



*Application*

Excellence in  
Corporate Health  
Achievement Award

*Presented by ACOEM*



AMERICAN COLLEGE OF  
OCCUPATIONAL AND  
ENVIRONMENTAL MEDICINE

*eCHAA*

## ABOUT eCHAA

The American College of Occupational and Environmental Medicine (ACOEM) established the Corporate Health Achievement Award (CHAA) in 1996 to recognize organizations in North America that have demonstrated outstanding achievement in leadership and management to assure employee health, safety, and a healthy environment. The Award evaluated organizations in four key categories: Leadership & Management, Healthy Employees, Healthy Environment, and Healthy Organization.

In 2019, ACOEM updated and redesigned the Award, changing the name to Excellence in Corporate Health Achievement Award (eCHAA). The original four categories were consolidated to parallel the three dimensions utilized by the Dow Jones Sustainability Index (DJSI) – economic, environmental and social – with elements from each of the four original CHAA categories placed in an appropriate DJSI dimension. The award is intended to bring national and international attention to the importance of employee health, safety, and environmental management, and to provide model organizations with visibility and validation of their efforts. The award reinforces the importance of measurable results and continuous improvement and provides a forum in which participating organizations can exchange ideas and best practices on creating healthy and productive working environments.



## ABOUT ACOEM

Founded in 1916, the American College of Occupational and Environmental Medicine (ACOEM) is the nation's largest medical society dedicated to promoting employee health through preventive medicine, clinical care, research, and education. The College represents more than 4,000 physicians and other health care professionals specializing in the field of occupational and environmental medicine (OEM).



AMERICAN COLLEGE OF  
OCCUPATIONAL AND  
ENVIRONMENTAL MEDICINE

## CONTACT INFORMATION

American College of Occupational and Environmental Medicine  
25 Northwest Point Blvd., Suite 700  
Elk Grove Village, IL 60007  
Telephone: 847/818-1800  
E-mail: [info@acoem.org](mailto:info@acoem.org)  
Website: [www.acoem.org](http://www.acoem.org)



**TABLE OF CONTENTS**

**EXCELLENCE IN CORPORATE HEALTH ACHIEVEMENT AWARD**

- Introduction.....3
- Eligibility.....4
- Application Fee.....4
- Site Visit Fees.....4
- Acknowledgment of Entry.....5
- Return of Materials.....5

**THE APPLICATION**

- Cover Letter.....5
- Letter of Endorsement.....5
- Organizational Overview.....5
- Organizational Values.....5
- Health, Safety, and Environmental Management.....5
- Discussion of Standards.....5
- Submission of Application.....5
- Timeline.....6

**THE APPLICATION PROCESS**

- A. Description of Programs.....6
- B. Program Dissemination.....6
- C. Outcome Measures and Trend Data.....7
- D. Scoring.....8

**GUIDE TO A HEALTHY AND SAFE WORKPLACE AND EXCELLENCE CHECKLIST**

- How to Use the Excellence Checklist.....8
- The Excellence Checklist.....9
- Sample Metrics for Select Standards.....10

**HOW TO USE THE *GUIDE TO A HEALTHY AND SAFE WORKPLACE***

- Overview.....11

**1.0 ECONOMIC DIMENSION**

- 1.1 Organization and Management.....11
  - Application Response
- 1.2 Health and Safety Information Systems Management.....12
  - Application Response
- 1.3 Occupational Injury and Illness Management.....12
  - Application Response
- 1.4 Absence and Disability Management.....12
  - Application Response
- 1.5 Integrated Health and Productivity Management.....12
  - Application Response

**2.0 ENVIRONMENTAL DIMENSION**

2.1 Health Evaluation of Employees.....12  
Application Response

2.2 Workplace Health Hazard Evaluations, Inspection, and Abatement.....12  
Application Response

2.3 Education Regarding Worksite Hazards.....13  
Application Response

2.4 Personal Protective Equipment (PPE).....13  
Application Response

2.5 Toxicological Assessment and Planning.....13  
Application Response

2.6 External Environment.....13  
Application Response

2.7 Emergency Preparedness, Continuity Planning, and Disruption Prevention.....13  
Application Response

**3.0 SOCIAL DIMENSION**

3.1 Evaluation and Quality Improvement.....14  
Application Response

3.2 Innovation.....14  
Application Response

3.3 Social and Community Responsibility.....14  
Application Response

3.4 Travelers’ Health.....14  
Application Response

3.5 Health Promotion and Wellness Including Non-Occupational Injury and Illness Management.....14  
Application Response

3.6 Health Benefits Management.....14  
Application Response

3.7 Mental and Behavioral Health and Misuse of Substances.....14  
Application Response

**Letter of Intent to Apply.....15**

**Basic Information About Your Organization.....16**

### INTRODUCTION: EXCELLENCE IN CORPORATE HEALTH ACHIEVEMENT AWARD

The pace and pressure of North America's workplace is at an all-time high. Mergers, downsizings, technology explosions, market swings, demographic shifts, cultural changes, and information overload – all spell out complexity and a host of new workplace challenges for employees who are trying to keep up with the pace of change. The American College of Occupational and Environmental Medicine (ACOEM) believes that every workplace should keep the health and safety of its employees at the very top of its “to-do list.” Whether the focus is work-related mental or physical impairment, hazardous waste management, or emergency preparedness – it's important to pay renewed attention to the health, safety, and wellbeing of our employees.

If today's economy has taught us anything, it is to recognize how important a safe, fulfilling, healthy work life can be in balancing the other parts of our lives. Just as important are the bottom-line benefits a healthy workplace can bring to organizations. While workplace dollars are being scrutinized ever more closely, a new paradigm is emerging: Corporate health programs can be viewed not as a cost, but as an investment, with demonstrable benefit and a measurable return on investment (ROI).

In 1996, forward-looking organizations (lead sponsor: GlaxoSmithKline, and charter sponsors: Comprehensive Health Services, Inc., Greenstone Healthcare Solutions, Inc. — now part of Pfizer, Inc., Health Examinetics, Inc., Johnson & Johnson, LabOne, Inc., Merck & Company, Inc., and Monsanto Company) supported ACOEM's development of the Corporate Health Achievement Award (CHAA). The Award was created to recognize organizations in North America that have demonstrated outstanding achievement in leadership and management to assure employee health, safety, and a healthy environment. The Award evaluated organizations in four key categories: Leadership & Management, Healthy Employees, Healthy Environment, and Healthy Organization.

In 2019, ACOEM updated and redesigned the Award, changing its name to Excellence in Corporate Health Achievement Award (eCHAA). The original four categories were consolidated to parallel the three dimensions utilized by the Dow Jones Sustainability Index (DJSI) – economic, environmental, and social – with elements from each of the four original CHAA categories placed in an appropriate DJSI dimension.

The Award is intended to bring national and international attention to the importance of employee health, safety, and environmental management, and to provide model organizations with visibility and validation of their efforts. The eCHAA reinforces the importance of measurable results and continuous improvement and provides a forum in which participating organizations can exchange ideas and best practices on creating healthy and productive working environments.

#### **How Is eCHAA Different from Other Awards?**

Our award program is uniquely structured to offer your organization both practical value and the prestige of national recognition. The entry process includes detailed checklists that gives you an excellent assessment of your organization and helps you determine the effectiveness of your overall workplace health and safety programs. You will also have access to a copy of the *Guide to a Healthy and Safe Workplace*, ACOEM's comprehensive tool that outlines the key elements necessary to promote a healthier and safer workforce.

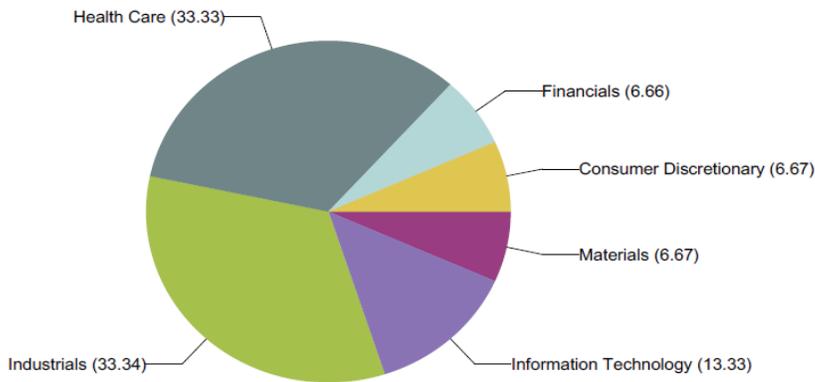
By completing the eCHAA application process, you will have compiled valuable information that can help your programs improve, regardless of whether you are an award recipient. Additionally, all applicants receive extremely valuable feedback on strengths and areas for improvement from our panels of carefully trained and experienced reviewers who closely examine your programs.

**Eligibility: Who Should Apply for the eCHAA?**

The eCHAA recognizes organizations that are committed to occupational and environmental programs of the highest quality. They are leaders in developing innovative and effective practices to promote the well-being of both their employees and communities. Through systematic self-evaluation, these organizations are dedicated to the constant improvement of their activities.

The eCHAA is applicable to a variety of industries. For example, prior award winners have been organizations in health care, information technology, financial services, manufacturing, etc.

**Chart 1. CHAA Portfolio Allocation\***



\*Distribution by industry of publicly traded organizations who have won the CHAA.

Source: Fabius R, Loeppeke RR, Hohn T, et al. Tracking the market performance of companies that integrate a culture of health and safety: an assessment of Corporate Health Achievement Award applicants. *J Occup Environ Med.* 2016;58(1):3-8.

Any for-profit or non-profit organizations or government agencies within North America that employs 500 or more employees may apply. Again, these organizations may include, but are not limited to manufacturing, service, health care, financial, information technology, etc.

Organizations that receive the eCHAA may publicize and advertise receipt of this award for a three-year period and are encouraged to promote their programs as models for others to follow. An organization may re-apply for eCHAA recognition after a three-year period. Organizations that have multiple sites may apply as a whole entity or as a site with 500 or more employees.

**Application Fee**

The application fee is \$4,000 (\$3,500 for non-profit applicants).

- A non-refundable \$500 deposit (all applicants) must accompany the Letter of Intent to Apply and Basic Information About Your Organization forms due May 15 (see pages 15-16).
- The balance of the application fee – \$3,500 (\$3,000 for non-profit applicants) – must accompany the completed application; both are due July 1.
- Checks must be made payable to “ACOEM eCHAA.”

**Site Visit Fees**

Those organizations that are deemed strong candidates for the eCHAA will warrant a site visit by a team of reviewers. The organization will be responsible for the travel and lodging expenses to conduct the site visit (usually two examiners for 1½ days).

### Letter of Intent and Basic Information About Your Organization Forms

Prospective applicants are asked to complete the following forms: 1) Letter of Intent to Apply; and 2) Basic Information About Your Organization, along with a non-refundable \$500 deposit no later than May 15.

### Acknowledgement of Entry

Upon receipt of your application, the award program administrator will review it for completeness and acknowledge receipt of the materials.

### Return of Materials

Materials submitted for the eCHAA will not be returned to applicants; all entries become the property of ACOEM. Applicants agree to allow the use of their organization's name and information about their programs for award promotion and educational purposes. **Specific information marked CONFIDENTIAL (i.e., reportable injury rates, absenteeism data, or health costs) will not be disclosed without the organization's permission.**

## THE APPLICATION

The completed application must include the following:

- Cover letter with contact information.**
- Letter of endorsement** – Because senior management leadership is so critical to the process, we require a letter of endorsement from your chief executive officer (CEO) or equivalent senior management director to be submitted with your application.
- A report, **46 pages maximum plus additional materials as explained below**, that includes:
  1. **Organizational Overview** – a 1-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 employee 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.
  2. **Organizational Values** – a 1-page overview that describes the core values and concepts that are the foundation for your employee health, safety, and environmental programs. If applicable, include your mission statements or policies that relate to employee health, safety, and environmental management.
  3. **Health, Safety, & Environmental Management** – a 1-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.
  4. **Discussion of the Programs Contained in the Three Dimensions** – Economic Dimension, Environmental Dimension and Social Dimension – maximum of 43 pages to address all 19 standards. Provide responses for each standard in the order presented, using the dimensions and standard number for identification (1.1, 1.2, 2.1, 3.1, etc.). Responses to each standard should be concise and presented in the following structure: program description, program dissemination, outcome measures, and trend data. Relevant data, charts, and graphs to augment the programs being discussed are required. *An addendum to the application may contain the charts and graphs.* This addendum is not counted as part of the total 46-page maximum. See Application Process below for more in-depth discussion of what to provide for each standard including data and metrics. While there is an overall page limit for responding to the dimensions/standards, you can determine the length for each standard so long as you do not exceed the 43-page total count.

### Submission of Application

All applications should not exceed the 46 pages plus addendum, a cover letter and letter of endorsement as noted above. An original and an electronic copy (pdf file) must be submitted. The original hard copy should be mailed along with the balance of the application fee to ACOEM by July 1.

*Mail and Email Your Application Materials to:*

ACOEM  
 c/o eCHAA Program Administrator  
 25 Northwest Point Boulevard, Suite 700  
 Elk Grove Village, IL 60007  
 Email: [chaa@acoem.org](mailto:chaa@acoem.org)

### TIMELINE

ACTION	DATE
Letter of Intent to Apply and Basic Information About Your Organization Forms	May 15
Application Fee Deposit	May 15
Completed Application	July 1
Balance of Application Fee	July 1
Applicant Notified of Status	September
Site Visit (if applicable)	October – November
Winner Notified	December
Winner recognized at the annual American Occupational Health Conference (AOHC)	April/May

### THE APPLICATION PROCESS

The eCHAA Committee has made every effort to develop an application process that allows for a thorough and comprehensive evaluation of each applicant’s occupational and environmental health and safety programs as measured against the ACOEM standards. An independent team of trained examiners will review each application. Examiners will be looking for comprehensive and innovative programs with measurable results. In addition, the examiners want to understand how these programs are deployed across the organization and how they are promoting the health, safety, and well-being of the organization’s employees. Points will be awarded for each item within the following four components:

#### A. Description of Programs:

Organization has evidence that appropriate programs exist in the category indicated. The application should clearly delineate what programs the organization has implemented that are relevant to each dimension that enable it to meet the ACOEM standards defined in the *Guide to a Healthy and Safe Workplace*. For example, for Standard 2.1, the organization might indicate that:

- It conducts pre-placement medical examinations on all employees as well as evaluating employees suitable for job transfers.
- It conducts medical surveillance as required under the OSHA standards for lead and benzene as well as for noise exposure and hearing conservation.
- All employees are offered an exit medical examination when they leave the organization.

#### B. Program Dissemination:

Organization has evidence that the programs exist and are well deployed in all appropriate areas and departments within the organization. Building on the program descriptions, the application should be clear, as examiners will look for evidence as to how these programs are disseminated across the organization. A statement that the program is “widely deployed” is not sufficient.

For example, an organization may state, “We offer annual medical exams to all employees who work at locations where there is an on-site health service.” This statement does not clearly indicate what percentage of the organization’s employees have access to these annual medical exams. A more complete response would be, “We offer annual medical exams to all employees who work at locations where there is an on-site health service; this represents 85% of our workforce.”

If a program is not deployed to everyone in the organization, the application should be clear as to what percentage of its employee population is covered. For example, respirator clearance exams would only be expected to be offered to employees who are required to use respiratory protection. Again, specific information as to the applicable population will aid the examiners in understanding your programs. A statement that “all employees who wear respirators receive annual clearance exams” is not specific. The applicant should indicate how many employees are required to use respiratory protection and what percentage completed their annual clearance exams.

Program dissemination is an important contributor to the score. A great program that is only disseminated to 5% of the workforce will not contribute significantly to your overall score. If a new program is being implemented on a pilot basis or to only a small percentage of the population, these programs should be included in the application as new innovative or unique programs under Standard 3.2.

### **C. Outcome Measures and Trend Data:**

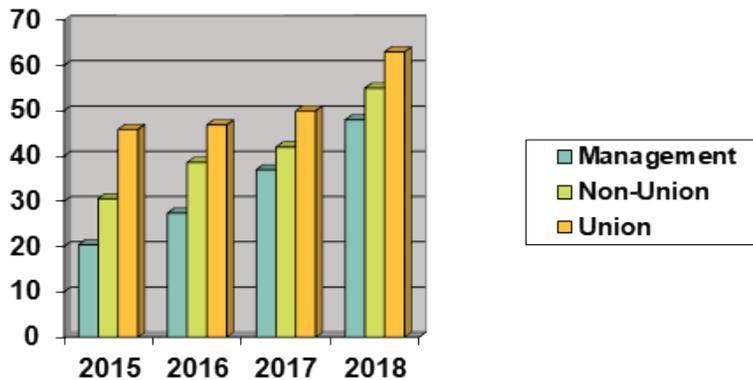
Organization has developed metrics for its programs and trend data is presented showing an improvement in health, reduction of health risks, health-cost savings, or other impact on the business. The applicant should provide clear data on what it has measured in its various programs. Almost all programs will have some level of outcome measures, whether it is the percentage of eligible individuals who have completed a health risk appraisal (HRA) or the organization’s total case incidence rate (TCIR). Trend data demonstrate the success of progress over time. Again, the examiners are looking for clear data on which they can base independent conclusions about the effectiveness of the organization’s programs. Statements such as “this is tracked” or “participation is improving” do not provide the examiner with enough information to evaluate your program.

Outcome measures and trends are often presented using numerical data, graphs, and charts. A combination of narrative description of the measures and their trends and graphs or charts is required. A narrative description might read “In 2011, we set a 5-year goal of moving our use of needless delivery systems and retractable syringes from the baseline of 45% to 96%. We achieved this goal two years early (2014) and have continued to sustain a >95% compliance in 2015 and 2016.” Charts or graphs depicting outcome measures and trends should be included, in the addendum, for key programs.

The application does NOT need to break the standard down into program description, program dissemination, etc. The information above is just an explanation to help those completing the application understand the scope and depth of information that the examiners will be looking for as they read each application. From a practical standpoint, many applicants will submit information on the dissemination, outcome measures and trends for a specific program that are closely linked, as in the following example:

“Our organization offers an HRA based on the University of Michigan Model. This began with management employees in 2013 and expanded to include the rest of the non-union population in 2014 and our union workforce in 2015. We have tracked program participation since its inception and have observed increasing participation in all groups (see Chart 2). In addition, we have used the HRA data to measure the percentage of our workforce with a body mass index (BMI) above 30% and found that this has declined over the last 3 years (55% in 2016, 53% in 2017 and 49% in 2018). For 2019, we will expand the HRA offering to included spouses and dependents of current employees.”

Chart 2: Percent of Employees Completing the Health Risk Appraisal on an Annual Basis



**Scoring**

Examiners will score your application, weighing elements for each of the 19 standards contained in the three dimensions. Each of the standards will be scored according to a program’s comprehensiveness, dissemination to applicable populations, and documentation of quality assurance and continuous improvement. Responses should balance descriptions with metrics and trends in charts or graphs which should be displayed and aid in documenting program effectiveness.

Once applications are scored by examiners, they are reviewed by the Judges Panel, which selects those warranting further review. For those judged to be exemplary, a site visit is required to verify information submitted. Site visits are conducted October through November.

Following site visits, applications are re-scored by examiners and presented to the Judges Panel for final decision. Each applicant is judged independently based on their achievements in terms of programs, dissemination, outcome measures, and trends.

Each applicant will receive formal feedback from the Examiners Panel regarding its programs’ strengths 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 eCHAA Examiner or Judges Panel or the ACOEM Board of Directors.

One of the most unique features of the eCHAA process is the use of our *Excellence Checklist* and *Guide to a Healthy and Safe Workplace* to help you in your efforts to document the achievements of your organization. The Checklist that follows is coordinated with each dimension and standard of the *Guide to a Healthy and Safe Workplace* for ease of use.

**How to Use the Excellence Checklist:**

**Step 1:** Simply match up the number in each box on the left side of the checklist with the corresponding standard in the *Guide*; there you will find more details on best practices that judges will use in determining the level of your organization’s workplace health and safety programs.

**Step 2:** Put a check in all the boxes that apply to each standard. The more checks, the more robust your program and a higher number of points you will be awarded for that particular standard.

### The Excellence Checklist

Dimension/Standard	Program Exists 30%	Program Is Well Deployed 20%	Program Is Consistently Measured 20%	Program Trends Are Tracked Over Time 30%	Points	SCORE
<b>1.0 ECONOMIC DIMENSION</b>						
1.1 Organization & Management					74	
1.2 Health & Safety Information Systems Management					65	
1.3 Occupational Injury & Illness Management					70	
1.4 Absence & Disability Management					60	
1.5 Integrated Health & Productivity Management					65	
<b>TOTAL SECTION POINTS</b>					<b>334</b>	
<b>2.0 ENVIRONMENTAL DIMENSION</b>						
2.1 Health Evaluation of Employees					75	
2.2 Workplace Health Hazard Evaluations, Inspection, & Abatement					60	
2.3 Education Regarding Worksite Hazards					50	
2.4 Personal Protective Equipment (PPE)					40	
2.5 Toxicological Assessment & Planning					28	
2.6 External Environment					35	
2.7 Emergency Preparedness, Continuity, Planning & Disruption Prevention					45	
<b>TOTAL SECTION POINTS</b>					<b>333</b>	
<b>3.0 SOCIAL DIMENSION</b>						
3.1 Evaluation & Quality Improvement					73	
3.2 Innovation					40	
3.3 Social & Community Responsibility					40	
3.4 Travelers' Health					30	
3.5 Health Promotion & Wellness Including Non-Occupational Illness & Injury					50	
3.6 Health Benefits Management					50	
3.7 Mental & Behavioral Health & Misuse of Substances					50	
<b>TOTAL SECTION POINTS</b>					<b>333</b>	
<b>TOTAL POINTS</b>					<b>1,000</b>	

**SAMPLE METRICS FOR SELECT STANDARDS**

**1.0 ECONOMIC DIMENSION**

1. *Workers' Compensation*
  - a. Number of workers' compensation claims filed annually
  - b. Total workers' compensation costs incurred each year – trend data minimum 3 years
  - c. Total temporary disability (TTD) days paid each year
2. *Percent of Senior Management Reviews*
  - a. Number of leader/senior manager reviews per year divided by total number in leadership position
3. *Turnover Rate*
  - a. Number of employees leaving during the year x 100 divided by number of employees at start of year

**2.0 ENVIRONMENTAL DIMENSION**

1. *Accident/Incidence Rates for Employees and Contractors (trend over 5 years)*
  - a. **Frequency:** OSHA Total Recordable Incidence Rate (OSHA TRIR) Employees and Contractors – (number of OSHA recordables x 200,000/number of hours worked)
  - b. **Severity:** OSHA restricted duty days for employees and contractors (number of lost/restricted work days x 200,000/number of hours worked)
  - c. **Severity:** OSHA lost/restricted workday case rate (number of OSHA lost/restricted workday cases x 200,000/number of hours worked)
2. *Hazard Recognition (minimum 3 years of data)*
  - a. Total number of inspections and/or audits per year to include number of correct (safe conditions) and number of adverse/at-risk (unsafe) conditions/inspection or audit
  - b. Total number of near-misses reported/year
  - c. Total number of observations reported/year (safe conditions) and number of adverse/at-risk (unsafe) conditions/observation reported
  - d. Percent of owned or leased work locations that have implemented an occupational safety health management system. The percent of those locations that have been audited by an independent third party.
3. *Participation*
  - a. Percent of workforce submitting observations (safe, at risk conditions), near misses annually
4. *Hazard Prevention/Closure Rate*
  - a. Percent completion of corrective actions for adverse (unsafe) conditions reported for inspections/audits/near misses and observations within due date
5. *Education and Training*
  - a. Number of hours of training per employee as percentage of objective
  - b. Total training days completed during year divided by the average number of employees for the year
  - c. Percent of employees trained prior to start of work

**3.0 SOCIAL DIMENSION**

1. *Wellness Programs*
  - a. Percent of employees completing an annual HRA
  - b. Percent of employees completing annual labs/biometric screenings
  - c. Percent of employees completing a primary care physician periodic wellness visit
2. *Prevalence of Chronic Health Conditions and Health Risks*
  - a. Percent of employees in individual high health-risk levels at baseline and annual follow-up (e.g., percent of employees that are high-risk with each of the individual 15 health risks in Dee Edington's assessment model as outlined in the book, "Zero Trends.")
  - b. Percent of employees in low, medium, and high health-risk categories at baseline and annual follow-up (as outlined in "Zero Trends.")
3. *Impact of Health Conditions*
  - a. Working days lost per year by disease category (i.e., diabetes, obesity, hypertension, etc.) x 100 divided by working days available in the same year.
4. *Community Engagement*
  - a. Number of community activities engaged in annually by the employer that are related to community health and/or environmental sustainability

**HOW TO USE THE GUIDE TO A HEALTHY AND SAFE WORKPLACE**

**Overview**

The ACOEM *Guide to a Healthy and Safe Workplace* is the basis on which the award will be assessed. The *Guide* will steer you through all the components you must address in your eCHAA application. It is divided into three dimensions: 1) Economic Dimension; 2) Environmental Dimension; and 3) Social Dimension. Each dimension contains a set of standards (19 in total), all of which must be responded to in the application in the order presented in this *Guide*. Each dimension contains the ACOEM standards for the area and examples of how these standards have been interpreted and implemented. Examples of outcome measures and trends are provided in the *Guide*. However, these are just examples and are not intended to be all inclusive or required for any particular area. **In the event you do not believe a standard is applicable to your organization, you must provide detailed justification in your description as to why it is non-applicable.** The following checklist will act as a guide to help you include the right components for each standard.

✓ CHECKLIST	
<input type="checkbox"/>	Programs exist
<input type="checkbox"/>	Programs are well deployed
<input type="checkbox"/>	Programs measured
<input type="checkbox"/>	Trends tracked over time showing positive trends

*Throughout the following discussion, we use the terms OEM and OEH. OEM refers to physicians who have received training in occupational and environmental medicine (OEM), whether through an accredited residency program or advanced training in OEM coupled with work experience focused on workplace health, wellness, safety, and the environment. OEH refers to occupational and environmental health (OEH) professionals such as occupational health nurses, registered or licensed practical nurses, nurse practitioners, industrial hygienists, safety experts, and other health and safety personnel whose focus is workplace health, safety and/or the environment.*

**1.0 ECONOMIC DIMENSION**

As part of their commitment to the Economic Dimension, organizations need to demonstrate ongoing financial support for comprehensive integrated health and safety programming. This should include showing that they adequately fund budget lines for health and safety programs and providing sufficient training for these programs. Organizations should also have well-defined benchmarks in place for performance outcomes and can confirm employees are making progress in meeting such outcomes. Organizations need to demonstrate the broad economic benefit to society that derives from investment in the health of their employees and the communities in which they do business.

**1.1 Organization and Management**

***Application Response***

Describe in detail the organization’s management and leadership structure, the reporting relationships, the responsibilities and the authorities of each of the OEM physicians and OEH professionals. Describe the frequency of reviews, the methods by which the departments are encouraged to collaborate and provide evidence of the programs that result from meeting the ACOEM standards. Explain how the programs are reviewed, how the decisions were made for the program implementation, speed and breadth. Provide the specific goals and measures for these programs, the breadth of their impact, and the measurable results. Provide data on the organization’s response to the results. Explain leadership’s involvement and how it demonstrates adherence to the ACOEM standards.

### **1.2 Health and Safety Information Systems Management**

#### ***Application Response***

Describe in detail the organization's health and safety information systems, how they are used, who has access, and how the data are used. Explain how the systems are used to support the many elements identified in the ACOEM standards. Explain the policies and procedures for maintaining employee health records including retention times and maintenance of confidentiality and security. Explain how the data are used to improve the effectiveness and efficiency of the health, safety, and wellness programs. Give examples of improvements that were made utilizing the data from these systems.

### **1.3 Occupational Injury and Illness Management**

#### ***Application Response***

Describe in detail the processes and procedures your organization has in place to diagnose and treat an injury or illness occurring on the job. Explain all areas where the processes and procedures are applied and the results of improvement activities.

### **1.4 Absence and Disability Management**

#### ***Application Response***

Describe how health professionals and case managers support human resources, managers, and supervisors to help assure quality of medical care and facilitate the early return-to-work for employees absent from work due to illness or injury. Discuss your disability case management and return-to-work programs. Explain all areas where the employees are participating and results of improvement in absence and disability.

### **1.5 Integrated Health and Productivity Management**

#### ***Application Response***

Discuss integrated programs to assess and enhance population health status and reduce the impact of occupational and non-occupational illness/injury on costs and workforce productivity including turnover rate, absenteeism, and presenteeism (present at work, but limited in some aspect of job performance by health problems). Explain all areas where these programs are applied and provide results of improvements based on these programs.

---

## **2.0 ENVIRONMENTAL DIMENSION**

As a part of their commitment to the Environmental Dimension, organizations need to show organization-wide responsiveness to a well-defined set of environmental metrics. This should include reporting their rates of occupational and environmental illnesses and injuries over time with evidence of actions taken to improve results. Organizations are required to show evidence of strict adherence to procedures for follow up and response to environmental hazards and reporting of relevant environmental inspections by regulatory agencies.

### **2.1 Health Evaluation of Employees**

#### ***Application Response***

Describe your employee health evaluation and screening programs. Provide detailed information on program structure and specific screenings for target populations according to specified time frames, with feedback and follow-up of results. Discuss your organization's infection control procedures, if applicable. Describe all areas where these programs are deployed. Provide the results of these programs and give examples of improvements made.

## **2.2 Workplace Health Hazard Evaluations, Inspection, and Abatement**

### ***Application Response***

Describe in detail the organization's program for inspection and evaluation of potential risks from workplace health and safety hazards. Discuss procedures, timetables for identification, inspection and evaluation, including follow-up of identified hazards and a summary of the organization's health and safety record. Explain all areas where these programs are deployed. Also, provide the organization's impact on the local community environment and the organization's plans of action to prevent environmental exposure. Provide any information related to being investigated for environmental exposure to the local community. If there has been any major incident causing citations from health/safety regulatory agencies (e.g., OSHA) or legal judgments where the applicant was determined to be at fault (negligent) relating to health safety and environmental issues affecting employees in the last ten years, you are required to provide details of the incident and solutions implemented to prevent/minimize future incidents.

## **2.3 Education Regarding Worksite Hazards**

### ***Application Response***

Describe your organization's formal communication programs and procedures to ensure that employees are educated about health, safety, and environmental hazards and risks inherent to their specific jobs in compliance with the OSHA Hazard Communication Standard. Also, describe your programs for ensuring communications are updated, appropriate, and clearly understood. Discuss the linkage with local community officials and emergency medical responders to assure they are aware of all chemicals and/or hazards at your worksite and appropriate response measures. Explain all areas that are included in these programs.

## **2.4 Personal Protective Equipment (PPE)**

### ***Application Response***

Describe how employees are evaluated regarding their need for personal protective equipment (PPE) devices, how they are fitted for the proper equipment, and how they are trained in the use of this equipment. Include information about equipment utilization rates, employee education and enforcement of use. Include how these are deployed, including contractors, and give evidence of results and improvement.

## **2.5 Toxicological Assessment and Planning**

### ***Application Response***

Describe your program for toxicological testing of chemicals that are produced or used in the workplace including procedures for chemicals for which adequate data are not available. Discuss the process for assessment of new chemicals prior to being brought on-site. Include your procedures for relevant communications to employees and appropriate actions. Explain all areas that are included, including contractors. Provide evidence of results and examples of improvements made to the procedures based on these results.

## **2.6 External Environment**

### ***Application Response***

Describe in detail the organization's methodology for reviewing and improving its impact on the external environment. Provide details on who reviews the program, the frequency of the reviews, and who has responsibility for improvement and implementation. Provide details that indicate how the information is gathered and is used in making decisions. Describe how the information is confirmed to be credible. Provide details on the improvement process, including timetables procedures, relevant analyses, metrics and corrective actions taken. Provide examples of programs that have been evaluated and modified based on this process and how the improved programs impact the external environment. If there has been any major

incident causing citations from health/safety regulatory agencies (e.g., OSHA) or legal judgements where the applicant was determined to be at fault (negligent) relating to health, safety and environmental issues in the last 10 years, you are required to provide details of the incident and solutions implemented to prevent/minimize future incidents.

### **2.7 Emergency Preparedness, Continuity Planning, and Disruption Prevention**

#### ***Application Response***

Describe your plans for workplace and local community emergencies that include the organization's responsibility, procedures, drills, and community communication. Include the description of the participation of health services personnel in hazardous materials response and follow-up. Explain all areas that are included and provide evidence of improvement to these programs based on results.

## **3.0 SOCIAL DIMENSION**

---

As a part of their commitment to the Social Dimension, organizations need to demonstrate adherence to diverse activities aimed at ensuring engagement of integrated health and safety strategies with employees. This could include establishing and maintaining health and safety education programs, well communicated population-health strategies, and providing evidence of extending equal access to benefits. Organizations can also demonstrate a reduction of disparities among employees in health and safety outcomes and being a good corporate citizen of the community (e.g., participation in community-wide health, safety and environmental programs).

### **3.1 Evaluation and Quality Improvement**

#### ***Application Response***

Describe in detail the organization's methodology for reviewing and improving its health, safety, and environmental programs. Provide details on who reviews the programs, the frequency of the reviews, and who has responsibility for improvement and implementation. Provide details that indicate how the information used in making decisions was gathered and what makes it credible. Provide details on the improvement process, including time tables, procedures, relevant analyses, metrics, and corrective actions taken. Provide examples of programs that have been evaluated and modified based on this process and how the improved programs impact health, safety, and environmental results. Explain all areas where these programs are deployed.

### **3.2 Innovation**

#### ***Application Response***

Describe in detail any new innovative program(s) that shows positive impact on the goals and objectives of employee health, safety, or environment. Discuss the insight for the program and provide the procedures, processes, and goals that were established. Provide information on data collection, analyses, and reporting of research. Give evidence of the results achieved from the program. Give recommendations and insights that support the continuation of this effort and a commitment to ongoing research. Indicate any articles or publications from the research conducted.

### **3.3 Social and Community Responsibility**

#### ***Application Response***

Describe how the workforce composition is reflective of the demographics of the community in which the organization resides, and how diversity of the workforce is evident at all organizational levels. Organizations should engage in community activities on an annual basis. Organizations should provide educational opportunities for employees and conduct reviews to ensure that the health and safety programs are available to all relevant areas of the organization and community.

### **3.4 Travelers' Health**

#### ***Application Response***

Describe your travel health program for employees including availability of immunizations against infectious disease and other vaccinations, as well as medical evacuation protocols and general travel advice. Include all areas where these programs are deployed and examples of improvements based on results.

### **3.5 Health Promotion and Wellness Including Non-Occupational Injury and Illness Management**

#### ***Application Response***

Describe your health and wellness programs including health risk factor identification, population health status assessments and activities to reduce the risk of common acute and chronic diseases, and other health-related concerns that may adversely affect the workforce. Describe the processes and procedures your organization has to diagnose and treat non-occupational injury or illness occurring while at work. Describe programs in place for periodic health screenings to identify risks, promote healthy lifestyles, and encourage appropriate use of preventive health services. Explain all employees that are included in these programs and give examples of improvements based on results.

### **3.6 Health Benefits Management**

#### ***Application Response***

Discuss the health plan design and its response to employee risk factors and assuring quality care services by all health providers. Describe how OEM physicians and OEH professionals collaborate with human resources personnel in the design, evaluation, and quality assurance of employee health benefits. Explain the population that is impacted by these programs and give examples of results. Give examples of improvements made based on the results.

### **3.7 Mental and Behavioral Health and Misuse of Substances**

#### ***Application Response***

Describe your employee assistance program (EAP) and/or substance abuse program (SAP) referral policies, drug/alcohol policies, substance abuse testing, and workplace violence prevention programs. Provide information on health insurance coverage for treatment and rehabilitation of mental and behavioral health issues. Explain the extent of deployment of these programs. Give examples of results and improvements in the programs based on the results.

**LETTER OF INTENT TO APPLY**

***ACOEM must receive this form along with your non-refundable deposit of \$500 no later than May 15. (Balance due with completed application.)***

Yes, our organization plans to submit an application for the Excellence in Corporate Health Achievement Award for \_\_\_\_\_ (year applying).

Date \_\_\_\_\_

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Medical Director

\_\_\_\_\_  
Contact Person (if different from Medical Director)

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Signature

Mail this form with your \$500 deposit payable to ACOEM eCHAA by May 15 to:

ACOEM Lockbox  
P.O. Box 1205  
Bedford Park, IL 60499-1205

***Please reference eCHAA Application Fee on check.***



**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 – with 500 or more employees (check one):**

- Manufacturing\*
- Service\*
- Government

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

**Organization Status (check one):**

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

Number of Employees (include contract employees) \_\_\_\_\_

Number of Locations (approximate population in each) \_\_\_\_\_

Please provide a brief description of your organization: (Include willingness to provide details in the application if there has been a major health and safety or environmental infraction within the last 10 years. This information will be held in confidence by ACOEM.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Excellence in Corporate Health Achievement Award (eCHAA) logo has been redesigned to represent the three dimensions evaluated for this award (social, economic, and environmental) and their overlapping and mutually beneficial nature. The three bars are referential to DNA lab testing, underscoring the importance of each individual within, or affected by, the organization's activity. The bars step upwards to emulate a forward-thinking organization.

ACOEM wishes to thank the members of the CHAA Committee who developed and continue to enhance the Award so it always aims for the highest standard of excellence in workplace health and safety.

### **CHAA Committee**

**Elizabeth Jennison, MD, MPH, MBA, FACOEM (Chair)**

**Charles Yarborough, MD, MPH, FACOEM (Vice Chair)**

**Melissa Bean, DO, MBA, MPH, FACOEM**

**Nathan M. Jones, MD, MPH**

**Kent Peterson, MD, FACOEM**

**Gregg Stave, MD, JD, MPH, FACOEM**

**Craig D. Thorne, MD, MPH, MBA, FACP, FACOEM**



Excellence in  
Corporate Health  
Achievement Award

*Presented by ACOEM*