Leadership Commitment

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2023 STEP
INSTRUCTIONS

CNA

ABC | STEP
Safety Management System
Associated Builders and Contractors

FREQUENTLY ASKED QUESTIONS ABOUT THE STEP SAFETY MANAGEMENT SYSTEM

1. Who should complete the STEP submission?

STEP is a world-class safety system and 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 Key Components of a world-class safety management system, groups can either work on reaching a consensus or results can be averaged. More participants in the evaluation process will result in a truer assessment of your safety program and a more comprehensive look at areas for improvement.

2. What are the levels of STEP achievement?

There are six levels of STEP achievement: Participant, Bronze, Silver, Gold, Platinum and Diamond. Companies that achieve a STEP level but prefer their status remain unpublished may opt-out of public recognition and/or promotion by their chapter(s).

3. When is the STEP submission due?

STEP submissions are accepted until December 15. However, in order to ensure receipt of your STEP certificate and achievement recognition at your chapter's safety awards ceremony, submissions should be submitted online or returned to your local ABC chapter office by the chapter's STEP deadline. Check with your local chapter to see when your deadline is.

4. Is there a fee to participate in STEP?

There are no submission fees for STEP involvement at the Participant, Bronze, Silver, Gold, Platinum, or Diamond recognition levels if you submit online at abc.org/stepapp.

5. Is the information submitted in the STEP process confidential?

Yes. The information contained in each STEP submission isviewed only by ABC staff and is kept strictly confidential. ABC does not disclose any company-specific STEP information. ABC accumulates aggregate data through the program to determine collective safety trends and this information becomes part of ABC's annual STEP data analysis, which serves as a member benchmarking tool.

6. Does ABC National keep a copy of my submission?

ABC National retains copies of all paper STEP submissions for a period of five years and then destroys them. Information from all online submissions is stored in ABC National's database in perpetuity.

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

Yes, ABC has two recognition programs that tie into STEP participation:

National Safety Excellence Award (NSEA) – Companies applying for the 2023 National Safety Excellence Award must have participated in STEP at the Gold, Platinum or Diamond level in 2023.

Accredited Quality Contractor (AQC) – Companies seeking AQC status must have participated in STEP at the Gold, Platinum or Diamond level during the previous or current year.

Excellence in Construction Awards (EIC) – Neither AQCstatus nor STEP Gold, Platinum or Diamond recognition are required for submitting an entry in ABC's national EIC awards program. However, EIC applicants do earn an additional two points in the judging process for participating in STEP at any level, as well as an additional two points for attaining AQC status.

8. Who do I contact if I have questions?

Contact your local ABC chapter first. If the chapter is unable to provide the specific information you need, or if you are referred to the ABC National office, contact:

Aaron Braun
Manager of Safety Programs and Initiatives
440 First St., N.W., Suite 200
Washington, DC 20001
(202) 595-1855
braun@abc.org

2023 QUALIFICATION CRITERIA FOR STEP LEVELS

Participant Level

a) Recognizes those who participate in STEP, but do not achieve the minimum Key Components self-assessment score[1] required for Bronze-level recognition.

b) Companies with ten or more employees must submit their 2022 OSHA Form 300A ("Summary of Work-Related Injuries and Illnesses") for data verification purposes.[5]

c) Must have signed the Drug- and Alcohol- Free Workplace Pledge at drugfreeconstruction.org and have in place a documented substance abuse program that includes a drug/alcohol screening process.

Bronze Level

a) Minimum Bronze level Key Components self-assessment score[1] required.

b) Companies with ten or more employees must submit their 2022 OSHA Form 300A ("Summary of Work-Related Injuries and Illnesses") for data verification purposes.[5]

c) Must have signed the Drug- and Alcohol- Free Workplace Pledge at drugfreeconstruction.org and have in place adocumented substance abuse program that includes a drug/alcohol screening process.

Silver Level

a) Minimum Silver level Key Components self-assessment score[1] required.

b) Companies with ten or more employees must submit their 2022 OSHA Form 300A ("Summary of Work-Related Injuries and Illnesses") for data verification purposes.[5]

c) Must have signed the Drug- and Alcohol- Free Workplace Pledge at drugfreeconstruction.org and have in place a documented substance abuse program that includes a drug/alcohol screening process.

d) Incidence rate no greater than 50 percent above the national BLS average for the company's NAICS[4] code for the two most recently published years of BLS data. (For companies with fewer than 100 employees, a three-year average may be used. For companies with fewer than 50 employees, a 5-year average may be used).[5]

Gold Level

STEP Gold is open to ABC members who meet ALL of the following qualifications:

a) Minimum Gold level Key Components self-assessment[1] required.

b) Incidence rate[2] equal to or below the national BLS[3] average for the company's NAICS[4] code for the two most recently published years of BLS data. (For companies with fewer than 100 employees, a three-year average may be used. For companies with fewer than 50 employees, a five-year average may be used).

c) Companies with ten or more employees must submit their 2022 OSHA Form 300A ("Summary of Work-Related Injuries and Illnesses") for data verification purposes.[5]

d) Must have signed the Drug- and Alcohol- Free Workplace Pledge at drugfreeconstruction.org and have in place a documented substance abuse program that includes a drug/alcohol screening process.

Platinum Level

STEP Platinum is open to ABC members who meet ALL of the following qualifications:

a) Minimum Platinum level Key Components self-assessment[1] required.

b) Incidence rate[2] at least 25 percent below the national BLS[3] average for the company's NAICS[4] code in the current submission year.[5]

c) No fatalities or in-patient hospitalizations (except for observation and diagnostic testing) within the current submission year. Also, no fatality or catastrophic incident within the previous three consecutive years, which resulted in an OSHA citation.

d) No serious, repeat or willful OSHA citations (federal or state) within the current submission year or the previous three consecutive years.

e) Companies with ten or more employees must submit their 2022 OSHA Form 300A ("Summary of Work-Related Injuries and Illnesses") for data verification purposes.[5]

f) Must have signed the Drug- and Alcohol- Free Workplace Pledge at drugfreeconstruction.org and have in place a documented substance abuse program that includes a drug/alcohol screening process.

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

Diamond Level

Candidates must meet ALL of the Platinum qualifications, as well as the following:

a) Incidence rate[2] at least 50 percent below the national BLS[3] average for company's NAICS[4] code in the current submission year and each of the past two consecutive years.[5]

b) Submit OSHA Form 300A ("Summary of Work-Related Injuries and Illnesses") for years 2018, 2019, 2020, 2021 and 2022 for data verification purposes.[5]

All STEP Diamond recipients are eligible to enter ABC's National Safety Excellence Awards (NSEA) competition and the Construction Users Roundtable's Construction Industry Safety Excellence (CURT/CISE) award competition.

Appeals of STEP Level

In certain instances, a company may feel that the STEP qualification criteria cannot be reasonably met and unfairly prohibit their company from being recognized at the appropriate STEP level. A company may appeal their STEP level to the ABC National Safety & Health Committee, who will review the submission and supporting materials to make a determination for or against the appeal.

Please note that ONLY the following criteria may be the cause of an appeal at this time:

- Total Recordable Incidence Rate (TRIR)

PROVISIONAL STEP LEVEL

The company contact on file, along with all affiliated ABC chapters, will be notified instantly of their provisional STEP level upon submitting all required information. This is a provisional notification; final notification will occur once the STEP submission data has been reviewed and confirmed by ABC National.

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1 **Key Components Self-Assessment Score** — ABC does not publish minimum qualification scores for the Key Components.

2 **Incidence Rate** — Represents the number of OSHA recordable injuries/illnesses per 100 employees a company experiences in a given calendar year. It is calculated with the following formula:
Incidence Rate = N x 200,000/Total hours worked by all employees in calendar year
"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 at https://data.bls.gov/iirc/.

3 **BLS** — For purposes of this submission process, see Bureau of Labor Statistics averages in the supporting document titled "NAICS Codes and TRIR Thresholds." This resource is available for download on the landing page of the STEP submission portal at https://step.abc.org/.

4 **NAICS** — North American Industry Classification System. If you are unsure in which NAICS code your company should be classified, reference www.census.gov/naics/ for code definitions. NAICS code classification should represent the majority of the company's primary work. A sampling of construction NAICS codes and corresponding national BLS incident rates is listed in the "NAICS CODES and TRIR Thresholds" document referenced above.

5 Note that, for companies with less than 100 employees who are submitting based on their three-year incidence rate average, you must submit your 2020, 2021 and 2022 OSHA Form 300A. For companies with less than 50 employees who are submitting based on their five-year incidence rate average, you must submit your 2018, 2019, 2020, 2021 and 2022 OSHA Form 300A.

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 20____

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
_____ (G)	_____ (H)	_____ (I)	_____ (J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
_____ (K)	_____ (L)

Injury and Illness Types

Total number of...
(M)

(1) Injuries _____
(2) Skin disorders _____
(3) Respiratory conditions _____

(4) Poisonings _____
(5) Hearing loss _____
(6) All other illnesses _____

Establishment information

Your establishment name _____

Street _____

City _____ State _____ ZIP _____

Industry description (e.g., *Manufacture of motor truck trailers*) _____

Standard Industrial Classification (SIC), if known (e.g., *3715*) __ __ __ __

OR

North American Industrial Classification (NAICS), if known (e.g., *336212*) __ __ __ __ __ __

Employment information *(If you don't have these figures, see the Worksheet on the back of this page to estimate.)*

Annual average number of employees _____

Total hours worked by all employees last year _____

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

_____ _____
Company executive   Title

(____) ____ - ____   __ / __ / __
Phone   Date

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

MAXIMUM ALLOWABLE INCIDENCE RATES BY NAICS CODE

NAICS Code	SIC Code	NAICS Category	STEP Silver Maximum Incidence Rate	BLS Average/STEP Gold Maximum Incidence Rate	STEP Platinum Maximum Incidence Rate	STEP Diamond Maximum Incidence Rate
236110	1521, 1522	Residential Building Construction	4.35	2.9	2.175	1.45
236115	1521	New Single-Family Housing Construction (except Operative Builders)	4.35	2.9	2.175	1.45
236117	1531	New Housing Operative Builders	4.35	2.9	2.175	1.45
236118	1521	Residential Remodelers	4.35	2.9	2.175	1.45
236210	1541	Industrial Building Construction	2.7	1.8	1.35	0.9
236220	1542	Commercial and Institutional Building Construction	2.7	1.8	1.35	0.9
237110	1623	Water and Sewer Line and Related Structures Construction	3.9	2.6	1.95	1.3
237120	1623	Oil and Gas Pipeline and Related Structures Construction	0.9	0.6	0.45	0.3
237130	1623	Power/Communication Line and Related Structures Construction	2.85	1.9	1.425	0.95
237210	1629	Land Subdivision	0.75	0.5	0.375	0.25
237310	1611, 1622	Highway, Street, and Bridge Construction	4.05	2.7	2.025	1.35
237990	1629	Other Heavy and Civil Engineering Construction	2.4	1.6	1.2	0.8
238110	1771	Poured Concrete Foundation and Structure Contractors	4.65	3.1	2.325	1.55
238120	1791	Structural Steel and Precast Concrete Contractors	4.65	3.1	2.325	1.55
238130	1751	Framing Contractors	10.2	6.8	5.1	3.4
238140	1741	Masonry Contractors	5.4	3.6	2.7	1.8
238150	1793	Glass and Glazing Contractors	4.05	2.7	2.025	1.35
238160	1761	Roofing Contractors	4.95	3.3	2.475	1.65
238170	1761	Siding Contractors	2.7	1.8	1.35	0.9
238190	1741, 1742	Other Foundation, Structure and Building Exterior Contractors	2.85	1.9	1.425	0.95
238210	1731	Electrical Contractors and Other Wiring Installation Contractors	3	2	1.5	1
238220	1711	Plumbing, Heating, and Air Conditioning Contractors	4.95	3.3	2.475	1.65
238290	1796	Other Building Equipment Contractors	3	2	1.5	1
238310	1742	Drywall and Insulation Contractors	5.4	3.6	2.7	1.8
238320	1721	Painting and Wall Covering Contractors	2.7	1.8	1.35	0.9
238330	1752	Flooring Contractors	3.45	2.3	1.725	1.15
238340	1743	Tile and Terrazzo Contractors	1.35	0.9	0.675	0.45
238350	1751	Finish Carpentry Contractors	4.5	3	2.25	1.5
238390*	1751	Other Building Finishing Contractors	4.2	2.8	2.1	1.4
238910	1794	Site Preparation Contractors	2.55	1.7	1.275	0.85
238990	1799	All Other Specialty Trade Contractors	4.65	3.1	2.325	1.55
327320	3273	Ready-Mix Concrete Manufacturing	5.85	3.9	2.925	1.95
327390	3272	Other Concrete Product Manufacturing	6.9	4.6	3.45	2.3
423310	5031, 5939	Lumber, Plywood, Millwork, and Wood Panel Merchant Wholesalers	5.7	3.8	2.85	1.9
423320	5032	Brick, Stone, and Related Construction Material Merchant	5.7	3.8	2.85	1.9
423390	5039	Other Construction Material Merchant Wholesalers	5.7	3.8	2.85	1.9
423510	5051	Metal Service Centers and Other Metal Merchant Wholesalers	5.25	3.5	2.625	1.75
424720	5172	Petroleum and Petroleum Products Merchant Wholesalers	2.85	1.9	1.425	0.95
541380	8734	Testing Laboratories	0.9	0.6	0.45	0.3

Leadership
Commitment

Cultural
Transformation

Process
and Systems

Results

2023 STEP
CONTRACTORS

CNA
Proud Sponsor of the ABC National
Safety Excellence Award

ABC | STEP
Safety Management System
Associated Builders and Contractors

Associated Builders and Contractors — STEP Safety Management System

Company Name*

Contact Name*

Contact Email*

Have you signed the Drug- and Alcohol-Free Workplace pledge? If not, click here to sign the pledge.

Yes   No

Are you a part of ABC's Accredited Quality Contractor (AQC) Program?

Yes   No

Do you use STEP as a pre-qualifier?

Are you a contractor or supplier?*

Contractor

236110 - Residential Building Construction
236115 - New Single-Family Housing Construction (except For-Sale Builders)
236117 - New Housing For-Sale Builders
236118 - Residential Remodelers
236210 - Industrial Building Construction
236220 - Commercial and Institutional Building Construction
237110 - Water and Sewer Line and Related Structures Construction
237120 - Oil and Gas Pipeline and Related Structures Construction
237130 - Power and Communication Line and Related Structures Construction
237210 - Land Subdivision
237310 - Highway, Street, and Bridge Construction
237990 - Other Heavy and Civil Engineering Construction
238110 - Poured Concrete Foundation and Structure Contractors
238120 - Structural Steel and Precast Concrete Contractors
238130 - Framing Contractors
238140 - Masonry Contractors
238150 - Glass and Glazing Contractors
238160 - Roofing Contractors
238170 - Siding Contractors
238190 - Other Foundation, Structure, and Building Exterior Contractors
238210 - Electrical Contractors and Other Wiring Installation Contractors
238220 - Plumbing, Heating, and Air-Conditioning Contractors
238290 - Other Building Equipment Contractors
238310 - Drywall and Insulation Contractors
238320 - Painting and Wall Covering Contractors
238330 - Flooring Contractors
238340 - Tile and Terrazzo Contractors
238350 - Finish Carpentry Contractors
238390 - Other Building Finishing Contractors
238910 - Site Preparation Contractors
238990 - All Other Specialty Trade Contractors

Supplier

327320 - Ready-Mix Concrete Manufacturing
327390 - Other Concrete Product Manufacturing
423310 - Lumber, Plywood, Millwork, and Wood Panel Merchant Wholesalers
423320 - Brick, Stone, and Related Construction Material Merchant Wholesalers
423390 - Other Construction Material Merchant Wholesalers
423510 - Metal Service Centers and Other Metal Merchant Wholesalers
424720 - Petroleum and Petroleum Products Merchant Wholesalers (except Bulk Stations and Terminals)
541380 - Testing Laboratories
All Other Supplier Codes - All Other Supplier Codes

Company Information

This submission and data:*

Represents entire company   **Represents location, dept., or div.**

Annual Volume (work in place) $:

Please indicate the organizations your company uses for insurance brokerage, carrier or surety.*

Other	CCI Surety	Hudson Insurance	Morgan Marrow	Surety One
ACSTAR	Chubb	INSURICA	Nationwide	The Graham Company
Alliant Insurance	CNA / CNA Surety	JW Surety Bonds	Old Republic Surety	The Guarantee USA
Arch Insurance	FCCI Surety	Liberty Mutual	Philadelphia Insurance Companies	The Hartford
Builders Mutual	FICOH (First Insurance Co of Hawaii)	Marsh & McLennan	RLI Surety	The Nitsche Group
Captive Program	Hanover Insurance	Merchants Bonding Co	South Coast Surety	Travelers
				ZurichS

Insurance brokerage, carrier or surety not listed above? Please enter it here:

Please specify the percentages for each of the following types:

Keep in mind all percentage totals must equal 100%

Work Type		Proximity to Headquarters		Percentage of Work	
Residential	%	Within 100 miles	%	Self-Performed	%
Commercial	%	Within 101-250 miles	%	Subcontracted	%
Industrial	%	Beyond 250 miles	%		
Public Works/Military	%				

2022 Safety Performance Data

Please enter the numbers from your company's 2022 OSHA 300A.

A. Total number of DEATHS:

B. Total number of CASES with days away from work:

C. Total number of CASES with job transfer/restriction:

D. Total number of OTHER RECORDABLE CASES:

E. Total number of DAYS away from work:

F. Total number of DAYS of job transfer or restriction:

G. Annual average number of employees:

H. Total hours worked by all employees:

Number of federal/state OSHA citation issued (affirmed after settlement) in 2022:

Willful Citations:

Repeat Citations:

Serious Citations:

Other than Serious:

Incident Rate: **EMR as of January 1, 2023:***

For calendar year 2020, 2021 or 2022, have you had any employee fatalities corporate-wide that resulted in an OSHA citation?*

   Yes   No

Do you track good catches/potential significant events? (aka near misses/near hits)

   Yes   No

If yes, how many did you record in 2022?

Do the numbers in letters A-H above match the uploaded 2022 OSHA 300A?*

   Yes   No

If no, explain.

Safety Training Data

Length of safety portion of new-hire orientation (in minutes):

Toolbox Safety meeting frequency:

Daily   Weekly   Bi-Weekly   Monthly   Other

Do you conduct site-specific safety orientations for all employees, including specialty (sub) contractors?

Yes   No

Do you establish/participate in site safety committees at most jobsites?

Yes   No

Do you conduct safety training for employees beyond owner/user-required training?

Yes   No

Do you conduct a daily task specific safety process, aka a Jobsite Safety Analyses (JSA) / Activity Hazard Analyses (AHA)?

Yes   No

25 Key Components

Please select the number repersenting each category question that corresponds to you.

25 Key Components Worksheet

Leadership Commitment

L1.	Top Management Engagement	12	8	4	0
L2.	Safety Policy Statement	6	4	2	0
L3.	Safety Responsibilities	9	6	3	0
L4.	Resources for Safety	6	4	2	0
L5.	Safety Program Performance Review	6	4	2	0

Culture

C1.	Employee Participation	9	6	3	0
C2.	Substance Abuse Program	6	4	2	0
C3.	Safety Program Goal Setting	9	6	3	0
C4.	Supervisor Safety Meetings	9	6	3	0
C5.	New Hire Safety Orientation	6	4	2	0
C6.	Employee Safety Training	12	8	4	0
C7.	Behavior-Based Safety (BBS)	6	4	2	0
C8.	Supervisor Safety Training	9	6	3	0

Process

P1.	Incident Investigations	9	6	3	0
P2.	Pre-planning Project Safety	6	4	2	0
P3.	Emergency Response/Fire Elimination Plan	6	4	2	0
P4.	Task-Specific Safety Process	6	4	2	0
P5.	Safety Rules	9	6	3	0
P6.	Toolbox Safety Talks	6	4	2	0
P7.	Safety Inspections	9	6	3	0
P8.	Use of Personal Protective Equipment (PPE)	9	6	3	0
P9.	Recordkeeping and Documentation	6	4	2	0
P10.	Work Zone/Mobile Equipment/ Vehicle Safety	6	4	2	0

Results

R1.	Leading Indicators	6	4	2	0
R2.	Trailing indicators (review of claims and key safety rates)	6	4	2	0

I have read and understand all qualifying requirements and instructions as outlined in the STEP Instruction Book.

Total Score

Company Executive Name*

Company Executive Email*

Company Executive Title*

Date

2023 STEP

CONTRACTOR KEY COMPONENTS

Leadership Commitment

Cultural Transformation

Process and Systems

Results

CNA

ABC | STEP
Safety Management System

Associated Builders and Contractors

KEY COMPONENTS OF SAFETY PERFORMANCE SELF-ASSESSMENT FOR CONTRACTORS

The key components of an effective **world-class safety management system** for **contractors** are listed below. Each component contains columns that describe four levels of safety performance. Select the column that BEST describes your company's performance. Remember, each scoring column describes a set of actions/policies that your company currently undertakes. In order to achieve a score, your safety **program must contain ALL the listed criteria.** Any scores on a STEP submission that do not match any of the four available scoring options in each of the key components for contractors will automatically be rounded down to the nearest listed score.

What Is Total Human Health?

Total human health is focused on building a resilient workforce that is connected though relationships and engaged in performing construction work to a high standard of safety, quality and effectiveness. Traditional OSHA-required safety measures are focused primarily on the body of workers and their observable behaviors. We must look deeper into the complexity of conditions that affect the decision-making process of our workforce while performing their mission-critical tasks.

Total human health raises the bar of keeping workers safe to acknowledge and then address thoughts and preoccupying concerns that everyone experiences in daily life, incorporating:
- A whole-person approach to engage a person's body, mind, heart and soul;
- Psychological safety that is respectful and inclusive of a diverse workforce; and
- Acknowledgement of the risk of distraction and impairment and responding with appropriate care.

Why Address Total Human Health?

Our workforce is our most important resource, highly skilled and ready to build the places where America lives, works, plays, heals and prays.

The driving imperative behind total human health in our labor-intensive industry is twofold:
- Address the changing demographics of the workforce and the workforce shortage in the skilled trades; and
- Work to reduce the high suicide rate among construction workers.

Our success is directly dependent on the talent we attract and retain. Not only should we send our workforce home safely at the end of every shift, but we want our workforce to live a healthy lifestyle and enjoy the abundance that life has to offer in their careers and beyond. We must be leaders in our industry to make this happen.

TOTAL HUMAN HEALTH*

12	8	4	0
• The Employee Assistance Program is customized and includes confidential counseling. • Company provides a retirement plan with company contributions. • Company provides paid professional development opportunities or reimbursement. • Leadership utilizes metrics to measure workforce engagement in total human health activities. • Company promotes workforce engagement in and provides resources for total human health activities.	• The Employee Assistance Program includes crisis intervention services. • Company provides additional health benefits such as free biometric screenings, smoke cessation programs, flu shots or other preventable measures. • Company provides retirement and financial planning resources. • Company provides a daily huddle to promote open communication and teamwork. • Company integrates and embeds total human health activities for the workforce, such as regularly scheduled social events, community charity events and establishes various peer or employee resource groups.	• Company has taken the CIASP Suicide Prevention Pledge and the Drug- and Alcohol-Free Workplace Pledge. • Company promotes a psychologically safe culture inclusive of a diverse workforce. Normalizes conversations regarding mental health and wellness to lower stigma. • Company provides basic health insurance, paid holidays and/or PTO benefits to their workforce. • Company provides and distributes policy statements and information on all these resources through bulletins, newsletters, alerts and/or free education sessions. Additionally, awareness level information is shared via text, email, website, toolbox talks or wellness events.	• Company provides general information to the workforce regarding wellness topics and external resources.

Total Human Health will not count toward overall key component scores in 2023.

LEADERSHIP

L1. TOP MANAGEMENT ENGAGEMENT

12	8	4	0
• Owner/CEO/top management leadership directly and actively participates in the safety process • Top management instills personal accountability for safety throughout the company • Top management tracks and biannually reviews safety goals/objectives for the company • Top management solicits continuous feedback on the safety process • Top management commits resources (money, time, personnel, equipment, supplies, etc.) for the safety process necessary to achieve goals • Safety performance is assessed in everyone's performance appraisal (executive and field employees) • Top management integrates safety into every facet of company operation	• Top management participates in the safety process • Personal accountability for safety is expected, but there is little or no recourse if not demonstrated • Top management is aware of safety process goals/ objectives, but does not track progress • Top management provides the resources necessary for safety compliance	• Top management supports safety, but does not actively participate • There is little personal accountability for safety – a "just be careful" culture exists • Limited funds are provided for safety	• Top management is not involved in the safety process and demonstrates little interest in it • Safety is left to supervisory personnel to handle "as needed" • There is no accountability for safety • Little or no funding is provided for safety

L2. SAFETY POLICY STATEMENT

6	4	2	0
• Is in writing and is signed and by top management • Is explained to employees at time of new hire orientation • Explains the value of safety in the company • Commits to protecting employees, continually improving the program, involving employees in the safety process and meeting regulatory obligations • States universal accountability for safety in the company • Is posted or part of employee safety policy	• Policy exists and is in writing • Policy is not explained to employees, but most know of its existence • Explains employer's general commitment to a safe workplace • Is posted, is part of the employee safety policy or is in the company safety manual	• Policy exists, but is not posted nor in safety manual • Not explained to employees and most do not know	• No policy exists

L3. SAFETY RESPONSIBILITES

9	6	3	0
• Responsibilities for safety are clearly defined for everyone in the company, including specialty contractors. • Responsibilities include, but are not limited to, hazard and injury reporting, PPE use, safety policy compliance and all aspects of the GC/owner's safety program. • Supervisory personnel have additional responsibilities that are reviewed with them at time of hire or promotion • A policy to hold everyone accountable (including specialty contractors) for safety is in place and is universally applied.	• Responsibility for safety is defined for everyone in company • Accountability for safety is not always universally applied • Explained to employees at time of new hire orientation • Is in writing and is part of employee safety policy	• Responsibility for safety rests solely with a designated safety coordinator or safety committee • Responsibilities are not in writing • All employees know is that they are responsible for "being safe" • There is little or no accountability for safety	• Responsibility for safety has not been defined within the company

L4. RESOURCES FOR SAFETY

6	4	2	0
• All safety resources (funds, time, personnel, equipment, supplies, etc.) are regularly budgeted or invested. • Return on safety investment is tracked (actual or projected) to evaluate effectiveness of resource allocation and to guide future expenditure decisions • Resource funding and expectations are explained to supervisory personnel upon hire or promotion	• Reasonable resources are budgeted or invested in safety • Supervisory personnel are generally aware of company resources available	• Minimal investments are made in safety • Money is taken from general funds as needed to react to safety needs (GC mandates, OSHA fines, incidents, etc.)	• Resources are not made available for safety

L5. SAFETY PROGRAM PERFORMANCE REVIEW

6	4	2	0
• Top management reviews the safety program performance biannually • The emphasis of the review is on whether the program is producing expected results and where opportunities for improvement exist • Defined criteria exist against which performance is measured (e.g., 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.) • Results are documented • Results impact safety staff and supervisor annual performance evaluations • Following each review, meetings are conducted with safety staff and supervisory personnel to discuss results and expectations	• Top management reviews the safety program annually • Some criteria exist against which performance is measured • Process is not documented • Results do not significantly affect safety staff and/or supervisor evaluations • Results are eventually discussed with safety staff and/or supervisory personnel	• Regular (pre-determined frequency) reviews of safety program performance does not occur • Limited top management 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 and improvement opportunity • Results may or may not be reviewed with supervisory personnel	• No review of safety program performance is performed

CULTURE

C1. EMPLOYEE PARTICIPATION

9	6	3	0
• Employees are actively engaged in the safety process (e.g., safety surveys, hazard reporting, incident investigation, safety instruction, toolbox talks, policy development/auditing, new hire mentoring, committees, job safety analysis development, pre-planning, etc.) • Supervisory personnel are aware of these opportunities and actively encourage employee involvement • Participation opportunities are evaluated to ensure they are meaningful, necessary resources are available (time, money, staff, equipment, etc.) and potential barriers are identified and eliminated	• Opportunities for employees to participate in safety process exist, but are not specifically documented • Supervisors are provided limited training in soliciting employee participation, but nonetheless encourage involvement • Employees may be aware of opportunities, but there are no specific participation expectations • There is a limited focus on identifying and eliminating potential barriers to participation	• Employees are encouraged to participate in the safety process, but no concerted efforts are made to engage them • Employees are offered a general communication channel: "If you have any questions or concerns, speak with your foreman." • An employee suggestion/comment process is in place	• There are no opportunities for employees to participate in the safety process

C2. SUBSTANCE ABUSE PROGRAM

6	4	2	0
• The company's safety policy explains its substance abuse program • The policy includes random, pre-employment and reasonable suspicion substance abuse testing • The policy is consistent and actively enforced • Supervisory personnel are trained in workplace substance abuse recognition • Employee substance abuse prevention education initiatives are offered • The company has an employee assistance program (EAP) • The company keeps counseling and testing records • Specialty contractors are contractually required to have programs equal to or exceeding the general contractors	• The company has substance abuse verbiage in the employee safety policy • Substance abuse testing is for pre-employment only • The company makes a minimal effort to enforce policy • Supervisors are trained in hazards of substance abuse on the job • Specialty contractors are contractually required to conduct pre employment testing	• The company has substance abuse verbiage in its safety manual • Drug/alcohol testing is inconsistent • Company makes no or little effort to enforce the policy • Subcontract language does not include compliance	• The company has no policy regarding substance abuse testing

C3. SAFETY PROGRAM GOAL SETTING

9	6	3	0
• A formal process is in place to annually assess or establish safety program goals • Action plans are developed, documented and implemented to assure goals are accomplished in a timely manner • Progression of action plans are tracked, with status reports and feedback from those assigned the tasks • Top management reviews goals, action plans and status reports with staff to provide feedback, direction and support of initiatives • Process is in place to evaluate degree of effectiveness action plan had in achieving end goal	• Safety program goals are established periodically • A plan to achieve goals has been decided, but not documented • Status of action plan is informally checked, but with no set frequency and with little follow-up or solicitation of feedback • Top management plays minor part in safety goal-setting process • No process is in place to gauge the effectiveness of the action plan in achieving end goal	• Informal or infrequent safety program goals are established • There is little or no documentation or employee knowledge of goals • No realistic action plans are developed to accomplish goals • Top management is not involved • Goals seldom tracked, reviewed or achieved	• There is no process of safety program goal-setting

C4. SUPERVISOR SAFETY MEETINGS*

9	6	3	0

• The employer conducts weekly supervisor safety meetings
 	
• The employer begins each meeting with a safety moment
 	
• Meetings include:
 	
  - A dedicated safety training topic, rotated weekly
 	
  - pre-planning discussions
 	
  - lessons learned
 	
  - review of serious incidents
	• At least monthly, the employer conducts supervisor safety meetings
	
	• Meeting includes a status report on site safety activities
	
	• Serious incidents are reviewed
		• Supervisor safety meetings are held occasionally (less than monthly)
		
		• There is general discussion of the safety information given to supervisors
		
		• Serious incidents are usually reviewed
			• The employer does not conduct supervisor safety meetings

C5. NEW HIRE SAFETY ORIENTATION

6	4	2	0

• A documented safety orientation process is in place for all newly hired or transferred employees (i.e. who gets orientation, when, how, by whom and topics to be covered)
 	
• Safety orientation topics include, but are not limited to:
 	
  - Explanation of employer safety commitment and expectations
 	
  - Individual safety responsibilities and accountability
 	
  - PPE expectations with skills demonstration (wearing harness, adjusting guards, PPE use, etc.)
 	
  - Basic and advanced safety rules that pertain to site and/or major job hazard exposures
 	
  - Hazard communication
 	
  - Hazard, injury and emergency reporting procedures
 	
  - Review of substance abuse policy
 	
  - Identity of key competent persons and their specific roles
 	
  - Orientation platforms include instructor-led, video published training and other written materials
 	
• New hires are assigned a special designation (decal, hard hat color) or safety mentor until their orientation process is complete
 	
• New hire performance evaluation process is established to give feedback to new hires on pre-determined frequency (30 days and 60 days)
 	
• Documented records are maintained showing initial/promotion employee safety orientations have occurred
	• Safety orientation is given to new employees; however, the process has not been formalized
	
	• Safety orientation topics include at a minimum:
	
	  - Explanation of employer safety commitment and expectations
	
	  - Review of substance policy
	
	  - PPE expectations
	
	  - Basic safety rules that pertain to site and/or major job hazard exposures
	
	  - Hazard communication
	
	  - Hazard, injury and emergency reporting procedures
	
	• Process may or may not involve a special designation (decal, hard hat) or safety mentor
	
	• There is no new hire performance evaluation process
	
	• Record of safety orientation, with employee signature, is maintained
		• Informal or on-the-job safety instruction is given to new hires
		
		• There is no uniform process or list of topics to cover
		
		• No documentation is maintained
			• No orientation is given to new employees

C6. EMPLOYEE SAFETY TRAINING

12	8	4	0

• Based on an annual safety training needs assessment, a database is developed and instituted (i.e., who needs what, when and who will train)
 	
• Formal safety training topics include, but are not limited to:
 	
  - Recognition and control of hazards specific to trade/work tasks (e.g., heavy equipment, lift operation, LOTO and arc flash, rigging, crane operation, confined space entry, temp traffic control, hot work, excavation safety, steel erection, blasting safety, noise, lead, asbestos, mold exposure, etc.)
 	
  - First Aid/CPR/AED
 	
  - OSHA topics (e.g., PPE, hazcom, electrical, scaffold, ladder/stairs, fire prevention and protection, tool safety, fall protection and prevention, etc.)
 	
  - Driver safety
 	
  - Pertinent DOT compliance and CDL annual training
 	
• Training is conducted by competent/qualified safety instructors
 	
• Companies set minimum levels of training, annually. (OSHA refresher courses, First Aid/CPR, etc.) Offer families to participate in First Aid/CPR and allow employees opportunities to train employees. Offer safety training to anyone (position/role) within company structure
 	
• Employee training comprehension and understanding is verified and documented (e.g., test, skills assessment, etc.)
 	
• Records are kept of all training – date, attendees, topics covered and trainer
	• Safety training needs are determined each year, but a formal assessment and database are not used
	
	• Formal safety training topics include:
	
	  - Recognition and control of hazards specific to trade/work tasks (e.g., heavy equipment, lift operation, LOTO and arc flash, rigging, crane operation, confined space entry, temp traffic control, hot work, excavation safety, steel erection, blasting safety, noise, lead, asbestos, mold exposure, etc.)
	
	  - First Aid/CPR/AED
	
	  - OSHA topics (e.g., PPE, hazcom, electrical, scaffold, ladder/ stairs, fire prevention and protection, tool safety, fall protection and prevention, etc.)
	
	• Training is conducted by competent/qualified safety instructors
	
	• Employees are only retrained as required by OSHA and when they visibly lacking safety skills
	
	• Companies identify training by role/positions but may not have discipline to follow up or ensure employees understand the need.
		• Informal or on-the-job safety training is arranged as needed
		
		• There is no established training matrix or database
		
		• Limited or no training documentation is kept
		
		• Companies executives exempt from training classes.
			• No formal safety training is provided

C7. BEHAVIOR-BASED SAFETY (BBS)*

6	4	2	0
• BBS process is written and the entire company, including top management, has been formally trained in the process of conducting an observation • BBS observations are conducted at least daily • Data is analyzed weekly and trends are communicated throughout the organization • The process allows employees to submit observations anonymously • Top management participates in the process, conducting at least one observation per month • Site management reviews data weekly and modifies work practices to reduce trends • BBS data is shared with site personnel weekly	• BBS process is written, and the all employees have been trained in the process of conducting an observation • BBS observations are conducted, collected and analyzed monthly • The process allows employees to submit observations anonymously • Top management reviews the data monthly, but may or may not conduct an observation • Site management reviews data monthly and modifies work practices to reduce trends • BBS data is shared with site personnel biweekly	• An observation process is in place but is not a formal policy or procedure • BBS observations are conducted at least monthly • Participation by employees is encouraged • Site management reviews data bi-monthly • BBS data is shared with site personnel monthly	• No BBS process is in place

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C8. SUPERVISOR SAFETY TRAINING

9	6	3	0

• All supervisory personnel receive training in:
 	
  - Company safety policy
  - Employer's supervisor safety expectations
  - First Aid/CPR/AED
  - OSHA 30
  - Competent person for trade/task-specific topics
  - Emergency response procedures
  - Completing an incident investigation
  - Conducting a jobsite safety inspection or BBS observation
  - Creating a job safety analysis
  - Key points in Leadership and Human Resources
  - Conducting effective meetings
 	
• Opportunities for professional development are offered and employees participate in annual refresher safety training
 	
• Supervisors have access to a safety subject matter expert (SME)
 	
• Dedicated training facilities are available with competent/qualified trainers
	• All Supervisory personnel receive training in:
	
	  - Company safety policy
	  - Employer's supervisor safety expectations
	  - First Aid/CPR/AED
	  - OSHA 10
	  - Competent person for trade/task-specific topics
	  - Emergency response procedures
	  - Completing an incident investigation
	  - Conducting a jobsite safety inspection or BBS observation
	  - Competent/qualified trainers are used
	
	• Supervisors have access to sources of safety information or knowledge
	
	• Annual refresher training is available, but not mandatory
		• Supervisory personnel receive safety training in:
		
		  - Company safety policy
		  - Employer's supervisor safety expectations
		  - First Aid/CPR/AED
		  - OSHA 10
		  - Competent person for trade/task-specific topics
		  - Emergency response
		  - Completing an incident investigation
		  - Conducting a jobsite safety inspection or BBS observation
			• There is no specific training program for supervisory personnel

PROCESS

P1. INCIDENT INVESTIGATION

9	6	3	0
• Employer reviews all incidents including good catches and potential significant events (PSE). • Supervisors are trained in the techniques of incident investigation including, but not limited to, root cause*, casual factors and/or fault tree analysis, among many others • Incidents are investigated promptly by top management and safety department personnel and a preliminary report is communicated within 24-48 hours • Reports are completed for all incidents • Documented corrective actions taken • Final incident outcomes are openly shared across the organization to improve overall safety performance	• Supervisors receive a basic level of incident investigation training • Incidents, good catches and potential significant events are investigated by site supervision • Reports are completed for all incidents • Remedial actions are taken to prevent recurrence of similar incidents • Employer reviews only serious incidents • Final notification of incidents is communicated to all stakeholders	• Supervisors receive little or no incident investigation training • Incidents are usually investigated by site supervision, but may be investigated by someone else • Reports are not always completed and communicated in a timely manner • Little or no attempt is made to identify causal factors or take corrective actions • Lessons learned are not shared openly across the organization	• Incidents are not investigated to determine causal factors

P2. PRE-PLANNING FOR PROJECT SAFETY*

6	4	2	0
• Project supervision and other key personnel are trained in pre-planning for project safety • Safety pre-planning is integrated into the estimate, bid and mobilization/ demobilization stages of projects • A checklist or similar document is used to ensure a consistent and comprehensive approach to exposure evaluation and resource needs • Project safety plans are regularly updated throughout life of project • Contractor Key components of the pre-plan (including updates) are communicated with all site employees (including specialty contractors, if applicable) before implementation	• Project supervisory personnel may have received some training in the safety pre-planning process, but it is not required • Safety pre-planning is required prior to start of site work • A checklist or similar document serves as a guide through the process • Safety resources are provided as needed	• There is no established procedure for project safety pre-planning, but some planning is done • No checklist or other document is used as a guide • Safety resources are often provided only after problems or needs have been encountered	• No safety pre-planning is done

P3. EMERGENCY RESPONSE/FIRE ELIMINATION PLAN

6	4	2	0

• Company has a comprehensive fire elimination plan (FEP) that includes the following, at a minimum:
 	
  - If general contractor, all tiered contractors are contractually bound to follow the FEP
 	
  - Training on the selection, use and maintenance of portable fire extinguishers
 	
  - Hot work recognition, training and permitting to include a 30-minute fire watch
 	
  - Only approved flammable and combustible containers are used or allowed onsite
 	
  - Frequent and consistent disposal of combustible material (housekeeping)
 	
  - Evacuation, assembly point and head count procedures are published, posted and communicated
 	
  - Compressed gas is handled, stored and used per manufacturer's recommendations
 	
  - Evacuation procedures and assembly points are established
	• Company has fire elimination plan (FEP) that includes the following, at a minimum:
	
	  - Training on the selection, use and maintenance of portable fire extinguishers
	
	  - Hot work recognition, training and permitting to include a 30-minute fire watch
	
	  - Evacuation, assembly point and head count procedures are published, posted and communicated
	
	  - Compressed gas is handled, stored and used per manufacturer's recommendations
	
	• Evacuation procedures are established, but not consistently communicated
		• Company has fire elimination plan (FEP) that includes the following, at a minimum:
		
		  - Annual toolbox topic and demonstration of how to use a fire extinguisher
		
		  - Informally communicated, but not documented, evacuation and head count procedures
			• No Emergency Response/FEP exists

P4. TASK-SPECIFIC SAFETY PROCESS*

6	4	2	0

• A task-specific safety process has been established and is consistently used across the company
 	
• The process is reviewed annually by top management
 	
• All personnel are trained in using the process
 	
• Each task is reviewed separately, and the process is complete when outcomes are explained to the employees and employees confirm understanding of the work hazards and mitigation process.
 	
• Change of conditions require work to be stopped, the process is reviewed and altered to complete the work safely
 	
• Policy includes, at a minimum, the following;
  - definition of scope of work
  - hazard analysis and control methods
  - continuous improvement provisions
	• A process exists and is utilized on site
	
	• Supervisory personnel have received training on completing the task-specific planning process
	
	• The plan is completed prior to the start of onsite operations
	
	• When conditions change the plan is reviewed for corrections
	
	• Employees have read, understood and signed off on the plan
		• A policy exists but is not consistently utilized on site
		
		• A plan exists but is only completed for high- hazard/risk operations
		
		• Forms are not reviewed after the work is completed
			• No task-specific plan exists

P5. SAFETY RULES

9	6	3	0

• Safety rules are:
  - In writing and are part of the employee safety policy
  - Explained to employees at time of new hire orientation
  - Clear, concise and easy to understand
  - Specific to trade and/or scope of work operations
  - Enforced equally among all employees
  - Regularly updated to reflect change in company policy and/or regulation
  - Specialty contractors are contractually bound to the general contractor's safety program
	• Safety rules are:
	  - In writing and posted, but not necessarily in the employee safety policy
	  - Explained to employees at one time or another
	  - Specific to trade and/or scope of work operations
	  - Usually enforced equally among all employees
	  - Periodically updated to reflect change in company policy and/ or regulation
	  - If the company is a general contractor (GC), specialty contractors are encouraged to comply with their safety rules
		• Some general safety rules exist, but they are not posted or reviewed with employees
		
		• Rules that do exist are boilerplate rules and are not necessarily specific to the company's trade and/or scope of operations
		
		• Safety rules are not regularly enforced
		
		• Safety rules are rarely reviewed or updated
		
		• Specialty contractors are not required to follow the GC's safety rules
			• There are no safety rules

P6. TOOLBOX SAFETY TALKS

6	4	2	0
• Toolbox talks are held daily • Employees routinely lead the talks • The highest-level supervisors onsite are present and participate in the talks • Top management occasionally attends and participates • Attendance and topics are documented	• Toolbox talks are held regularly— at least weekly • Attendance and topics are documented • Supervisors actively solicit employee participation (e.g., volunteer to present talk, share experience, Q&A, etc.) • The highest-level supervisors are present and participate • Top management occasionally attends	• Attendance and topics are documented • Employees are encouraged to participate	• Toolbox talks are not held or held only occasionally (less than once per month)

P7. SAFETY INSPECTIONS

9	6	3	0
• Monthly jobsite safety inspections are conducted by project manager(s) • Weekly jobsite safety inspections are conducted by the site superintendent(s) • Daily jobsite safety inspections are conducted by the site foremen • Inspection is documented, along with assignment of responsibility and expected completion date • Potentially serious safety issues are corrected immediately • Less serious safety issues are corrected promptly • Follow-up process to confirm action taken and that it is producing expected results	• Quarterly jobsite safety inspections are conducted by project manager(s) • Monthly jobsite inspections are conducted by the site superintendent(s) • Inspection is documented, along with assignment of responsibility and expected completion date • Potentially serious safety issues are corrected immediately • Less serious safety issues are corrected promptly	• Informal jobsite inspections (walk-through) are made by the site superintendent • There is no documentation or follow-up • Safety issues are corrected, in a timely, unspecified manner	• No inspections are conducted

P8. USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

9	6	3	0
• Company has a written PPE policy • Company conducts an annual PPE needs assessment that is documented • Company continually invests in new and updated PPE, as needed • Processes are instituted by which the suitability and effectiveness of PPE is evaluated by field personnel • Employees are informed of PPE requirements for each job • Employees are trained, prior to use, in PPE selection, inspection, use and care • PPE refresher training is conducted at least annually • Company PPE policy is consistently and universally enforced	• The company has a written PPE policy • Employees are informed of PPE requirements for each job • Employees are trained in PPE selection, inspection, use and care • Company PPE policy is consistently and universally enforced	• A PPE policy exists, but is rarely enforced without pressure from controlling contractors or owners • PPE is provided, and its use encouraged • Some training on PPE use is provided • Company PPE policy is enforced inconsistently	• No PPE policy exists and use of PPE is left to the discretion of each employee

P9. RECORDKEEPING AND DOCUMENTATION

6	4	2	0

• The company maintains accurate and current records and documents for:
  - OSHA injury and illness records (reports, 300 logs and 300A summary log
  - Safety training, including verification of learning (test, skills evaluation, etc.)
  - OSHA-required written programs
  - Employee safety policy
  - Incident investigations
  - Equipment inspections are documented
  - Site inspections/surveys, including verification of action taken
  - Safety orientations
  - Safety pre-planning
  - Loss run analysis
  - Employee exposure and monitoring data and reports
  - Safety committee meeting minutes
	• The company maintains records and documents for:
	  - OSHA injury and illness records (reports, 300 logs and 300A summary log)
	  - Safety training
	  - OSHA-required written programs
	  - Employee safety policy
	  - Incident investigations and near fatality/good catches
	  - Safety inspections/surveys
	  - Equipment, including mobile equipment
		• The company maintains minimal records, which may or may not be up to date:
		  - OSHA injury and illness records (reports, 300 logs and 300A summary log)
		  - Basic safety policy
			• No records are kept for safety-related activities or policies

P10. WORK ZONE/MOBILE EQUIPMENT/VEHICLE SAFETY

6	4	2	0
• A written traffic control plan, per the FHWA MUTCD is completed, reviewed, and implemented for all projects, as required. (Answer only if you are responsible for traffic control). • Whether self-performed or contracted, the company ensures employees are trained and certified for flagging operations. • The company has a formal distracted and defensive driving policy in place that applies 100% to all employees while driving vehicles and mobile equipment and disciplinary action for any violation of said policy. • The company has a formal process in place to train and certify company vehicle and mobile equipment operators which include a performance verification and documents those records in personnel files. • The company has a formal "spotter" program for aiding and directing vehicles or heavy equipment when backing and/or working near other personnel. • Equipment inspections are conducted and documented per OSHA/manufacturers recommendations	• The company has a distracted driving policy in place that addresses no texting while driving company vehicles. • The company verifies equipment operator's experience at the time of hire but does not have a formal performance verification process in place. • The hazards associated with vehicle backing is covered during annual training but and includes a performance evaluation (hand-on practical) but it is not documented in the personnel files. • Formal traffic control plans and/or requirements per the FHWA MUTCD are implemented in some, but not every project. (Answer only if you are responsible for traffic control).	• Flagging personnel are utilized to control traffic, but there is no formal requirement to ensure they are certified. • The company does not verify equipment operators experience. • The hazards associated with vehicle backing is only addressed during the review of a daily work if applicable to the scope of work for the day. • The company does not have a formal distracted driving policy in place but does encourage employees not to text and drive.	• The Company lacks a defensive driving or phone use policy. • Vehicle backing risks is not currently addressed by the company. • Vehicle and mobile equipment inspections are not conducted. • Planning for work zone traffic control and/or flagging operations is not conducted.

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RESULTS

R1. LEADING INDICATORS

6	4	2	0
• Top management reviews leading indicator data monthly • Leading Indicators are defined; are not post injury related • Leading indicator data is collected daily and inputted into a format (e.g., spreadsheet, safety app) for analysis • Site management reviews leading indicator data weekly • Leading indicator data is analyzed for trends against previous week(s) • Construction site management reviews leading indicator data weekly and adjust work practices accordingly • Company has identified a minimum of four leading indicators	• Leading indicators are defined; are not post-injury related • Leading indicator data is collected weekly and inputted into a format (e.g., spreadsheet, safety app) for analysis • Site management reviews leading indicator data monthly • Company has identified a minimum of two leading indicators that are not injury related	• Leading indicator data is collected monthly • Company has identified a leading indicator that is not injury related	• No process in place to track leading indicators

R2. TRAILING INDICATORS (REVIEW OF CLAIMS AND KEY SAFETY RATES)

6	4	2	0
• Key company personnel are trained to know the meaning and relevance of key safety performance indicators (KSPI) e.g., EMR, TRIR, DART • EMR of the current and previous year is below • 0.80 (0.90 for companies with fewer than 100 employees) • Employer regularly reviews claims, claim costs and claim trends to gauge impact on company and guide resource allocation	• Key company personnel are familiar with KSPI's, but may not fully understand meaning or relevance • EMR of the current and previous year is below 0.90 (1.0 for companies with fewer than 100 employees) • Employer reviews claims with insurer as part of workers' comp policy renewal process	• Key company personnel are not familiar with KSPI's • EMR for current year is at or below 1.0, or; • Is at least 1.0 in one of the previous two years, or • Has decreased two of previous three years	• KSPI are unknown

See Definitions