprint within the city limits.





AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

Sustainability	<u>20xx</u>	Nominee participated in a Six Sigma Lean initiative to improve the safety and profitability of the company recycling efforts dealing with metals and paper. Efficiency of 23% was achieved with a potential cost savings of \$25,000 annually.
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APPENDIX B

Judging Guidelines

Used by the Technical & Professional Recognition Committee when reviewing and evaluating SPY petitions.

Category	Grading Level	Guidelines for this Level
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 an OSH professional. Specialized, narrowly defined job function. One location, 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.
	4	All of the above, plus specific demonstration of superior technical expertise, multiple locations. Speaker at seminars on local or regional level, process 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/international 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 OSH programs. Consider the effects that OSH processes have on the operational aspect of the industry.	1-2	Has implemented basic processes. One or two locations.
	3-5	All of the above, plus measurable or outstanding results through working with others. Multiple processes, multiple locations/facilities. Works well with all levels, able to communicate with and influence line and management. Considers their needs before designing process. Excellent above average results recorded and maintained (not a one-time effort).
II. ASSP Activities		
A. Society Consider office held, responsibility, contributions, and years of service and willingness to	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.





volunteer.		
	2-3	Three or more years' 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. Regional and Area Consider the office held, responsibility, contributions, and years of service.	1-3	Deputy 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 who 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.
C. ASSP Community (Chapter, Practice Specialty or Common Interest Group) Consider offices held, responsibilities, contributions and years of service.	1-2	One or more offices, committee member, or some service to the Chapter; one year or less.
	2-3	Three or more years of service to the Chapter or Practice Specialty with some noted accomplishments. Project Director, planned/presented Seminar session, etc.
	3-4	All the above, plus positive measurable results.
	4-5	All the above, plus Society-level recognition for the Community accomplishments. Superior, unique achievements.
III. Professional Contributions		
A. Authorship Articles or books published during the last five years dealing with OSH.	1-2	Company publications-one-time effort, or letter to editors of OSH 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 OSH profession.
B. Public/Community Service Consider the involvement in the community and	1-2	Community or state committee public service boards, advisory committees, service of at least one year.





contributions made during the time of service.		
	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 the above, plus three or more years of service. Quality service with national/international recognition for accomplishments.
C. Academia-Degrees/Univ Activities and Certifications	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/international recognition and visibility for significant contributions to the OSH profession through superior, unique service to academia.
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, nationally or globally 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 nominee 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 or global, superior, widely recognized impact of the nominee's work,
IV. Awards and Innovations		
A. Honors Consider the 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/Global honors - Society, professional, business.
B. Innovations, Inventions & Improvements: Consider the type of innovations or inventions, improvements, patents, their impact, results on the business/profession.	1-3	New OSH 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.





Category	Grading Level	Guidelines for this Level
V. Leadership/Management		
A. Leadership Consider the nominee's area of responsibility, promotions and advancements, leadership/accomplishments shown in the company structure, ASSP, or community activities. Look for the 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. Process Development Consider the ability to develop, administer, and implement OSH processes and the benefits derived.	1-3	Specific processes 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 processes implemented.
C. Management/Motivation Consider the ability to motivate others in OSH processes as well as society and community processes. How motivation was accomplished and its effect on the process'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.
VI. Other		
A. OSH Accomplishments not indicated in any other criteria listed	1-2	Participation in any OSH activities not indicated in any other criteria listed.
	3-5	Leadership, significant impact on specific accomplishment in activities described above.
VII. Other		





AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

A. Endorsement Review Endorsements required from immediate superior, council, region/area, chapter practice specialty or common interest group. Consider how OSH related and detailed as well as level of enthusiasm, etc.	1-5	Give credit for the quality and scope of endorsements from their employer, Society members, and OSH professionals. The more specific and OSH- related, the higher the score. (Two or three glowing specific letters are better than ten general, perfunctory ones.)
B. Nominee's statement (written or video)	5	

