



STEP
Safety Training and
Evaluation Process

2010 STEP Program

FAQ's & Instructions





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Evaluation Process

Dear ABC Members,

Welcome to the 2010 Safety Training and Evaluation Process—STEP! Whether you are beginning a safety program or are looking to make the jump to a world-class program, STEP will provide you with a valuable road map to success. Participating in STEP provides you with a valuable opportunity to measure your safety program's progress, seek ways to improve it and to benchmark your performance with fellow ABC members. For twenty years, STEP has remained a simple, yet effective tool for ABC members to build upon their long-term safety performance and training efforts!

This year, the ABC National Environment, Health & Safety (EH&S) Committee has made some enhancements to STEP. We have updated and expanded category descriptions for each of the 20 key components. This initiative was undertaken to broaden STEP's usefulness to member companies of all sizes, as well as provide a more descriptive set of criteria that can be used for program improvement. Also, we have updated qualification criteria for achievement of Gold and Platinum recognition. In short, Gold recognition now has an incidence rate qualification component, as well as a minimum self score. With Platinum, companies with fewer than 100 employees may use a 3-year average to meet incidence rate qualification criteria. In addition, there will no longer be a one year wait to qualify for Platinum. For complete details, I urge you to review the qualifying criteria explained later in this instruction booklet.

This year's STEP instruction book includes information on a number of ABC programs and projects. Most notable of these is the Accredited Quality Contractor (AQC) program and the OSHA Challenge program, for which ABC is a National Administrator. I encourage you to explore opportunities in both areas, as the AQC and OSHA Challenge programs symbolize the best in construction excellence and commitment to safety.

Thank you for participating in the STEP program. Our goal is to support ABC members in the betterment of their safety and training efforts and achievement of a zero-incident workplace. To that end, the EH&S committee welcomes your feedback to improve STEP and all our safety offerings. Many of the enhancements to this year's STEP have come from member and Chapter suggestions – including our push to offer a web-based STEP application. You may submit your comments via email at safety@abc.org or call us at (703) 812-2024. May you have continued success in developing your safety program!

Be Safe,

A handwritten signature in black ink that reads 'Craig A. Shaffer'.

Craig A. Shaffer, CSP
President
SafetyWorks, Inc.
Dillsburg, PA
2010 ABC Environment, Health & Safety Committee Chair



Frequently Asked Questions about STEP

1. Who should complete our STEP application?

First and foremost, STEP is a safety benchmarking and improvement tool. ABC encourages each participant to engage as many employees as possible in the process. Where possible, consider using a safety committee or a randomly selected and diverse sample of employees. For each of the 20 Key Components, groups can either work on reaching a consensus or results can be “averaged”. The more who participate, the better the true assessment of your safety program and its improvement opportunities.

2. What are the STEP achievement levels?

There are six levels of STEP achievement: *Participant*, *Bronze*, *Silver*, *Gold*, *Platinum*, and, new for 2010, *STEP Diamond*. For qualification descriptions, please refer to the “QUALIFICATION CRITERIA” section of these instructions.

3. When is the STEP application due?

STEP applications are *accepted year-round*.

However, in order to ensure receipt of your STEP certificate and achievement recognition at your Chapter’s safety awards ceremony, applications should be returned to your local ABC Chapter office no later than March 5, 2010.

4. Is there a fee to participate in STEP?

There is no application fee for STEP Participation, Bronze, Silver and Gold recognition levels.

Platinum & Diamond recognition levels – There is a refundable fee of \$195* for each Platinum application submitted. For Diamond level, the fee will be \$395. However, as Diamond is by invite only this year, applicants who may qualify for this level will be submitting Platinum applications. The \$195 Platinum application fee will be credited toward the \$395 for those qualifying companies wishing to be recognized at the Diamond level. Checks or credit card information should be submitted with the STEP Platinum application, as failure to do so may result in processing delays.

** This represents the first increase in Platinum fee since 1992 and was necessary due to increased costs associated with administration of this program achievement level.*

5. How or to whom must I submit my STEP application?

All paper STEP applications should be submitted directly to your local ABC Chapter for initial review and verification. Online STEP applications will be automatically reviewed and verified by your local chapter prior to submission to ABC National for processing. For a listing of ABC chapters and their contact information/ mailing addresses, please go to <http://www.abc.org/chapterlocator.aspx>.

6. What if I apply to more than one Chapter for recognition?

If you are submitting identical copies of this STEP application to other Chapters, there is a “YES” box to check in Section 1 of the STEP application. We ask that you also please indicate the other Chapter(s) to which you will be submitting on the line below this “YES” box.

- Platinum – When submitting multiple identical STEP Platinum applications, you must purchase at least one (1) additional STEP Platinum certificate for each Chapter in which you would like to be recognized as having achieved Platinum. The additional STEP Platinum certificates may be purchased at a cost of \$40 for each framed certificate or \$15 for each unframed certificate. If you do not purchase the additional

STEP Platinum certificates, then they will not be sent to the additional Chapters and you will not be recognized as a STEP Platinum recipient there.

Example: Contractor is a member of 3 ABC Chapters and qualifies for Platinum. Contractor submits the identical application (except for Chapter name) to each of the 3 Chapters. Check submitted with application to Chapter 1 = \$195. Check submitted with application to Chapter 2 = \$40 (chose framed certificate). Check submitted with application to Chapter 3 = \$40 (chose framed certificate).

If you are submitting distinctly different STEP application to various Chapters, then please check the “NO” box where it asks if “IDENTICAL STEP applications are being submitted.” There is no need to list the other Chapters on the line below this box.

- **Platinum** – When submitting distinctly different STEP Platinum applications, you must submit a check for \$195 with each application.

Example: Contractor with 3 separate locations/divisions. Each location/division is a member of a different ABC Chapter. Each location/division submits its own STEP application to its local Chapter, along with a check for \$195.

- The number and type of certificates ordered should be indicated in the “STEP Platinum Payment Information” section on the bottom right of the STEP application. Additional STEP certificates may be ordered at a later date through the ABC Store website: (<http://www.abc.org/estore.aspx?categoryid=18>).

Example 2: Contractor is a member of 3 ABC Chapters and qualifies for Platinum. Contractor submits one single application to Chapter 1, but also lists Chapters 2 & 3 in Section 1 of the STEP application. Check submitted with application to Chapter 1 = \$225. (\$195 for Chapter 1 Platinum application + \$15 for unframed certificate for Chapter 2 + \$15 for unframed certificate for Chapter 3).

7. How do I submit STEP applications if my company has several locations or business units?

The option is yours. We encourage you to prepare one entry encompassing the entire company, including aggregate (company-wide) safety data. However, you may choose to submit separate STEP applications (with location-specific or company-wide data) to each local ABC Chapter in which your company maintains membership.

Please note that, for consideration in the ABC National Safety Excellence Award competition and/or the CURT/CISE awards, only companies with national memberships whose STEP application reflects cumulative safety data from the entire company will be considered.

8. This is my first year participating in STEP. If I meet qualification criteria, can I apply for Platinum?

Yes. New for 2010, all first-year or lapsed STEP applicants may apply for Platinum recognition immediately. The ABC National EH&S Committee has revised the Platinum qualifying criteria to ensure that long-term safety performance is considered regardless of past STEP achievement levels.

9. I am not a contractor. Can I participate in the STEP program?

At the national level, ABC only recognizes participants in certain NAICS categories (North American Industry Classification System categories 236, 237 & 238 – construction). Your local ABC Chapter may broaden recognition to include manufacturers or suppliers. But regardless of recognition status, the 20 Key Components of STEP have broad application and can be used as an improvement tool for most any safety program!

10. Is the information submitted in my STEP application confidential?

Absolutely.

The information contained in each STEP application is viewed only by ABC staff and is kept strictly confidential. *ABC does not disclose any company-specific STEP information.* ABC's National EH&S Committee accumulates aggregate data through the STEP program to determine collective STEP safety trends and this information becomes part of our annual STEP data analysis, which serves as a member benchmarking tool. It is located on the ABC National website at www.abc.org/stepresources.

11. Does ABC National keep a copy of the application?

ABC National retains copies of all STEP applications for a period of five (5) years, after which all STEP applications are destroyed.

12. Does STEP participation tie into other ABC recognition programs?

STEP participation at the Gold, Platinum or Diamond level at least once within the past two years (2008 or 2009) is a requirement for companies seeking Accredited Quality Contractor (AQC) status. While STEP Gold, Platinum or Diamond recognition is not required for submitting an entry in the ABC Excellence in Construction (EIC) awards, it is strongly recommended, as AQC status can earn EIC applicants an additional 2 points during the judging process.

13. Who do I contact if I have questions?

We ask that you please contact your local ABC Chapter first.

If they are unable to provide the specific information you need, or if you are referred to ABC National, then contact Chris Williams, ABC National Director of Safety at (703) 812-2024 or at cwilliams@abc.org.

2010 STEP Qualification Criteria

PARTICIPANT

- a) Recognizes those who participate in STEP, but do not achieve the minimum 20 Key Components self-score¹ required for BRONZE level recognition.
- b) Must submit 2009 OSHA Form 300A (“Summary of Work-Related Injuries and Illnesses”) with their application for data verification purposes. Failure to submit OSHA Form 300A may result in application processing delay.

BRONZE

- a) Minimum 20 Key Components self-score¹ required.
- b) Must submit 2009 OSHA Form 300A (“Summary of Work-Related Injuries and Illnesses”) with their application for data verification purposes. Failure to submit OSHA Form 300A may result in application processing delay.

SILVER

- a) Minimum 20 Key Components self-score¹ required. (This minimum score is higher than that required for Bronze recognition).
- b) Must submit 2009 OSHA Form 300A (“Summary of Work-Related Injuries and Illnesses”) with their application for data verification purposes. Failure to submit OSHA Form 300A may result in application processing delay.

GOLD

STEP Gold is open to applicants who meet **ALL** of the following qualifications:

- a) Minimum 20 Key Components self-score¹ required. (This minimum score is higher than that required for Silver recognition).
- b) Incidence rate² no more than 1.5 times the national BLS³ average for applicant’s NAICS⁴ code in the STEP application year. *(Note that for 2010 & 2011 STEP, all applicants may use a 3-year average to meet the incidence rate qualification component for STEP Gold. Starting in 2012, the use of a 3-year average will be limited to companies with fewer than 100 employees.)*
- c) Must submit 2009 OSHA Form 300A (“Summary of Work-Related Injuries and Illnesses”) with their application for data verification purposes. Failure to submit OSHA Form 300A may result in application processing delay.

PLATINUM

STEP Platinum is open to applicants who meet **ALL** of the following qualifications:

- a) Minimum 20 Key Components self-score¹ required. (This minimum score is higher than that required for Gold recognition).
- b) Incidence rate² at least 25% below the national BLS³ average for applicant’s NAICS⁴ code in the STEP application year. *(Note that the use of a 3-year average is permitted for companies with fewer than 100 employees.)*

- c) No fatality or catastrophic accident⁵ within this application year or previous two consecutive years which resulted in OSHA citation.
- d) No willful or repeat OSHA citations (Federal or State) within this application year or previous two consecutive years.
- e) EMR (“mod factor”) at or below 0.800 for STEP application year (0.900 for companies with fewer than 100 employees).

In some states, very small companies may have trouble reaching 0.900 even with three years of zero losses. Consequently, for companies with fewer than 50 employees, we will accept a 3-year average workers comp loss ratio at or below 15% in place of the mod factor requirement. A statement from your insurer must attest to this criterion.

- f) Site supervisory personnel have OSHA 10-hour construction safety course or equivalent.
- g) Have designated safety personnel with OSHA 30-hour construction safety course training or equivalent. These individuals, through training & experience, are able to recognize workplace hazards and have the authority to take prompt corrective action.
- h) Site-specific safety and health programs in place.
- i) Employees actively involved in safety & health program (i.e. participation in self-audits, site inspections, job hazard analyses, safety and health program reviews, safety training, near-miss investigations, etc.).
- j) Employees trained in identification & control of hazards specific to the contractor’s worksite(s).
- k) Must submit both the 2009 OSHA Form 300 (“Log of Work-Related Injuries and Illnesses”) **with names removed** AND 2009 OSHA Form 300A (“Summary of Work-Related Injuries and Illnesses”) with their application for data verification purposes. Failure to submit both the OSHA Form 300 and Form 300A may result in application processing delay.
- l) Submit the \$195 application fee, which is refundable should your company fail to meet all qualification criteria.

Note that all STEP Platinum recipients are eligible to enter ABC’s National Safety Excellence Award (NSEA) competition and the Construction Users Roundtable’s Construction Industry Safety Excellence (CURT/CISE) award competition.

DIAMOND

Because this is a new recognition level, participation in STEP Diamond will be by ABC National EH&S committee invitation only for the 2010 STEP application year. Candidates will need to meet **ALL** of the Platinum qualifications, as modified by the following more stringent requirements:

- a) Incidence rate² at least 50% below the national BLS³ average for applicant’s NAICS⁴ code in the current and each of the past two consecutive STEP application years. (*Note that the use of a 3-year average is permitted for companies with fewer than 100 employees.*)
- b) EMR (“mod factor”) at or below 0.700 for STEP application year (0.800 for companies with fewer than 100 employees).

In some states, very small companies may have trouble reaching 0.800 even with three years of zero losses. Consequently, for companies with fewer than 50 employees, we will accept a 3-year average works comp loss ratio at or below 10% in place of the mod factor requirement. A statement from your insurer must attest to this criterion.

- c) Successfully complete a site verification evaluation to confirm that safety practices meet the standards of STEP Diamond qualification.
- d) Submit the \$395 application fee, which is refundable should your company fail to meet all qualification criteria.

Note that all STEP Platinum recipients are eligible to enter ABC's National Safety Excellence Award (NSEA) competition and the Construction Users Roundtable's Construction Industry Safety Excellence (CURT/CISE) award competition.

Footnotes:

¹ 20 Key Components self-score – As a policy, ABC's National EH&S Committee does not publish minimum qualification scores for the 20 Key Components.

² Incidence rate represents the number of OSHA recordable injuries/illnesses per 100 employees that a company experiences in a given year. It is calculated with the following formula:

$$\text{IR} = \frac{\text{N} \times 200,000}{\text{Total hours worked by all employees for calendar year}}$$

Where "N" represents the total number of OSHA recordable incidents for calendar year (Lines G + H + I + J on OSHA Form #300A)

The U.S. Bureau of Labor Statistics (BLS) has created an online Incidence Rate Calculator that may be accessed through http://data.bls.gov/IIRC/?data_tool=IIRC

³ BLS – Bureau of Labor Statistics (www.bls.gov)

⁴ NAICS – North American Industry Classification System. If you are unsure which NAICS code your company should be classified under, please reference <http://www.census.gov/eos/www/naics/> for code definitions. NAICS code classification should represent the majority of the company's primary work.

A sampling of construction NAICS codes & corresponding national BLS incident rates is listed in the next section ("APPLICATION INSTRUCTIONS").

⁵ Catastrophic accident – An accident that resulted in the in-patient hospitalization of 3 or more employees.

How to Complete the 2010 STEP Application

SECTION 1: COMPANY INFORMATION

- **Company name:** Enter the official name of your company as it appears in your ABC Chapter’s membership record.
- **Address and City/State/Zip:** Enter the mailing address of the company location for which this application is being submitted. If you are submitting an application that covers multiple locations, please enter the company’s main address as recorded in your ABC chapter’s membership record.
- **Chapter:** List the ABC Chapter to which this specific application is being submitted.
- **Contact Name:** Name of the person completing this STEP application. (Generally, this person should be the primary safety contact for this location.)
- **Email:** Email address of the person completing this STEP application. Future STEP/NSEA correspondence will be sent to this email address.
- **This application AND DATA:** Check whichever box is appropriate. If this application and data covers your entire company, check the first box. If the application and data apply only to a portion of your entire company/corporate entity (such as a specific division, location, department, etc.), then check the second box.
- **Is this IDENTICAL STEP application being submitted to other ABC Chapters:** Check “NO” if this exact same STEP application is only being submitted to one ABC chapter. Check “YES” if your company is submitting this exact same application (Section 2 data & Section 3 “20 key components”) to more than one ABC Chapter. In this case, please list the other Chapters to which the application will be submitted.
- **Primary NAICS code:** Enter the 6-digit NAICS code listed on the OSHA Form #300A that is being submitted with this application. (Reference the table below for guidance as necessary.) This code should be chosen to reflect the majority of work performed by your company.

Incidence Rates: The following table lists, for each NAICS code, the current BLS (Bureau of Labor Statistics) National Incidence Rate average in the shaded column. Beside it is the maximum allowable incidence rate for Gold qualification (=1.5x BLS ave.). The far right column shows the maximum allowable incidence rate for Platinum qualification (=0.75x BLS ave.).

NAICS Code	NAICS Title	Incidence Rate (BLS)	Max. IR (GOLD)	Max. IR (Platinum)
236110	Residential Building Construction	3.5	5.3	2.6
236210	Industrial Building Construction	4.4 ¹	6.6	3.3
236220	Commercial & Institutional Building Construction	4.4 ¹	6.6	3.3
237110	Water and Sewer Line and Related Structures Construction	5.5	8.3	4.1
237120	Oil and Gas Pipeline and Related Structures Construction	2.2	3.3	1.7
237130	Power/Communication Line & Related Structures Construction	4.0	6.0	3.0
237210	Land Subdivision	2.4	3.6	1.8
237310	Highway, Street, and Bridge Construction	5.3	8.0	4.0
237990	Other Heavy and Civil Engineering Construction	2.1	3.2	1.6
238110	Poured Concrete Foundation and Structure Contractors	6.0	9.0	4.5
238120	Structural Steel and Precast Concrete Contractors	6.4	9.6	4.8
238130	Framing Contractors	6.9	10.4	5.2
238140	Masonry Contractors	4.6	6.9	3.5

238150	Glass and Glazing Contractors	7.6	11.4	5.7
238160	Roofing Contractors	6.3	9.5	4.7
238170	Siding Contractors	5.1	7.7	3.8
238190	Other Foundation, Structure & Building Exterior Contractors	6.0 ²	9.0	4.5
238210	Electrical Contractors	4.4	6.6	3.3
238220	Plumbing, Heating, and Air Conditioning Contractors	5.7	8.6	4.3
238290	Other Building Equipment Contractors	4.2	6.3	3.2
238310	Drywall and Insulation Contractors	5.3	8.0	4.0
238320	Painting and Wall Covering Contractors	3.1	4.7	2.3
238350	Finish Carpentry Contractors	4.1	6.2	3.1
238390	Other Building Finishing Contractors	4.7 ³	7.1	3.5
238910	Site Preparation Contractors	3.7	5.6	2.8
238990	All Other Specialty Trade Contractors	5.1	7.7	3.8

Footnotes:

1. The U. S. Bureau of Labor Statistics (BLS) preliminary release of 2008 incidence rates did not separate NAICS 236210 and 236220, but rather provided only a rate for “nonresidential building construction.” Hence, this is the rate being used for both of these NAICS.
 2. The U. S. Bureau of Labor Statistics (BLS) preliminary release of 2008 incidence rates did not provide an incidence rate for NAICS 238190. Therefore, the rate for the general category (“foundation, structure & building exterior contractors”) is being used.
 3. The U. S. Bureau of Labor Statistics (BLS) preliminary release of 2008 incidence rates did not provide an incidence rate for NAICS 238390. Therefore, the rate for the general category (“building finishing contractors”) is being used.
- **Work Type:** Indicate the approximate breakdown (by percentage) of your company’s work that is considered residential, commercial and industrial. Total should equal 100%.
 - **Percentage of Work Performed:** Indicate the approximate breakdown (by percentage) of your company’s work that is performed within the specified distances of the company address you listed on this application. Total should equal 100%.
 - **Percentage of Your Contract Work:** Indicate the approximate breakdown (by percentage) of your company’s annual contract work that is self-performed (performed by actual company employees) and that is contacted/subcontracted out. Total should equal 100%.

SECTION 2: SAFETY PERFORMANCE DATA

Specific Instructions for completing the STEP application for all levels of recognition:

- **Lines a through h:** Use your completed 2009 OSHA Form 300A (“Summary of Work-Related Injuries and Illnesses”) to provide this data. Information in parentheses refers to lines on the OSHA Form 300A. Note that items (b), (c) and (d) ask for CASES, while (e) and (f) ask for DAYS. Also, complete lines (g) and (h) using information from your 2009 OSHA Form 300A (the “Establishment Information” section of the form).
- **Experience Modification Rate (EMR or “mod factor”):** Contact your workers’ compensation insurance carrier to obtain your Experience Modification Rate (EMR or “mod factor”).
- **Number of Federal/State OSHA inspections in 2009:** Enter the total number of times that you have been inspected by OSHA in the year (whether Federal or State OSHA). If this application covers only a specific location/division of your company, include only those inspections encountered by this location/division.

- **Number of Federal/State OSHA final citations issued in 2009:** Of the inspections listed in the previous question, enter the total number of OSHA citations you were ultimately issued (following the results of any conferences or contests). If this application covers only a specific location/division of your company, include only those citations issued for this location/division.
- **For calendar year 2007, 2008 or 2009 have you had any employee fatalities corporate-wide that resulted in an OSHA citation:** Check “YES” if, within the three (3) calendar years listed, there have been any employee fatalities within your entire company/corporation that resulted in one or more Federal/State OSHA citations being issued as a result of investigation. This question applies to your entire company, regardless of whether or not this application only covers a specific location, department or division of it.
- **Length of Safety Orientation (in minutes):** Indicate the length of your company’s safety orientation, or the number of minutes devoted to safety during your company’s new employee orientation.
- **Toolbox Safety Talks Frequency:** Check the box that indicates the frequency with which your company conducts toolbox safety talks (“Daily”, “Weekly”, “Bi-Weekly”, “Monthly”, or “Other”). If you do not conduct Toolbox Talks or conduct them on a frequency not listed, please check the box marked “Other”.
- **Substance Abuse Program Including Drug/Alcohol Screening:** Indicate whether or not your company has a substance abuse program/policy with provisions for drug/alcohol testing.

PLEASE REMEMBER:

- **All applicants MUST include a copy of their 2009 OSHA Form 300A with this STEP application.**
- **Platinum applicants must also include a copy of their OSHA Form 300 with employee names removed.**

SECTION 3: 20 COMPONENTS OF SAFETY SELF ASSESSMENT

After you have completed the “20 Key Components” section of the application, copy the individual sub-scores for (A) through (T) into the respective boxes in this section. Total your scores and enter this number into the “Total Score” boxes.

- **Are you part of ABC’s AQC program:** Indicate whether or not you participate in ABC’s Accredited Quality Contractor (AQC) program.
- **If applying for Platinum, initial here to confirm that you meet all qualification criteria:** For our Platinum applicants, please initial this line to confirm that you meet all of the Platinum qualification criteria, as listed on pages 6 & 7 of this booklet.

SECTION 4: COMPANY AND ABC CHAPTER CERTIFICATION

- **Print Name/Title/Signature:** Print name, title and sign on the appropriate lines. This is for the person who certifies that the information on this form is complete and accurate to the best of his/her knowledge. Ideally, this should be the same person that signs your OSHA Form 300A (or owner/executive-level management).
- **ABC Chapter Representative/Signature:** After you have completed your STEP application, please forward it to your local ABC chapter. Once received, your ABC chapter representative will review and endorse the form and forward it to the ABC National safety office. **Processing of applications received without the endorsement of the local ABC chapter will be delayed.**

2010 STEP: 20 Key Components

A. EMPLOYER INVOLVEMENT

12	8	4	0
<ul style="list-style-type: none"> - Owner/CEO directly & actively participates in safety program - Instills personal accountability for safety throughout company - Tracks & annually reviews goals/objectives for safety - Solicits feedback on program & seeks ways to improve it - Commits reasonable resources (<i>money, time, personnel, equipment, supplies, etc.</i>) for program to achieve goals. - Safety is a part of everyone's' performance appraisals - Integrates safety into other facets of company operations 	<ul style="list-style-type: none"> - Members of company management participate in safety program - Personal accountability for safety expected, but little or no recourse - Received safety program goals/objectives, but does not track progress - Provides resources for safety 	<ul style="list-style-type: none"> - Employer wants and supports safety but does not actively participate - Little personal accountability for safety – just “Be safe.” - Provides limited funds for safety 	<ul style="list-style-type: none"> - Employer not involved in safety program and demonstrates little interest for it - Safety left to site supervisory personnel to handle “as needed” - No accountability for safety. - Little or no funding for safety activities

B. EMPLOYER POLICY STATEMENT ON SAFETY

6	4	2	0
<ul style="list-style-type: none"> - Is in writing and is signed & supported by owner/CEO - Explained to employees at time of new hire orientation - Explains value of safety in the company - Commits to protecting people & environment, continually improving program, involving employees and meeting regulatory obligations - States universal accountability for safety in company - Is posted or part of employee safety policy 	<ul style="list-style-type: none"> - Policy exists and is in writing - Not explained to employees, but most know of its existence - Explains employer's general commitment to a safe workplace - Is posted, part of employee safety policy or in company safety manual 	<ul style="list-style-type: none"> - Policy exists “somewhere”, but not posted or in safety manual - Not explained to employees and most do not know of its existence 	<ul style="list-style-type: none"> - No policy exists

C. RESPONSIBILITY FOR SAFETY

9	6	3	0
<ul style="list-style-type: none"> - Responsibilities for safety defined for everyone in company (<i>ex: hazard reporting & correction, injury reporting, expected participation, PPE use, abide by safety policy...</i>) - Is in writing and is part of employee safety policy - Explained to employees at time of new hire orientation - Supervisory personnel have additional responsibilities that are reviewed with them at time of hire or promotion - A policy to hold everyone accountable for safety is in place and is universally applied 	<ul style="list-style-type: none"> - Responsibility for safety defined for everyone in company - Is in writing, but not necessarily in employee safety policy - Generally known to employees and supervisory personnel - Accountability for safety is not always universally applied 	<ul style="list-style-type: none"> - Responsibility for safety rests solely with a designated safety “coordinator” or safety committee - Responsibilities not in writing - All employees know is that they're responsible for “being safe”. - Little or no accountability for safety 	<ul style="list-style-type: none"> - Responsibility for safety has not been defined within the company - Little or no accountability for safety in the company

D. TRAILING INDICATORS (REVIEW OF CLAIMS & KEY SAFETY RATES)

6	4	2	0
<ul style="list-style-type: none"> - Key company personnel trained to know meaning and relevance of key safety rates & numbers (<i>mod factor, loss ratio incidence rate, DART rate</i>) - Mod factor each of the past three years & the current year is below 0.800 (0.900 for companies with fewer than 100 employees) - Employer regularly reviews claims, claim costs & claims trends to gauge impact on company and guide resource allocation 	<ul style="list-style-type: none"> - Key company personnel are familiar with key safety rates & numbers, but may not fully understand meaning or relevance - Mod factor each of the past three years & the current year is below 0.900 (1.000 for companies with fewer than 100 employees) - Employer reviews claims with insurer as part of workers comp policy renewal process. 	<ul style="list-style-type: none"> - Key company personnel are not familiar with key safety rates & numbers - Mod factor each of the past three years & the current year is below 0.900 (1.000 for companies with fewer than 100 employees) - Mod factor is at/below 1.000 for current year and at least one of past two years, OR has decreased 2 of past 3 years 	<ul style="list-style-type: none"> - Mod factor is unknown - Mod factor has increased each of the past three years

E. RESOURCES FOR SAFETY

6	4	2	0
<ul style="list-style-type: none"> - Reasonable resources (<i>funds, time, personnel, equipment, supplies...</i>) are regularly budgeted or invested in safety - Return on safety investment is tracked to evaluate effectiveness of resource allocation & to guide future expenditure decisions - Resource availability & expectation is explained to supervisory personnel upon hire or promotion 	<ul style="list-style-type: none"> - Reasonable resources are budgeted or invested in safety - Supervisory personnel are generally aware of company resources available for safety 	<ul style="list-style-type: none"> - Minimal investments in safety - Money is taken from general funds as needed to react to safety needs (<i>GC mandates, OSHA fines, accidents, etc.</i>) 	<ul style="list-style-type: none"> - Adequate resources are not made available for safety

F. SAFETY PROGRAM GOAL SETTING

9	6	3	0
<ul style="list-style-type: none"> - Formal process in place to annually assess safety program needs & establish goals - Action plans are developed, documented & communicated to assure goals accomplished in a timely manner - Progression of action plans tracked, with status reports & feedback from those assigned tasks - Employer reviews goals, action plans & status reports to provide feedback, direction & support of initiatives - Process in place to evaluate degree of effectiveness action plan had in achieving end goal 	<ul style="list-style-type: none"> - Safety program goals are established periodically and are documented, but not necessarily annually or following a formal process - A plan to achieve goals has been decided, but not documented - Status of action plan informally checked, but with no set frequency and with little follow-up or solicitation of feedback - Employer plays minor part in safety goal setting process - No process in place to gauge effectiveness of action plan in achieving end goal 	<ul style="list-style-type: none"> - Informal or infrequent safety program goals are established - No or little documentation and employee knowledge of goals - No realistic action plans developed to actually accomplish goals - Employer not involved - Goals seldom tracked or reviewed - Goals rarely achieved 	<ul style="list-style-type: none"> - No process of safety program goal setting

G. EMPLOYER SUPERVISORY MEETINGS

9	6	3	0
<ul style="list-style-type: none"> - Employer conducts weekly supervisor meetings where safety is on the agenda - Meeting minutes taken & distributed for review - Meeting includes status report of site safety activities & pre-planning discussions - Review of "lessons learned" - Review of serious incidents 	<ul style="list-style-type: none"> - At least monthly, employer conducts supervisor meetings where safety is on the agenda - Meeting includes status report of site safety activities - Review of serious incidents 	<ul style="list-style-type: none"> - Occasional (less often than monthly) supervisor meetings where safety is on the agenda - General discussion of safety – information given to supervisors on safety - Serious accidents usually reviewed 	<ul style="list-style-type: none"> - Employer holds no supervisor meetings where safety is an agenda item

H. PRE-PLANNING FOR JOBSITE SAFETY

6	4	2	0
<ul style="list-style-type: none"> - Supervisory & other key personnel are trained in pre-planning for safety - Safety pre-planning is integrated into the estimate, bid & pre-mobilization stages of projects - Check list(s) or similar document used to assure a consistent & comprehensive approach taken to exposure evaluation & resource needs - Plans regularly updated throughout life of project - Key components of pre-plan (including updates) are communicated with all site employees before implementation 	<ul style="list-style-type: none"> - Supervisory personnel may have received some training in the safety pre-planning process, but not required - Safety pre-planning is required prior to start of site work - Check list or similar document serves as a guide through the process - Safety resources provided when and as needed 	<ul style="list-style-type: none"> - No established procedure for project safety pre-planning, but some planning is done - No check list or other document used to guide - Safety resources often provided only after problems or needs have been encountered 	<ul style="list-style-type: none"> - No safety pre-planning is done

I. EMPLOYEE PARTICIPATION

9	6	3	0
<ul style="list-style-type: none"> - Opportunities for employee participation in safety program are clearly identified (<i>ex: safety surveys, hazard reporting, incident investigation, safety instruction, toolbox talks, policy development/auditing, new hire mentoring, committees, JSA development, pre-planning...</i>) - Supervisory personnel are informed of these opportunities and trained on how to actively solicit employee involvement - Participation opportunities explained to employees, along with expectation for active involvement - Participation opportunities evaluated to ensure they are meaningful, necessary resources are available (<i>time, money, staff, equipment, etc.</i>) and potential barriers are identified and eliminated 	<ul style="list-style-type: none"> - Opportunities for employees to participate in safety program exist, but are not specifically documented - Supervisors provided limited training in soliciting employee participation, but nonetheless encourage involvement - Employees may be aware of opportunities, but no specific participation expectations - Limited focus on identifying and eliminating potential barriers to participation 	<ul style="list-style-type: none"> - Employees encouraged to participate in safety program, but no concerted efforts made to engage them - "If you have any questions or concerns, speak with your foreman..." - Employee suggestion/comment process in place 	<ul style="list-style-type: none"> - No opportunities for employees to participate in safety program

J. NEW EMPLOYEE ORIENTATION

6	4	2	0
<ul style="list-style-type: none"> - Documented orientation process in place for all new or transferred employees (<i>who gets orientation, when, how & by whom & topics to be covered</i>) - Orientation topics include: <ul style="list-style-type: none"> - <i>Explanation of employer safety commitment & expectations</i> - <i>Safety responsibilities</i> - <i>PPE expectations</i> - <i>Key workplace safety rules that pertain to site &/or major job hazard exposures</i> - <i>Hazard communication</i> - <i>Hazard, injury & emergency reporting procedures</i> - <i>Key safety skills demonstration (wearing harness, adjusting guards, PPE use, etc.)</i> - New hires assigned a safety mentor until orientation process complete - New hire performance evaluation process established to give feedback to new hires on pre-determined frequency (30 & 60 days) - Records maintained showing dates, person(s) doing orientation, assigned mentor(s), topics covered & employee signature 	<ul style="list-style-type: none"> - Orientation is given to new employees, however process has not been "formalized" (exact process documented) - Orientation includes at a minimum: <ul style="list-style-type: none"> - <i>PPE expectations</i> - <i>Key workplace safety rules that pertain to site &/or major job hazard exposures</i> - <i>Hazard communication</i> - <i>Hazard, injury & emergency reporting procedures</i> - Process may or may not involve safety mentors - No new hire performance evaluation process - Record of orientation, with employee signature, maintained 	<ul style="list-style-type: none"> - Informal or on-the-job safety instruction is given to new hires - No uniform process or list of topics to cover - No documentation is maintained 	<ul style="list-style-type: none"> - No orientation is given to new employees

K. SAFETY RULES

9	6	3	0
<ul style="list-style-type: none"> - Rules are in writing and are part of employee safety policy - Explained to employees at time of new hire orientation - Rules are clear, concise and easy to understand - Rules are specific to trade and/or scope of work operations - Rules are enforced equally among all employees - Rules are regularly updated to reflect change in company policy and/or regulation - Subcontractors held equally responsible for safety rules 	<ul style="list-style-type: none"> - Rules are in writing and posted, but not necessarily in employee safety policy - Explained to employees at one time or another - Rules are specific to trade and/or scope of work operations - Rules are usually enforced equally among all employees - Rules are periodically updated to reflect change in company policy and/or regulation - Subcontractors held equally responsible for safety rules 	<ul style="list-style-type: none"> - Some general safety rules exist, but are not posted or reviewed with employees - Rules that do exist are boilerplate rules and are not necessarily specific to company's trade and/or scope of operations - Rules not regularly enforced - Rules rarely reviewed or updated - Subcontractors not responsible for following safety rules 	<ul style="list-style-type: none"> - There are no safety rules

L. EMPLOYEE SAFETY TRAINING

12	8	4	0
<ul style="list-style-type: none"> - Based on annual safety training needs assessment (<i>who needs what, when & who will train</i>), an agenda is developed & instituted - Formal training topics include: <ul style="list-style-type: none"> - <i>Recognition & control of hazards specific to trade/work tasks (ex: heavy equipment, lift operation, LOTO & arc flash, rigging, crane operation, confined space entry, temp traffic control, hot work, excavation safety, steel erection, blasting safety, noise, lead, asbestos, mold exposure...)</i> - <i>First aid/CPR/AED</i> - <i>OSHA topics (ex: PPE, hazcom, electrical, scaffold, ladder/stairs, fire prevention & protection, tool safety, fall protection & prevention...)</i> - <i>Driver safety</i> - <i>Environmental compliance</i> - <i>Pertinent DOT compliance & CDL annual training</i> - Training conducted by competent/qualified safety instructors - Employee training comprehension & understanding is verified and documented (<i>ex: test, skills assessment, etc.</i>) - Records kept of all training –date, attendees, topics covered & trainer 	<ul style="list-style-type: none"> - Safety training needs are determined each year, but a formal assessment & training agenda are not necessarily used - Formal training topics include: <ul style="list-style-type: none"> - <i>Recognition & control of hazards specific to trade/work tasks (ex: heavy equipment, lift operation, LOTO & arc flash, rigging, crane operation, confined space entry, temp traffic control, hot work, excavation safety, steel erection, blasting safety, noise, lead, asbestos, mold exposure...)</i> - <i>First aid/CPR/AED</i> - <i>OSHA topics (ex: PPE, hazcom, electrical, scaffold, ladder/stairs, fire prevention & protection, tool safety, fall protection & prevention...)</i> - Training conducted by competent/qualified safety instructors - Employees only retrained as required (OSHA) and when visibly lacking safety skills 	<ul style="list-style-type: none"> - Informal or on-the-job safety training arranged as needed - No established training agenda - Limited or no training documentation kept 	<ul style="list-style-type: none"> - No formal safety training provided

M. TOOLBOX SAFETY MEETINGS

6	4	2	0
<ul style="list-style-type: none"> - Regularly held at least weekly - Attendance and topic documentation kept - Supervisor actively solicits employee participation (<i>ex: volunteer to present talk, share experience, Q&A, etc.</i>) - Employees participate - Owner/CEO occasionally attends 	<ul style="list-style-type: none"> - Regularly held at least monthly - Attendance and topic documentation kept - Employees encouraged to participate 	<ul style="list-style-type: none"> - Toolbox meetings held occasionally (less frequently than once per month) 	<ul style="list-style-type: none"> - No toolbox meetings held with employees

N. INSPECTIONS

9	6	3	0
<ul style="list-style-type: none"> - Weekly job site inspections are made by the site supervisor - Inspection documented, along with assignment of responsibility & expected completion date - Potentially serious safety issues corrected immediately - Less serious safety issues corrected promptly - Follow-up process to confirm action taken & that it is producing expected results 	<ul style="list-style-type: none"> - Monthly job site inspections are made by site supervisor or an employer representative - Inspection documented, along with assignment of responsibility & expected completion date - Potentially serious safety issues corrected immediately - Less serious safety issues corrected promptly 	<ul style="list-style-type: none"> - Informal job site inspections (walk-through) are made by the site supervisor - No documentation or follow-up - Safety issues corrected ASAP 	<ul style="list-style-type: none"> - No inspections conducted

O. SUPERVISORY TRAINING TOPICS

9	6	3	0
<ul style="list-style-type: none"> - All supervisory personnel receive training in: <ul style="list-style-type: none"> - <i>Company safety policy</i> - <i>Employer's supervisor safety expectations</i> - <i>First Aid/CPR/AED</i> - <i>OSHA-10 or greater</i> - <i>Competent person for trade/task-specific topics</i> - <i>Emergency response</i> - <i>Conducting effective meetings</i> - <i>Accident investigation</i> - <i>JSA (job safety analysis)</i> - <i>Job safety pre-planning</i> - <i>Jobsite safety inspection</i> - <i>Leadership & HR skills</i> - Annual refresher training - Opportunities for professional development offered regularly - Supervisors have access to a safety professional - Training facilities are conducive to learning & quality trainers used 	<ul style="list-style-type: none"> - Supervisory personnel receive training in: <ul style="list-style-type: none"> - <i>Company safety policy</i> - <i>Employer's supervisor safety expectations</i> - <i>First Aid/CPR/AED</i> - <i>OSHA-10 or greater</i> - <i>Competent person for trade/task-specific topics</i> - <i>Emergency response</i> - <i>Accident investigation</i> - <i>Jobsite safety inspection</i> - Supervisors have access to sources of safety information or knowledge - Competent trainers are used 	<ul style="list-style-type: none"> - Supervisory personnel receive safety training in at least half of the following: <ul style="list-style-type: none"> - <i>Company safety policy</i> - <i>Employer's supervisor safety expectations</i> - <i>First Aid/CPR/AED</i> - <i>OSHA-10 or greater</i> - <i>Competent person for trade/task-specific topics</i> - <i>Emergency response</i> - <i>Accident investigation</i> - <i>Jobsite safety inspection</i> 	<ul style="list-style-type: none"> - No specific training program for supervisory personnel

P. INCIDENT INVESTIGATION

9	6	3	0
<ul style="list-style-type: none"> - Supervisors trained in the techniques of accident investigation - Accidents & near misses are investigated promptly by site supervisor - Reports are completed for all accidents - Causal factors determined - Follow-up to assure corrective actions taken - "Lessons learned" shared with other jobsites - Employer reviews all accidents that exceed set cost/criteria 	<ul style="list-style-type: none"> - Supervisors receive a basic level of accident investigation training - Accidents are investigated by site supervisor - Reports are completed for all accidents - Remedial actions taken to prevent recurrence of similar accidents - Employer reviews only very serious accidents 	<ul style="list-style-type: none"> - Supervisors receive little or no accident investigation training - Accidents usually investigated by supervisor, but may be investigated by someone else - Reports not always completed - Little or no attempt to identify causal factors or take corrective actions - "Lessons learned" not shared 	<ul style="list-style-type: none"> - Accidents are not investigated to determine cause

Q. USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

9	6	3	0
<ul style="list-style-type: none"> - Written PPE policy - Annual documented assessment of PPE needs - Process instituted by which suitability & effectiveness of PPE is evaluated by field personnel - Employees informed of PPE requirements for each job - Employees trained in PPE selection/approval, inspection, use & care - Company PPE policy consistently & universally enforced 	<ul style="list-style-type: none"> - Written PPE policy - Employees informed of PPE requirements for each job - Employees trained in PPE selection/approval, inspection, use & care - Company PPE policy usually enforced 	<ul style="list-style-type: none"> - PPE policy exists, but is rarely enforced without pressure from site GC - PPE is provided and its use encouraged - Some training on PPE use is arranged 	<ul style="list-style-type: none"> - No PPE policy - Use of PPE is left to the discretion of each employee, resulting in rare use

R. SAFETY PROGRAM PERFORMANCE REVIEW

6	4	2	0
<ul style="list-style-type: none"> - Owner/CEO reviews safety program performance every six (6) months - Emphasis of review is on whether or not program is producing expected results and on where opportunities for improvement exist - Defined criteria exist against which performance is measured (<i>ex: safety surveys conducted, trainings held, incidence rates, loss ratios, progress toward annual goals, safety meetings, OSHA inspection record, prevention of recurring incidents/hazards, employee participation, etc.</i>) - Results of performance review are documented - Results of performance review become part of safety staff &/or supervisor evaluations - Following each review, meeting conducted with safety staff &/or supervisory personnel to discuss results & expectations 	<ul style="list-style-type: none"> - Owner/CEO is involved in an annual review of safety program to determine if it is producing expected results - Some criteria exist against which performance is measured - Process is generally not documented - Results do not weight significantly on safety staff &/or supervisor evaluations - Results of review are eventually discussed with safety staff &/or supervisory personnel 	<ul style="list-style-type: none"> - No regular (pre-determined frequency) reviews of safety program performance - Limited owner/CEO involvement – mainly left to someone else (safety administrator, insurance company, etc.) - Subjective review of safety activities – mainly serves as a “year-in-review” and not an assessment of performance & improvement opportunity - Results may or may not be reviewed with supervisory personnel 	<ul style="list-style-type: none"> - No review made of safety program performance

S. SUBSTANCE ABUSE PROGRAM

6	4	2	0
<ul style="list-style-type: none"> - Employee safety policy contains strict rules regarding drug and alcohol use - Drug/alcohol testing for pre-hire, post accident and reasonable suspicion - Policy actively enforced - Supervisory personnel trained in workplace substance abuse - Employee substance abuse prevention education initiatives - Company has an Employee Assistance Program - Company keeps counseling and testing records 	<ul style="list-style-type: none"> - Company has substance abuse verbiage in employee safety policy - No drug/alcohol testing, or "for cause" only - Company makes effort to enforce policy - Supervisors are trained in hazards of drugs and alcohol on the job 	<ul style="list-style-type: none"> - Company has substance abuse verbiage in safety manual - No drug/alcohol testing - Company makes no or little effort to enforce policy 	<ul style="list-style-type: none"> - Company has no policy regarding workplace substance abuse

T. RECORDKEEPING & DOCUMENTS

6	4	2	0
<p>Company maintains accurate and up-to-date records & documents for:</p> <ul style="list-style-type: none"> - OSHA injury & illness records (reports, #300 log & #300A summary log) - Safety training, including verification of learning (test, skills evaluation, etc.) - OSHA-required written programs - Employee safety policy - Accident investigations - Site inspections/surveys, including verification of action taken - Safety orientations - Safety pre-planning - Loss runs - Employee exposure & monitoring data & reports - Job safety analysis (JSA) - Safety committee/meeting minutes 	<p>Company maintains records & documents for:</p> <ul style="list-style-type: none"> - OSHA injury & illness records (reports, #300 log & #300A summary log) - Safety training - OSHA-required written programs - Employee safety policy - Accident investigations - Safety inspections/surveys 	<p>Company maintains minimal records, which may or may not be up-to-date:</p> <ul style="list-style-type: none"> - OSHA injury & illness records (reports, #300 log & #300A summary log) - Basic safety policy 	<ul style="list-style-type: none"> - No records are kept for safety related activities or policies