



SAFETY TRAINING ASSESSMENT & RECOGNITION PROGRAM

First Edition
January 2022



AMERICAN SOCIETY OF CONCRETE CONTRACTORS

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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 transfer or 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>

What is your Incidence rate = _____ $(a+b+c+d) \times 200,000$
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 spent 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: _____

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 safety equipment purchases</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. No Vehicle telematics.</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>Process instituted by which suitability and effectiveness evaluated by field personnel</p> <p>PPE needs assessment performed during pre-bid/ scope review</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 enforced throughout all projects</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>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>A representative from executive or operations level attend on a regular occurrence</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
Supervisors trained in the techniques of accident investigation	Supervisors receive a basic level of accident investigation training	Supervisors receive little or no accident investigation training	Accidents are not investigated to define cause
Accidents and near hits are investigated promptly by site supervisor	Accidents are investigated by site supervisor	Accidents usually investigated by supervisor, but may be investigated by someone else	No inspections conducted
Reports are completed for all accidents	Reports are completed for all accidents	Reports not always completed	
Causal factors determined	Remedial actions taken to prevent recurrence of similar accidents	Little to no attempt to identify causal factors or take corrective actions	
Follow-up to assure corrective actions taken	Employer reviews only very serious accidents	“Lessons learned” not shared	
“Lessons learned” shared with other projects	Monthly jobsite inspections are made by site supervisor or an employer representative	Informal jobsite inspections (walk-through) are made by site supervisor	
Employer reviews all accidents that exceed set cost/criteria	Inspection documented, along with assignment of responsibility and expected completion date	No documentation or follow-up	
Weekly jobsite inspections are made by site supervisor	Potentially serious safety issues corrected immediately	Safety issues corrected ASAP	
Inspection documented, along with assignment of responsibility and expected completion date	Less serious safety issues corrected promptly		
Potentially serious safety issues corrected immediately			
Less serious safety issues corrected promptly			
Follow-up process to confirm action taken and that it is producing expected results			

14. SUBSTANCE ABUSE PROGRAM

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

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>