

# **Dr. Herbert N. Wright Memorial Safety and Health Training Award Program**

## **Program Guidelines**

### **Objective**

The Dr. Herbert N. Wright Memorial Safety and Health Training Award Program provides employees with the opportunity to update and refine the skills and knowledge needed to recognize, control and correct potential hazards in the workplace and to ensure compliance with applicable laws and regulations. Funds are available for disbursement for educational, training, and skill building activities at local or remote sites. The maximum individual award under this program is \$3,000. An individual may apply for more than one award within the current contract period.

### **Eligibility**

- Employees with safety and health and environmental responsibilities on campus.
- Priority will be given to employees whose primary work duties include campus-wide safety and health and environmental responsibilities and to first time applicants.

Examples of fundable training activities include, but are not limited to, courses sponsored by one of the groups listed:

- OSHA Institute
- NIOSH Educational Resource Centers
- SUNY Training
- Professional Associations

A financial contribution of a minimum of 40% of the total project or activity expenses. NYS/UUP Joint Labor-Management Committees' funds that have been awarded to the campuses should not be included as part of the campus's contribution.

### **Application Deadlines**

A completed Application, with attachments, may be submitted at any time, but at least 45 days prior to the commencement of the project or activity. The decision to fund an application is at the discretion of the Safety and Health Committee.

### **Application Process**

#### **General Program Information**

The General Program Information section provides specific information pertaining to the disbursement of New York State/United University Professions Joint Labor-Management Committees' funds, including application follow-up, acknowledgement of committee funds, expenditure limitations, reimbursement of expenditures, equipment policy, and contacts.

1. Read the Application Instructions.
2. Fill out, print and sign the Application.
3. Have the Application signed by the campus president or designee and the UUP chapter president.
4. Send the Application with required attachments listed below to the NYS/UUP JLMC staff.

### **Required Attachments**

- Endorsed release time for the project or activity from the campus president or designee.
- A description or brochure of the proposed training activity and its benefit to the campus and other employees.
- A letter from the campus president or designee indicating the campus's financial contribution of a minimum of 40% of the total project or activity expenses.

Additional information may be requested by the Safety and Health Committee.

### **Program Evaluation**

A Program Evaluation must be submitted within 30 days of completing the project or activity. If the funded project or activity has already been completed at the time of the award, the Program Evaluation must be completed within 30 days of the award notification. The Committee may postpone taking action on subsequent applications submitted by the award recipient until the Program Evaluation is received.