



SAFETY TRAINING ASSESSMENT & RECOGNITION PROGRAM

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AMERICAN SOCIETY OF CONCRETE CONTRACTORS

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Safety Training Assessment & Recognition Program



Table of Contents

- 1.0 Introduction**
- 2.0 Why Your Company Should Participate**
- 3.0 How the S.T.A.R. Program Works**
- 4.0 Award Level Qualification Criteria**
- 5.0 Key Performing Indicators (KPI)**
- 6.0 Application Process**
- 7.0 Application Form**
- 8.0 15 KPI Self-Assessment Tool**

1.0 Introduction

ASCC's Safety Training Assessment and Recognition Program (S.T.A.R.) is a benchmarking and improvement tool for the concrete construction industry that can dramatically improve safety performance among participants, regardless of company size or type of work.

The intent is to establish a baseline for your safety program, then benchmark your program against industry accepted criteria. As you continue to refine your program you will recognize improvement in your safety culture, performance, and buy-in from all levels.

2.0 Why Your Company Should Participate

The S.T.A.R. program acts as a road map for companies to pick and choose different policies, programs, controls and initiatives they can incorporate to continue to refine and grow their company's safety buy-in and performance, ultimately helping foster a safer work environment and behavior throughout your organization.

ASCC encourages participants to engage as many employees as possible in the process. For each of the 15 Key Performing Indicators your teams are encouraged to accurately assess how well you meet the defined criteria. Encouraging participation from all levels of the organization will provide a more accurate assessment of the state of your safety program.

3.0 How the S.T.A.R. Program Works

Evaluating your current level of safety performance and beginning the process of continual improvement can put you on the path to a world class safety program. Every three years you will submit your S.T.A.R. application which collects pertinent safety data from your company. During the two interim years, you will provide OSHA 300 information, and whether a serious OSHA citation has been received, to maintain your current STAR recognition level. Based on the results of three-year assessment, you will be able to gauge improvements to your safety program and measure your success in reducing incidents and injuries.

Participants score their level of achievement for each component on a weighted point scale and document their safety statistics (TRIR and EMR). Companies may achieve a recognition level of Five, Four, Three Two, One Star or Participant Levels, based on the data.

Owners of companies applying for either Four- or Five-STAR recognition will be interviewed by a panel of SRMC (Safety and Risk Management Council) members. The intent is to ensure ASCC is properly and diligently approving Four – and Five S.T.A.R. recipients by performing a deeper review of the company’s safety program, policies, and practices. It will also provide the opportunity for company leadership to highlight and share their involvement with their safety program within their company.

4.0 Award Level Qualification Criteria

Participant Level

- Recognizes those who participate in the S.T.A.R. Program, but do not meet the minimum KPI self-score required for One Star level recognition.
- Must submit most recent year OSHA Form 300A (“Summary of Work-Related Injuries and Illnesses”) with the application for data verification.
- Applicant 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.

One- and Two-Star Level

- Applicant achieves minimum Key Performing Indicators qualifying score for respective levels.
- Must submit most recent OSHA Form 300A (“Summary of Work-Related Injury and Illnesses”) for data verification.
- Applicant 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.
- Submit the \$50 application fee.

Three Star Level

Candidates must meet ALL the One- and Two-Star qualifications, as well as these more stringent requirements:

- Minimum Three Star Level Key Performing Indicators qualifying self-score required.
- Incident rate **equal to or below** the national Bureau of Labor Statistics average for applicant's NAICS 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).
- No fatalities in the past 12 months.
- Must submit most recent OSHA Form 300A ("Summary of Work-Related Injury and Illnesses") for data verification. Note that applicants under 100 employees who are submitting based on their three- year incidence rate average must submit their OSHA Form 300A for the three most previous years. Applicants under 50 employees submitting based on their five- year incidence rate average must submit their previous five year's OSHA Form 300A.
- Submit the \$100 application fee.

Four Star Level

Candidates must meet the Three-Star qualifications, as well as these more stringent requirements:

- Minimum Four-Star Level Key Performing Indicators (KPIs) self-score required.
- Incidence rate at least 50 percent below the national Bureau of Labor Statistics average for applicant's NAICS code in the application year. (Note that the use of a three- year average is permitted for companies with fewer than 100 employees and use of a five- year average is permitted for companies with fewer than 50 employees). Companies using three-year incidence rate average must submit OSHA Form 300A for the three previous years. Companies under 50 employees submitting based on a five- year incidence rate average, must submit their OSHA Form 300A for the five most previous years.
- No fatalities or in-patient hospitalizations (except for observation and diagnostic testing) within this application year. No fatality or catastrophic incident within the previous three consecutive years resulting in an OSHA citation.
- No willful or serious OSHA citation (federal or state) within this application year, or the previous two consecutive years.
- EMR ("mod factor") at or below 0.800 for 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. Therefore, in place of the mod factor requirement, a company with fewer than 50 employees can meet this qualification if it's three-

year average worker's comp loss ratio is at or below 15 percent. A statement from your insurer must confirm this criterion.

- All site supervisory personnel must complete OSHA 10-Hour construction safety course or equivalent.
- Have designated safety personnel with OSHA 30-hour construction safety course training or equivalent. These individuals, through training and experience, are able to recognize workplace hazards and have the authority to take prompt, corrective action.
- Site-specific safety and health programs in place.
- Employees actively involved in safety and health program (i.e., participation in self-audits, site inspections, job hazard analysis, safety and health program reviews, safety training, near-hit investigations, etc.).
- Employees trained in identification and control of hazards specific to the contractor's worksite(s).
- Submit both the most recent OSHA Form 300 ("Log of Work-Related Injuries and Illnesses") with the names removed and the most recent OSHA Form 300A ("Summary of Work-Related Injury and Illnesses") with the application for data verification. (Note: applicants under 100 employees who are submitting based on their three-year incidence rate average must submit their OSHA Form 300A for the most three previous years. Companies with less than 50 employees submitting, based on their five-year incidence rate average, must submit their OSHA Form 300A for the five most recent previous years.

- Submit the \$150 application fee.

Five Star Level

Candidates must meet all the Four-Star qualifications, as well as these more stringent requirements:

- Incidence rate a minimum of **75 percent below** the national Bureau of Labor Statistics average for applicant's NAICS code in the current application year and each of the past two years. (Note that the use of a three- year average is permitted for companies with fewer than 100 employees and use of a five- year average is permitted for companies with fewer than 50 employees). Companies using their three- year incidence rate average must submit their OSHA Form 300 and 300A for the three most previous years OSHA Form 300 and 300A. Companies with under 50 employees who are submitting based on their five- year incidence rate average must submit their OSHA Form 300 and 300A for the five most recent previous years.
- EMR ("mod factor") at or below 0.700 for S.T.A.R. Program year (0.800 for companies with fewer than 100 employees). In some states, very small companies may have trouble reaching the 0.800, even with three years of zero losses. Therefore, in place of the mod factor requirement, a company with fewer than 50 employees can meet this qualification if its **three- year average workers' comp loss ratio is at or below 10 percent**. A statement from your insurer must confirm this criterion.

- Submit both the OSHA Form 300 (“Log of Work-Related Injuries and Illnesses”) with names removed, and OSHA Form 300A (“Summary of Work-Related Injuries and Illnesses”) with the application for the three previous years for data verification purposes. Companies under 50 employees submitting based on their five-year incidence rate average must submit their OSHA 300 and 300A for the five most recent previous years.
- Submit the \$200.
- For the year following Five Star achievement, recipients may be asked to present at ASCC’s annual Safety Summit to help other companies aspiring to grow their safety programs and culture.

Appeals of S.T.A.R. Program Level Assignment

- In certain instances, a company may feel that the S.T.A.R. Program qualification criteria cannot be reasonably met and unfairly prohibits their company from being recognized at the appropriate level. A company may appeal their S.T.A.R. level to the ASCC Safety and Risk Management Council (SRMC) who will review the application and supporting materials to make a determination. Note, that ONLY the following criteria may be the cause of an appeal: Total Recordable Incidence Rate (TRIR) and the Experience Modification Rate (EMR).

NAICS Code	SIC Code	NAICS Category	BLS Average/ Three Star Maximum Incidence Rate	Four Star Maximum Incidence Rate	Five Star Maximum Incidence Rate
238110	1771	Poured Concrete Foundation and Structural Contractors	3.8	1.9	0.95

REQUIREMENTS	FIVE STAR	FOUR STAR	THREE STAR	ONE / TWO STAR PARTICIPANT
Total Recordable Incident Rates (TRIR)	75% below NAICS code average*	50% below the NAICS code average**	At or below the NAICS code average***	N/A
Experience Modification Rate (EMR)	0.7 (0.8 < 100 employees)	0.8 (0.9 < 100 employees)	N/A	N/A
OSHA Form 300 & 300A	Previous 3 years	Previous year	Previous year 300A	Previous year 300A
Fatalities	None resulting in OSHA citations for the last 3 years	None resulting in OSHA citations for the last 3 years	None for the last 12 months	N/A
15 Key Components	Meets the minimum score	Meets the minimum score	Meets the minimum score	Meets the minimum score
Application Fee	\$200	\$150	\$100	\$50

Must be within the last 3 years: companies < than 100 employees may use a 3- year average. Companies < 50 employees may use a 5-year average ** must be within the last year; companies <100 employees may use a 3- year average. Companies <50 employees may use a 5-year average * Companies <100 employees may use a 3-year average. Companies <50 employees may use a 5- year average.*

5.0 15 Key Performing Indicators (KPIs)

ASCC has identified the following Key Performing Indicators (KPIs) as a measurement tool. These will help benchmark and baseline metrics for a company’s safety program that can be used to identify areas of growth and refinement.

Over time, as your company continues to participate in the program, KPIs that have not been satisfied will become new

tools and best practices to incorporate into your program.

The scoring for the KPI Self- Assessment is based off a possible 120 points. There are four columns within each of the 15 KPIs, each with a weighted score. You will review each of the four columns and choose the column that best matches and reflects what is currently being implemented within your organization.

After you have identified which column best represents your company, list all 15 columns on the STAR application.

Key	Performance	Indicators
Company Leadership Commitment	Employee Safety Rules	Pre-planning for Jobsite Safety
Employer Accountability for Safety	Use of Personal Protective Equipment (PPE)	Safety Program Performance Review
Aligning and Incorporating Safety into Company Operations	Employee Participation	Incident Investigations and Inspections
Supervisor Leadership and Training	Employee Safety Training	Substance Abuse Program
New Employee Orientation	Toolbox Safety Meetings	Recordkeeping and Documents

6.0 Application Process

The S.T.A.R. Program will be based off a three-year rotation. The first year of initial enrollment, you will submit the application along with your KPI score to receive your S.T.A.R. rating. The following two years, you will need to resubmit your OSHA 300 log and whether you have received a serious OSHA citation in order to maintain your S.T.A.R. rating. Should your company receive a serious OSHA citation or sustain a fatality within your 3-year rotation,

your current S.T.A.R. rating will be adjusted to reflect your current performance.

After your three-year cycle has ended, you will resubmit the S.T.A.R. application including your KPI score to reassess S.T.A.R. rating. As the S.T.A.R. program is a continual improvement process, your KPI score and overall safety performance should improve as your company implements new policies, programs and behaviors based off of the list of the 15 Key Performing Indicators and industry safety best practices.

S.T.A.R. Program applications are due June 28th, to ensure receipt of your S.T.A.R. certificate and achievement recognition at the ASCC Annual Conference Safety Awards ceremony.

7.0 Application Form

See attached



Safety Training Assessment and Recognition (S.T.A.R.) Application

Section 1. Company Information	
Company Name: _____	Date: _____
Address: _____	
Contact: _____	Phone: _____
Email: _____	NAICS Code: _____
<small>As on your OSHA 300A</small>	
Percentage of your contract work: Self-Performed: _____	Sub-Contracted: _____
Type of work: _____	Annual Volume: _____

Section 2. Safety Performance Data	
a. Total number of DEATHS: _____	<small>Line G on OSHA 300 A</small>
b. Total number of CASES with Days away from work: _____	<small>Line H on OSHA 300A</small>
c. Total number of CASES with Job transfer/restriction: _____	<small>Line I on OSHA 300A</small>
d. Total number of OTHER RECORDABLE CASES: _____	<small>Line J on OSHA 300A</small>
e. Total number of DAYS away from work: _____	<small>Line K on OSHA 300A</small>
f. Total number of DAYS of job transferor restriction: _____	<small>As entered on OSHA 300A</small>
g. Annual average number of employees: _____	<small>As entered on OSHA 300A</small>
h. Total hours worked by all employees: _____	<small>As entered on OSHA 300A analysis</small>

Incidence Rate = _____ (a+b+c+d) x 200,000
hours

Experience Modification Rate of Jan 1 of most recent year: _____
(EMR or "Mod Factor" - contact insurance company)

Number of federal/state OSHA inspections in most recent year? _____

Number of federal/state OSHA citation adjudicated issued (after settlements) in most recent year? _____.

Willful _____ Repeat _____ Serious _____ Other than serious _____ De Minimis _____

In the 3 recent calendar years, were there any employee fatalities corporate-wide that resulted in an OSHA citation? _____

Toolbox Safety Talks frequency: _____
Daily, Weekly, Bi-weekly, Monthly, Other

Do you conduct regular Jobsite Safety Analysis (JSA's)/Job Site Hazard Analysis (JHA's)? _____
Yes or No

Do you regularly establish pre-task plans/safety task for work? _____
Yes or No

Do you conduct site-specific safety orientations? _____
Yes or No

Length of Safety portion during new hire orientation: _____
In minutes

Is safety training conducted for employees beyond owner/user training? _____
Yes or No

Do you establish/participate in site safety committees? _____
Yes or No

Do you track near hits/misses/close calls? _____
Yes or no, if yes, how many this year?

Please list your (15) KPI Self-Assessment column Scores: 1. ____ 2. ____ 3. ____ 4. ____ 5. ____
6. ____ 7. ____ 8. ____ 9. ____ 10. ____ 11. ____ 12. ____ 13. ____ 14. ____ 15. ____

Have you signed the Drug- and Alcohol- Free Pledge at www.drugfreeconstruction.org? _____
NOTE: Required for participation Yes or No

Please list your company's insurance broker, carrier, and insurance surety provider: _____

Section 3. Company Certification

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

Company Owner/Executive Name: _____

Title: _____

Signature: _____

8.0 15 Key Performing Indicators Self-Assessment Tool

See attached

1. COMPANY LEADERSHIP COMMITMENT

A	B	C	D
<p>Owner/CEO directly and actively participates in safety program</p>	<p>Members of company management participate in safety program</p>	<p>Employer wants and supports safety, but does not actively participate</p>	<p>Employer not involved in safety program and demonstrates little interest in it</p>
<p>Instills personal accountability for safety throughout company</p>	<p>Personal accountability for safety expected, but little or no recourse</p>	<p>Little personal accountability for safety – just “be safe.”</p>	<p>Safety left to site supervisory personnel to handle “as needed”</p>
<p>Tracks and annually reviews goals/objectives for safety</p>	<p>Has safety program goals/objectives, but does not track progress</p>	<p>Provides limited funds for safety</p>	<p>No accountability for safety</p>
<p>Solicits feedback on program and seeks ways to improve it</p>	<p>Provides resources for safety</p>		<p>Little or no funding for safety activities</p>
<p>Commits reasonable resources (money, time, personnel, equipment, supplies, etc.) for program to achieve goals</p>			
<p>Safety is a part of everyone's performance appraisals</p>			
<p>Integrates safety into other facets of company operations</p>			

2. EMPLOYER ACCOUNTABILITY FOR SAFETY

A	B	C	D
<p>Safety Policy in writing and is signed and supported by owner/CEO</p> <p>Explained to employees at time of new hire orientation</p> <p>Commits to protecting people and environment, continually improving program, involving employees and meeting regulatory obligations</p> <p>States universal accountability for safety in company</p> <p>Responsibilities for safety defined for everyone in company (e.g., hazard reporting and correction, injury reporting, expected participation, PPE use, abide by safety policy, etc.)</p> <p>Supervisory personnel have additional responsibilities that are reviewed with them at time of hire or promotion</p> <p>Is posted or part of employee safety policy</p>	<p>Safety Policy exists and is in writing</p> <p>Not explained to employees, but most know of its existence</p> <p>Explains employer's general commitment to a safe workplace</p> <p>Is posted, part of employee safety policy or in company safety manual</p> <p>Responsibility for safety defined for everyone in company in writing, but not necessarily in employee safety policy</p> <p>Generally known to employees and supervisory personnel</p> <p>Accountability for safety is not always universally applied</p>	<p>Policy exists, but is not posted or put in safety manual</p> <p>Not explained to employees and most do not know of its existence</p> <p>Responsibility for safety rests solely with the designated safety coordinator or safety committee</p> <p>Responsibilities not in writing</p> <p>All employees know is that they are responsible for "being safe"</p> <p>Little or no accountability for safety</p>	<p>No policy exists</p> <p>Responsibility for safety has not been defined within the company</p> <p>Little or no accountability for safety in the company</p>

3. ALIGNING AND INCORPORATING SAFETY INTO COMPANY OPERATIONS

A	B	C	D
<p>Formal process in place to annually assess safety program needs and establish goals</p> <p>Action plans are developed, documented and communicated to assure goals accomplished in a timely manner</p> <p>Progression of action plan tracked, with status reports and feedback from those assigned tasks</p> <p>Employer reviews goals, action plans in status reports to provide feedback, direction and support of initiatives</p> <p>Process in place to evaluate degree of effectiveness action plan had in achieving end goal</p> <p>Reasonable resources (funds, time, personnel, equipment, supplies, etc.) are regularly budgeted or invested in safety</p> <p>Return on safety investment is tracked to evaluate the effectiveness of resource allocation and to guide future expenditure decisions</p> <p>Resource availability and expectation are explained to supervisory personnel upon hire or promotion</p>	<p>Safety program goals are established periodically and are documented, but not necessarily annually or following a formal process</p> <p>A plan to achieve goals has been decided, but not documented</p> <p>Status of action plan informally checked, but with no set frequency and with little follow-up or solicitation of feedback</p> <p>Employer plays minor part in safety goal setting process</p> <p>No process in place to gauge effectiveness of action plan in achieving end goal</p> <p>Reasonable resources are budgeted or invested in safety</p> <p>Supervisory personnel are generally aware of company resources available for safety</p>	<p>Informal or infrequent safety program goals are established</p> <p>No or little documentation or employee knowledge of goals</p> <p>No realistic action plans developed to actually accomplish goals</p> <p>Employer not involved</p> <p>Goals seldom tracked or reviewed</p> <p>Goals rarely achieved</p> <p>Minimal investments in safety</p> <p>Money is taken from general funds as needed to react to safety needs (GC mandates, OSHA fines, accidents, etc.)</p>	<p>No process of safety program goal setting</p> <p>Adequate resources are not made available for safety</p>

4. SUPERVISOR LEADERSHIP AND TRAINING

A	B	C	D
<p>Employer conducts weekly supervisor meetings where safety is on the agenda and documented</p> <p>Meeting includes status report of site safety activities and pre-planning discussions</p> <p>Review of “lessons learned”</p> <p>Review of serious incidents</p> <p>All supervisory personnel receive training in:</p> <ul style="list-style-type: none"> • Company safety policy • Employer’s supervisor safety expectations • First Aid/CPR/AED • OSHA-10 or greater • Competent person for trade/task-specific topics • Emergency response • Conducting effective meetings • Accident investigation • Job Safety Analysis (JSA) • Job safety pre-planning • Jobsite safety inspection • Leadership and HR skills <p>Annual refresher training</p> <p>Opportunities for professional development offered regularly in safety</p> <p>Supervisors have access to a safety professional</p> <p>Training facilities conducive to learning and quality trainers used</p>	<p>At least monthly, employer conducts supervisor meetings where safety is on the agenda</p> <p>Meetings includes status report of site safety activities</p> <p>Review of serious incidents</p> <p>Supervisory personnel receive training in:</p> <ul style="list-style-type: none"> • Company safety policy • Employer’s supervisor safety expectations • First Aid/CPR/AED • OSHA-10 or greater • Competent person for trade/task-specific topics • Emergency response • Accident investigation • Jobsite safety inspection <p>Supervisors have access to sources of safety information or knowledge</p> <p>Competent trainers are used</p>	<p>Occasional (less than monthly) supervisor meetings where safety is an agenda item</p> <p>Supervisory personnel receive safety training in at least half of the following:</p> <ul style="list-style-type: none"> • Company safety policy • Employer’s supervisor safety expectations • First Aid/CPR/AED • OSHA-10 or greater • Competent person for trade/task-specific topics • Emergency response • Accident investigation • Jobsite safety inspection 	<p>Employer holds no supervisor meetings where safety is an agenda item</p> <p>No specific training program for supervisory personnel</p>

5. NEW EMPLOYEE ORIENTATION

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

6. EMPLOYEE SAFETY RULES

A	B	C	D
<p>Rules are in writing and are part of employee safety policy</p> <p>Explained to employees at time of new hire orientation</p> <p>Clear, concise and easy to understand</p> <p>Specific to trade and/or scope of work operations</p> <p>Enforced equally among all employees</p> <p>Regularly updated to reflect changes in company policy and/or regulations</p> <p>Subcontractors held equally responsible for safety rules</p> <p>Self-administered driver selection process including company reviewing all MVRs at least annually with no type A violations allowed. Type B violations place driver on more frequent MVR review. Telematics on all company vehicles with no record of driver violations for last 12 months. Formal distracted driving policy.</p>	<p>Rules are in writing and posted, but not necessarily in employee safety policy</p> <p>Explained to employees at one time or another</p> <p>Specific to trade and/or scope of work operations</p> <p>Usually enforced equally among all employees</p> <p>Periodically updated to reflect change in company policy and/or regulation</p> <p>Subcontractors held equally responsible for safety rules</p> <p>Self-administered driver selection process including company reviewing all MVRs at least annually with no type A violations allowed. Telematics on all company vehicles and violations addressed in performance review.</p>	<p>Some general safety rules exist, but are not posted or reviewed with employees</p> <p>Rules that do exist are boilerplate rules and are not necessarily specific to company's trade and/or scope of operations</p> <p>Not regularly enforced</p> <p>Rarely reviewed or updated</p> <p>Subcontractors not responsible for following safety rules</p> <p>MVR check process with informal driver selection criteria. May be delegated to insurance agent. No vehicle telematics.</p>	<p>There are no safety rules</p> <p>No PPE policy</p> <p>Use of PPE is left to the discretion of each employee, resulting in rare use</p> <p>No motor vehicle record (MVR) check process for driver selection. No company vehicle telematics.</p>

7. USE OF PERSONAL PROTECTIVE EQUIPEMNT (PPE)

A	B	C	D
<p>Written PPE Policy</p> <p>Annual documented assessment of PPE needs</p> <p>Process instituted by which suitability and effectiveness of PPE is evaluated by field personnel</p> <p>Employees informed of PPE requirements for each task</p> <p>Employees trained in PPE selection/approval, inspection, use and care</p> <p>Company PPE policy consistently and universally enforced</p>	<p>Written PPE policy</p> <p>Employees informed of PPE requirements for each task</p> <p>Employees trained in PPE selection/approval, inspection, use and care</p> <p>Company PPE policy usually enforced</p>	<p>PPE policy exists, but is rarely enforced without pressure from site GC</p> <p>PPE is provided, and its use encouraged</p> <p>Some training on PPE use is arranged</p>	<p>No PPE policy</p> <p>Use of PPE is left to the discretion of each employee, resulting in rare use</p>

8. EMPLOYEE PARTICIPATION

A	B	C	D
<p>Opportunities for employee participation in safety program are clearly identified (e.g., safety surveys, hazard reporting, incident investigation, safety instruction, toolbox talks, policy development/auditing, new hire mentoring, committees, job safety analysis, pre-planning, etc.)</p> <p>Supervisory personnel are informed of these opportunities and trained on how to actively solicit employee involvement</p> <p>Participation opportunities explained to employees, along with expectation for active involvement</p> <p>Participation opportunities evaluated to ensure they are meaningful. Necessary resources are available (time, money, staff, equipment, etc.) and potential barriers are identified and eliminated</p>	<p>Opportunities for employees to participate in safety program exist, but are not specifically documented</p> <p>Supervisors provided limited training in soliciting employee participation, but nonetheless encourage involvement</p> <p>Employees may be aware of opportunities, but no specific participation expectations</p> <p>Limited focus on identifying and eliminating potential barriers to participation</p>	<p>Employees encouraged to participate in safety program, but no concerted efforts made to engage them</p> <p>Offers general communication outlet: "If you have any questions or concerns, speak with your foreman."</p> <p>Employee suggestion/comment process in place</p>	<p>No opportunities for employees to participate in safety program</p>

9.EMPLOYEE SAFETY TRAINING

A	B	C	D
<p>Based on annual safety training needs assessment, an agenda is developed and instituted (who needs what, when and who will train)</p> <p>Formal training topics include:</p> <ul style="list-style-type: none"> • Recognition and control of hazards specific to trade and 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, noise, lead, asbestos, mold exposure, etc.) • First Aid/CPR/AED • OSHA topics (e.g., PPE, hazcom, silica, electrical, scaffold, ladders/stairs, fire prevention and protection, tool safety, fall protection and prevention, etc.) • Driver safety • Environmental compliance • Pertinent DOT compliance and CDL annual training <p>Conducted by competent/qualified safety instructors</p> <p>Employee training comprehension and understanding is verified and documented (e.g., test, etc.)</p> <p>Records kept of all training-date, attendees and trainer</p>	<p>Safety training needs are determined each year, but a formal assessment and training agenda are not necessarily used</p> <p>Formal training topics include:</p> <ul style="list-style-type: none"> • Recognition in control of hazards specific to trade and 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, noise, lead, asbestos, mold exposure, etc.) • First Aid/CPR/AED • OSHA topics (e.g., PPE, silica, hazcom, electrical, scaffold, ladders/stairs, fire prevention and protection, tool safety, fall protection and prevention, etc.) <p>Conducted by competent/qualified safety instructors</p> <p>Employees only retrained as required (OSHA) and when visibly lacking safety skills</p>	<p>Informal or on-the-job safety training arranged as needed</p> <p>No established training agenda</p> <p>Limited or no training documentation kept</p>	<p>No formal safety training provided</p>

10.TOOLBOX SAFETY MEETINGS

A	B	C	D
<p>Regularly held at least weekly</p> <p>Attendance and topic documentation kept</p> <p>Supervisor actively solicits employee participation (e.g., volunteer to present, talk, share experiences, Q&A, etc.)</p> <p>Employees participate</p> <p>Owner/CEO attends on regular intervals</p>	<p>Regularly held at least monthly</p> <p>Attendance and topic documentation kept</p> <p>Employees encouraged to participate</p>	<p>Toolbox meetings held occasionally (less than once per month)</p>	<p>No toolbox meetings held with employees</p>

11. PRE-PLANNING FOR JOBSITE SAFETY

A	B	C	D
<p>Supervisory and other key personnel are trained in pre-planning for safety</p> <p>Safety pre-planning is integrated into the estimate, bid and pre-mobilization stages of projects</p> <p>Checklist or similar document used to assure a consistent and comprehensive approach taken to exposure evaluation and resource needs</p> <p>Plans regularly updated throughout life of project</p> <p>Key components of pre-plan (including updates) are communicated with all site employees before implementation</p>	<p>Supervisory personnel may have received some training in the safety pre-planning process, but not required</p> <p>Safety pre-planning is required prior to start of site work</p> <p>Checklist or similar document serves as a guide through the process</p> <p>Safety resources provided as needed</p>	<p>No established procedure for project safety pre-planning, but some planning is done</p> <p>No checklist or other document used as a guide</p> <p>Safety resources often provided only after problems or needs have been encountered</p>	<p>No safety pre-planning is done</p>

12. SAFETY PROGRAM PERFORMANCE REVIEW

A	B	C	D
<p>Owner/CEO reviews safety program performance on a monthly basis</p> <p>Emphasis of review is on whether program is producing expected results and on where opportunities for improvement exist</p> <p>Defined criteria exist against which performance is measured (e.g., safety surveys conducted, trainings held, incidence rates, loss ratios, progress towards annual goals, safety meetings, OSHA inspection record, prevention of recurring incidents/hazards, employee participation, etc.)</p> <p>Results are documented</p> <p>Results become part of safety staff and/or supervisor evaluations</p> <p>Following each review, meeting conducted with safety staff and/or supervisory personnel to discuss results and expectations</p>	<p>Owner/CEO is involved in an annual review of safety program to determine if it is producing expected results</p> <p>Some criteria exist against which performance is measured</p> <p>Process is generally not documented</p> <p>Results do not significantly affect safety staff and/or supervisor evaluations</p> <p>Results are eventually discussed with safety staff and/or supervisory personnel</p>	<p>No regular (pre-determined frequency) reviews of safety program performance</p> <p>Limited Owner/CEO involvement- mainly left to someone (safety administrator, insurance company, etc.)</p> <p>Subjective review of safety activities- mainly serves as a “year in review” and not an assessment of performance and improvement opportunity</p> <p>Results may or may not be reviewed with supervisory personnel</p>	<p>No review of safety program performance</p>

13. INCIDENT INVESTIGATION AND INSPECTIONS

A	B	C	D
<p>Supervisors trained in the techniques of accident investigation</p> <p>Accidents and near hits are investigated promptly by site supervisor</p> <p>Reports are completed for all accidents</p> <p>Causal factors determined</p> <p>Follow-up to assure corrective actions taken</p> <p>“Lessons learned” shared with other projects</p> <p>Employer reviews all accidents that exceed set cost/criteria</p> <p>Weekly jobsite inspections are made by site supervisor</p> <p>Inspection documented, along with assignment of responsibility and expected completion date</p> <p>Potentially serious safety issues corrected immediately</p> <p>Less serious safety issues corrected promptly</p> <p>Follow-up process to confirm action taken and that it is producing expected results</p>	<p>Supervisors receive a basic level of accident investigation training</p> <p>Accidents are investigated by site supervisor</p> <p>Reports are completed for all accidents</p> <p>Remedial actions taken to prevent recurrence of similar accidents</p> <p>Employer reviews only very serious accidents</p> <p>Monthly jobsite inspections are made by site supervisor or an employer representative</p> <p>Inspection documented, along with assignment of responsibility and expected completion date</p> <p>Potentially serious safety issues corrected immediately</p> <p>Less serious safety issues corrected promptly</p>	<p>Supervisors receive little or no accident investigation training</p> <p>Accidents usually investigated by supervisor, but may be investigated by someone else</p> <p>Reports not always completed</p> <p>Little to no attempt to identify causal factors or take corrective actions</p> <p>“Lessons learned” not shared</p> <p>Informal jobsite inspections (walk-through) are made by site supervisor</p> <p>No documentation or follow-up</p> <p>Safety issues corrected ASAP</p>	<p>Accidents are not investigated to define cause</p> <p>No inspections conducted</p>

14. SUBSTANCE ABUSE PROGRAM

A	B	C	D
<p>Employee safety policy contains strict rules regarding drug and alcohol use</p> <p>Drug/alcohol testing for: pre-hire, random and reasonable suspicion</p> <p>Policy actively enforced</p> <p>Supervisory personnel trained in workplace substance abuse</p> <p>Employee substance abuse prevention education initiatives offered including opioid hazards</p> <p>Company has an employee assistance program</p> <p>Company keeps counseling and testing records</p>	<p>Company has substance abuse verbiage in employee safety policy</p> <p>Drug testing policy is “for cause or reasonable suspicion” only</p> <p>Company makes effort to enforce policy</p> <p>Supervisors are trained in hazards of drugs and alcohol on the job</p>	<p>Company has substance abuse verbiage in safety manual</p> <p>No consistent enforcement of drug/alcohol testing</p> <p>Company makes no or little effort to enforce policy</p>	<p>Company has no policy regarding workplace substance abuse</p>

15. RECORDKEEPING AND DOCUMENTS

A	B	C	D
<p>Company maintains accurate and up-to-date records and documents for:</p> <ul style="list-style-type: none"> • OSHA injury and Illness records (reports, 300 log and 300A summary log) • Safety training, including verification of learning (test, skills evaluation, etc.) • OSHA- required written programs • Employee safety policy • Accident investigation • Site inspections/surveys, including verification of action taken • Safety orientations • Safety pre-planning • Loss runs • Employee exposure and monitoring data and reports • Job Hazard Analysis (JHA, JSA, PTP) • Safety Committee meeting minutes 	<p>Company maintains records and documents for:</p> <ul style="list-style-type: none"> • OSHA injury and Illness records (reports, 300 log and 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 and Illness records (reports, 300 log and 300A summary log) • Basic safety policy 	<p>No records are kept for safety-related activities or policies</p>