



# 2018 Minnesota *LECET*

**SAFETY DRIVEN**

## Safety Incentive Program Official Program Rules



### **Purpose**

The Minnesota LECET *Safety Driven* safety incentive program is a recognition based program designed to acknowledge safety excellence and the overall proactive approach to safety by both skilled Construction Union Laborers (“Laborers” or “LIUNA Members”) and Union Employer Contractors (“Signatory Contractors” or “Employers”). Signatory Contractors are defined as those employers who are signatory or otherwise bound to a collective bargaining agreement with the Laborers District Council of Minnesota and North Dakota. Operated by Minnesota LECET, *Safety Driven* hopes to reduce injuries, illnesses and the resulting workers compensation costs, while stimulating productivity and improving construction industry safety. The program is offered at **NO COST** to the Signatory Contractors who contribute to Minnesota LECET.

### **Program Summary**

#### **1. Enrollment and Program Communication** (Form SD-1)

All Signatory Contractors contributing to Minnesota LECET through collective bargaining agreements are eligible to nominate or participate in the LECET Safety Driven program for any quarterly or annual awards program. Enrollment is recommended, so LECET has your current contact information for regular communications about the program and events. Contractors should furnish and update Minnesota LECET with key safety administration (Email / Phone) contact(s) within their firm. All communication of program events, nomination deadlines is done primarily through email notifications. A database is maintained by Minnesota LECET with records of all nominations, by contractor, since 2007. To regularly receive communications fill out Form SD-1 or send an email of your safety administrative contacts to: [mnlecet@gmail.com](mailto:mnlecet@gmail.com)

#### **2. Laborers Quarterly Awards Nomination** (Form SD-2)

Signatory Contractors will be notified by email communication and may nominate **up to two (2)** *Safety Driven* Laborers per quarter for Quarterly Awards. All Award winners are chosen on a random basis with prizes distributed quarterly. Please refer to the Laborers Quarterly Awards rules and schedule.

#### **3. Laborers Annual Award Nomination** (Form SD-3)

Signatory Contractors will be notified through email communication or the LECET Union Contractor News Email program and may nominate **one (1)** *Safety Driven* Laborer for recognition in the Annual Award program based on the Laborers safe work history performance during the applicable annual period. Seven Annual Award finalists will be selected and invited to a special Laborers Annual Award random drawing ceremony held on Friday, March 16, 2018 in conjunction with the *Annual Contractor Appreciation Open House* event at the Laborers Training Center, in Lino Lakes, MN. Please refer to the Laborers Annual Award rules and schedule.

#### **4. Contractor Award of Excellence Application** (Form SD-4)

Signatory Contractors will be notified by email communication and may apply for the Annual LECET *Safety Driven* Contractor Awards recognition program. A *Safety Driven* Contractor Annual Award recognition ceremony will be held on Friday, March 16, 2018 in conjunction with the *Annual Contractor Appreciation Open House* event at the Laborers Training Center, in Lino Lakes, MN. Please refer to the Contractor Awards rules and schedule.

## ***Official LECET Safety Driven Program Rules***

- 1.** The Program is offered at **NO COST** to enrolled Signatory Contractors with all prizes, recordkeeping, notifications and coordination responsibilities handled by Minnesota LECET.
- 2.** Eligible Laborers Union members must be in good standing with his/her Laborers Local Union Hall and are skilled construction craft Laborer field construction workers performing work covered by a collective bargaining agreement with the Laborers District Council of Minnesota & North Dakota. Eligible Signatory Contractors must be in good standing with the Laborers District Council of Minnesota and North Dakota and Fringe Benefit Funds.
- 3.** For the purpose of this recognition program, lost time and recordable events will be as defined by the Occupational Safety and Health Administration (OSHA) recordkeeping rules.
- 4.** The Board of Trustees of Minnesota LECET, or its designee, shall select all of the awards and recipients, and all of its decisions shall be final and binding upon all contestants and parties in all respects and matters.
- 5.** Signatory Contractors are required to tender accurate and truthful information pertaining to all nominations and applications made and must be willing to share company safety records, such as OSHA log books, accident reports and other safety related information.
- 6.** Minnesota LECET will verify eligibility of nominated Laborers by reviewing hours worked, Apprenticeship status (Quarterly awards) and current membership status.
- 7.** Minnesota LECET shall coordinate prize distribution with each Contractor employer and Laborers award winners. If winning recipients cannot be located within 21 days of selection, the award prize(s) may be forfeited. LECET will incur all shipping costs for prize distribution.
- 8.** All award recipients will be responsible for the payment of all required gift receipt taxes and/or fees unless otherwise approved by the Minnesota LECET Board of Trustees.
- 9.** Signatory Contractors are responsible to notify Minnesota LECET on any safety administration personnel changes in order to maintain successful communication between the contractor and Minnesota LECET. All communication will be made primarily through Email format and through LECET's constant contact email communication services (Union Contractor News).
- 10.** The Minnesota LECET Board of Trustees reserves the right to unilaterally modify, amend, or terminate the *Safety Driven* safety incentive program, at any time and may substitute at their discretion any award prizes with alternatives.
- 11.** All nomination forms must be received prior to deadlines or at the discretion of Minnesota LECET. Forms available online at [www.mnlecet.org](http://www.mnlecet.org), or are attached to each of the email communications, pertaining to each nomination program.

## **Laborers Quarterly Award Program Rules**

During a given calendar Quarter, Signatory Contractors, may nominate Laborers whom have worked safely in the field for their respective employer during the applicable calendar quarter using Form SD-2. All nominated Laborers will receive: a congratulatory letter, two (2) *Safety Driven* Laborers hard hat decals and one (1) complimentary *Safety Driven* Laborers Logo T-Shirt. **Note: Maximum of one T-Shirt awarded per Laborer per year.**

### **Recommended Nomination Guidelines:**

Enrolled Signatory Contractors may nominate **up to two (2)** Laborers per Quarter.

*Contractors are strongly encouraged to utilize the nomination process appropriately and to nominate a variety of LIUNA members throughout the year. Minnesota LECET maintains a file database of all Laborers Union members nominated, including previous award winners, by employer, since the inception of the program.*

### **A) RANDOM DRAWING PROCESS:**

From the list of nominees, a maximum of twenty (20) Quarterly Award winners will be randomly drawn each quarter. The drawing will ensure statewide coverage of winners with no Signatory Contractors having more than one quarterly winner per each quarter. Signatory Contractors will be notified of winning Laborers employed by their firm by mail and/or email communication.

### **B) AWARD PRIZES:**

Quarterly Award prizes will be in the nature of:

The winning member's choice of one (1) of the following items:

- Jacket, Cooler Bag, Duffle Bag, Leather Tool Belt, Hand Tools or other items;  
Many Items are embroidered or embossed with LIUNA or Safety Driven Logos.  
A flyer will be sent to winning members depicting current prize selections.
- ✓ All Quarterly Award winners and Contractors will be listed in ***the Minnesota Laborer*** News publication by Minnesota LECET.

*Note: Prizes may vary depending on product availability. Member winners will need to reply Within the timeframe indicated, or a default prize will be automatically sent.*

### **C) ELIGIBILITY:**

Laborers must have no lost time or recordable event due to a work-related accident or illness and must work a minimum of 250 field work hours for a single employer in the calendar quarter as verified by the Signatory Contractor. Laborers must be generally classified as skilled construction craft Laborer field employees. Contractors may have more than one winning Laborers Union member each year. Apprentices are eligible for consideration of Quarterly Awards, but must be current in Apprenticeship training as per records of the Laborers Apprenticeship Program. **Important: No repeat Quarterly Award winners will be permitted for a period of 3 years.**

### **2018 Quarterly Award Nominations:**

<u>Nomination Period</u>	<u>Nomination Deadline</u>
1 <sup>st</sup> Quarter - Jan. 1 to March 31	April 13, 2018
2 <sup>nd</sup> Quarter - April 1 to June 30	July 13, 2018
3 <sup>rd</sup> Quarter - July 1 to Sept. 30	Oct. 12, 2018
4 <sup>th</sup> Quarter - Oct. 1 to Dec. 31	Jan. 11, 2019

## **Laborers Annual Award Program Rules**

Signatory Contractors may nominate one (1) Laborer per Signatory Contractor, who has worked safely during the applicable time period for the Laborers Annual Award recognition program using Form SD-3. All nominated Laborers will receive: a congratulatory letter, two (2) *Safety Driven* Laborers hard hat decals **and** one (1) Safety Driven Laborers logo USA made jacket (\$50 to \$100 value -style TBD) .

### **A) FINALIST SELECTION PROCESS:**

All Laborers Annual Award nomination forms received from employers will be reviewed by an independent group appointed by the Minnesota LECET Board of Trustees with recommendations given for seven (7) Laborers Annual Award Finalists plus alternates. Once finalized by the Trustees, **the 7 Finalists and their employer contractor representatives will be notified and invited to attend the Laborers Annual Award ceremony** where one of those 7 Finalists will win the All-terrain Vehicle (ATV) and Trailer Grand Prize in a random drawing ceremony. This exciting event will be held in conjunction with the ***Annual Contractor Appreciation Open House*** at the Laborers Training Center on Friday March 16, 2018. The random drawing ceremony will be monitored by the independent auditing firm of Legacy Professionals, LLC. **All Candidates Must Be Present to Win.**

### **B) AWARD PRIZES:**

Annual Award Prizes will be in the nature of:

- All eligible and current Laborers Union members nominated in the program will receive each, one (1) USA Made jacket with the *Safety Driven* embroidered Logo and fit to the sizing as provided by the employer (\$50 to \$100 Value – style TBD)
- **Grand Prize:** One (1) Grand Prize winner receiving one (1) Polaris Model 450 or 500 All – Terrain Vehicle (ATV), Triton trailer and one (1) prepaid Visa/MasterCard gift card valued at \$500.00 and other prizes furnished by MN LECET. Grand Prize winner must be present at the event to win.
- **Runners Up:** Six (6) Runners Up Prize winners will each receive one (1) prepaid Visa/Mastercard gift card valued at \$500.00 and other prizes furnished by MN LECET. All finalists must be present at the event to win runner up prizes.
  - ✓ All Laborers Annual Award nominees, winners and Contractors will be listed in ***the Minnesota Laborer*** LECET Newsletter June, 2018 Quarterly News publication and in a special event program at the Annual Open House.

### **C) ELIGIBILITY:**

All nominated candidates for the Laborers Annual Award must have no lost time or recordable event due to a work related accident or illness, and obtain a ***minimum of 1,000 field hours*** of work, as verified by contributing Contractors in covered employment during the official contest period. Nominees working for multiple employers during the contest period are eligible. Nominees must be in *good standing* with their respective participating Laborers Local Union, for a minimum of 2 (two) prior consecutive years as of December 31 of the contest year and **must be generally classified as skilled construction craft Laborer field employees.**

#### **Candidates that are NOT ELIGIBLE Include:**

- 1) Apprentices are not eligible for the Laborers Annual Award program.
- 2) Laborers who are considered Superintendents or Safety Administrators, are not eligible.
- 3) Any officer or Laborer who holds a paid position within their Laborers Local Union.
- 4) Previous LECET Safety Driven Laborers Annual Award Winners are not eligible.
- 5) Any *previous* Laborers Annual Award ‘Finalists’, who have participated in the Annual Award random grand prize drawing ceremony at a previous **Annual Contractor Appreciation Open House** event within the past 10 years are not eligible.

#### **Laborers Annual Award Nominations:**

Nomination Period  
2017 Calendar Year

Nomination Deadline  
February 28, 2018

## **Contractor Annual Award of Excellence Program Rules**

Signatory Contractors may apply for safety recognition in the **LECET Safety Driven Contractor Award of Excellence** program. Contractors must complete and submit form SD-4.

### **A) CONTRACTOR AWARD SELECTION PROCESS:**

In order to receive the LECET Safety Driven Contractor **Award of Excellence** designation for the calendar year, contractors must meet or exceed a minimum points scoring system from the application form (SD-4) based on:

- \*Minimum of 16 Points for contractors who employ less than 10 Laborers (Seasonally adjusted)
- \*Minimum of 22 Points for contractors who employ more than 10 Laborers (Seasonally adjusted)

### **B) AWARD PRIZES:**

Contractor Award Recognition will be in the form of:

**Minnesota LECET Safety Driven "Award of Excellence"** walnut framed engraved plaques, depicting each year of achievement. Formal press release announcements will be issued to selected publications such as *Finance-Commerce News, Minneapolis / St. Paul Business Journal, St. Paul Union Advocate, Labor World* & other publications in Minnesota.

- ✓ All Contractors receiving this award will be listed in **the Minnesota Laborer LECET June, 2018 Quarterly News** publication and other media outlets including social media.

### **C) RECOGNITION CEREMONY:**

All awarded contractors will be notified and invited to attend a recognition award ceremony set for Friday March 16, 2018 in conjunction with the **Annual Contractor Appreciation Open House** event at the Laborers Training Center, Lino Lakes, MN. Winning Contractors will be asked to submit their corporate logo and jobsite photos of "Laborers in Action" to Minnesota LECET in advance, for inclusion in the overhead projection system presentation at the awards ceremony on the Main Stage during the event. Previous winning contractors should bring their current award plaques for installation of the "2017" plates at the open house ceremony. **Winning Contractors will be called over to a photograph area near the main stage and should RSVP all expected attendees representing their firm at the Open House.** An RSVP in advance is greatly appreciated for overall event planning.

### **D) ELIGIBILITY:**

Contractors must be current with the Minnesota Laborers District Council of MN & ND and Fringe Benefit Funds and have had NO construction related work fatality or a willful OSHA violation during the applicable calendar year and meet the minimum points based on the Safety Points Table on form SD-4. All Signatory contractors contributing to Minnesota LECET are eligible for consideration of the Safety Driven Contractor "Award of Excellence".

### **Contractor Annual Award Nomination:**

Nomination Period  
2017 Calendar Year

Nomination Deadline  
February 28, 2018

## **Official LECET "Safety Driven" Program Contact Information**

**Minnesota LECET**  
**81 East Little Canada Road**  
**St. Paul, MN 55117**  
Phone: (651) 429-1600 \* Fax: (651) 653-9745 \* Email: [mnlecet@gmail.com](mailto:mnlecet@gmail.com)  
**Official Program Website:** [www.mnlecet.org](http://www.mnlecet.org)