



Application Guidelines

The Award

The American College of Occupational and Environmental Medicine (ACOEM) established the Corporate Health Achievement Award (CHAA) to formally recognize the finest health programs in North America. The Award is intended to bring national and international attention to the importance of worker health, safety, and environmental management, and to provide model organizations with visibility and validation for their efforts. Organizations that achieve the CHAA may publicize and advertise receipt of this award and are encouraged to promote their programs as models for others to follow.

Eligibility

Outstanding worker health, safety, and environmental programs operating in organizations or government agencies within North America, including manufacturing, service, for-profit or non-profit organizations may apply. Applicants must employ 500 or more workers. Recipients of the CHAA may not reapply for three consecutive years following their award.

Application Fee

An application fee is charged to help cover the costs associated with the evaluation and feedback process. Applications submitted without this fee will be considered ineligible. The application fee is \$1,500 (\$1,000 for non-profit applicants).

- A non-refundable \$500 deposit (all applicants) must accompany the Letter of Intent to Apply due **July 3**.
- The balance of the application fee – \$1,000 (\$500 non-profit) – must accompany the completed application; both are due **October 1**.
- Checks must be made payable to “ACOEM CHAA.”

Site Visit Fees

Those organizations that warrant a site visit will be responsible for the travel and lodging expenses to conduct the site visit (usually two examiners for 1 ½ days).

Letter of Intent and Questions

After reviewing the Application Guidelines, prospective applicants are asked to fill out the enclosed “Letter of Intent to Apply,” and “Basic Information About Your Organization” forms and mail them with a non-refundable \$500 deposit to the address indicated on the form no later than July 3. Questions about the application or evaluation process may be submitted in writing and attached to the form.

The Application

The completed application must be submitted by October 1 and include the following:

- Cover letter with contact information including an e-mail address
- A report (46 pages maximum) that includes:
 1. Organizational Overview – 1 page
 2. Organizational Values – 1 page
 3. Health, Safety, and Environmental Management – 1 page
 4. Discussion of the four Sections, 22 items in the *Guide to a Healthy Workplace* – 1-2 pages per heading – maximum 33 pages
 5. Supplemental pages to augment any section – 10 pages maximum
- Letter of Endorsement from the CEO or equivalent management director (not counted as one of the 46 pages)
- Balance of the Application Fee





Acknowledgement of Entry

Please provide appropriate contact information, including an e-mail address, in the cover letter of your application. Upon receiving your application, the Award Program Administrator will review it for completeness and acknowledge receipt of the materials and respond to any questions that may have been submitted.

Return of Material

Materials submitted for the CHAA will not be returned to applicants; all entries become the property of the American College of Occupational and Environmental Medicine (ACOEM). Applicants agree to allow the use of their organization's name and information about their program for award promotion and educational purposes. Specific information marked CONFIDENTIAL (such as absenteeism data or health costs) will not be disclosed without the organization's permission.

The Examination Process

The CHAA Committee has made every effort to create a thorough, yet streamlined application and evaluation process. An independent team of trained examiners will review each application. Examiners will be looking for **comprehensive and innovative programs with measurable results**. Points will be awarded for each item within the four sections based on the following levels of program development:

- Level 1. Programs:** Organization has evidence that the appropriate programs exist in the category indicated, with emphasis on innovative programs and practices.
- Level 2. Dissemination:** Organization has evidence that the programs exist and they are well deployed in all appropriate areas and departments within the organization.
- Level 3. Outcome Measures:** Organization has developed metrics for their programs and have begun to measure program results.
- Level 4. Trend Data:** Organization has trend data showing reduction of health risk, health-cost savings, or other impact on the business.

Once applications are scored, they are reviewed by the Judge's Panel which selects those warranting further review. Applicants agree to allow a site visit to verify any and all information submitted should the applicant become an award finalist. Site visits are conducted December through January.

Each applicant will receive formal feedback from the Examiners Panel regarding its program's strengths, weaknesses, and suggested areas of improvement. Receipt, review, and evaluation of applications and selection of award recipients will proceed in such a manner as to preclude any conflict of interest. Safeguards have been built into the process to avoid any conflict of interest on the part of any employee or member of the Examiners Panel or the ACOEM Board of Directors.



Application Instructions

All applications are to be typed and should not exceed page limits established for each section as described below. An original and five (5) copies must be submitted to ACOEM by October 1.

Organizational Overview

Please provide a **one-page** overview of your organization. Include information about the nature of your products and services; primary customers; major markets (regional, national, and international); size and nature of your worker population; and major equipment, facilities, and technologies used. Also, include information about any known or potential health and environmental hazards and the regulatory environment in which you operate.

Organizational Values

Please provide a **one-page** overview that describes the core values and concepts that are the foundation for your worker health, safety, and environmental programs. If applicable, include your mission statements or policies that relate to worker health, safety, and environmental management. Because senior management leadership is so critical, **we require a letter of endorsement from your Chief Executive Officer (CEO) or equivalent management director to be submitted with your application.**

Health, Safety, and Environmental Management

Please provide a **one-page** overview that describes how your organization's health, safety, and environmental management functions are organized and how they fit within your overall organizational hierarchy. Identify names, titles, and professional background of key managers in this area.

Guide to a Healthy Workplace

Please provide typewritten answers of one or two pages for each Section/Sub-Section (total of 22) in the *Guide to a Healthy Workplace* using the item number for identification (1.1, 2.1, 3.1, etc.). Responses to each section should be concise and presented in the following structure: program description, program dissemination, outcome measures, and trend data. **This portion of the application may not exceed 33 typed pages.** You may **include up to 10 total pages of supplemental materials** that show development of programs in new areas, or that extend the role of occupational health and safety professionals. On each supplemental page, indicate the related section number.

Examiners will score your application, weighing elements for each section. Each of the 22 sections will be scored according to a program's comprehensiveness, dissemination to exposed populations, and documentation of quality assurance and continuous improvement (view criteria and points in the *Guide to a Healthy Workplace*). Responses should balance descriptions with metrics and trends, adding additional materials in the supplemental section to document program effectiveness.

For more details about each of the sections, refer to the *Guide to a Healthy Workplace*. At the beginning of each Section there is a "Quick Check" which can be used to briefly assess the degree of program development and aid in the Section write up. Reviewing all "Quick Check" answers will provide you with a snapshot summary of your overall program depth. Following the "Quick Check," the ACOEM Standards are presented for each question to give applicants an understanding of the key elements to be considered. Outcome indicators follow the ACOEM Standards. These are provided as examples to guide you in developing your response. These Outcome Indicators are not intended to be all inclusive nor are they required for any particular applicant – they are listed merely as a guide for completing this section of the application.

The completed application should contain no more than 46 pages plus a letter of support from the CEO or equivalent management director and a cover letter. This document should be mailed along with the balance of the Application Fee to ACOEM by **October 1**.





Where to Send Your Application

Send application and related material to:

CHAA Program Administrator
ACOEM
25 Northwest Point Boulevard, Suite 700
Elk Grove Village, IL 60007

Time Table

Letter of Intent to Apply & Basic Information Forms due	July 3
Application Fee/Down Payment due	July 3
Completed Application due	October 1
Balance of Application Fee due	October 1
Applications reviewed	October-November
Site visits	December-January
Winners announced at an Awards Ceremony held during the American Occupational Health Conference	Spring



NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS)

Please refer to these NAICS codes when completing the "Basic Information About Your Organization" form.

Manufacturing and Transportation

- 11 Agriculture, Forestry, Fishing, and Hunting
- 21 Mining
- 22 Utilities
- 23 Construction
- 31-33 Manufacturing
- 42-45 Wholesale and Retail Trade
- 48-49 Transportation and Warehousing

Services

- 51 Information
- 52 Finance and Insurance
- 53 Real Estate and Rental and Leasing
- 54 Professional, Scientific, and Technical Services
- 55 Management of Companies and Enterprises
- 56 Administrative and Support and Waste Management and Remediation Services
- 61 Education Services
- 62 Health Care and Social Assistance
- 71 Arts, Entertainment, and Recreation
- 72 Accommodation and Food Services
- 81 Other Services (except Public Administration)

Government

- 92 Public Administration

Please Note: Where an applicant is both a manufacturer and a service provider, if 20 percent or more of gross revenues comes from manufacturing, the organization is considered a manufacturer. For more information, visit www.census.gov/epcd/www/naics.html.

CHARTER SPONSORS

Comprehensive Health Services, Inc.

Vienna, Virginia

Glaxo Wellcome, Inc.

Research Triangle Park, North Carolina
(now part of GlaxoSmithKline)

Greenstone Healthcare Solutions, Inc.

Kalamazoo, Michigan
(now part of Pfizer Inc)

Health Examinetics, Inc.

An Exemplar International Company
San Diego, California

Johnson & Johnson

New Brunswick, New Jersey

LabOne, Inc.

Lenexa, Kansas

Merck & Company, Inc.

West Point, Pennsylvania

Monsanto Company

St. Louis, Missouri





Healthy
Workers

Healthy
Environments

Healthy
Organizations



Basic Information About Your Organization

Applicant Organization or Division

Name

Is this a subsidiary of a larger corporation? Yes No

If yes, parent organization name

Organization Type (check one)

- Manufacturing* – employing 500 or more workers
- Service* – employing 500 or more workers
- Government – employing 500 or more workers

**Please note: Where an applicant is both a manufacturer and a service provider, if 20 percent or more of gross revenues comes from manufacturing, the organization is considered a manufacturer.*

NAICS Code _____

Organization Status (check one)

- For-profit organization
- Non-profit organization
- Government organization

Number of Workers _____

Number of Locations _____



Healthy
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Letter of Intent to Apply

We must receive this form along with your non-refundable deposit of \$500 no later than July 3.
(Balance due with completed application.)

- Yes, our organization plans to submit an application for the Corporate Health Achievement Award for _____ (year applying for).

Date

Organization Name

Address

City

State

Country

Postal Code

Medical Director

Contact Person

Telephone

Fax

E-mail

Signature

Attach to this form a list of any questions you may have about the application or evaluation process.

Mail this form with your \$500 deposit payable to ACOEM CHAA to be received by July 3 to:

CHAA Program Administrator
ACOEM
25 Northwest Point Boulevard, Suite 700
Elk Grove Village, IL 60007

