

**WHY SHOULD MY
COMPANY DO STEP?**

&

**WHAT DO I NEED
TO FILL OUT STEP??**

WHY? -- From a Members View

How can the ABC's Safety and Training Evaluation Process (STEP) Help You??

As a Safety Director for over thirty years I've looked at more than a few evaluation programs designed to assess how effective an organization's safety program is, and what may be missing from the process. The ABC's STEP is one of the best formats available at no cost to ABC members that helps you understand what elements should be included in a well-rounded program, from senior management support through training and job site inspections, just to name a few.

It also has a great "point system" that lets you objectively rate how well you're doing in each of these areas, and, if you're honest in your assessment, where you really need to improve. The STEP is easy to read through, well written, and won't take a lot of your time to use. With just a little effort you can derive a lot of benefit from the exercise, and significantly improve your safety efforts.

So besides the obvious benefit in improving your safety program, what other value can the STEP bring to your company?? If you really do the things needed to enhance your program as suggested by the STEP you'll make great strides in better protecting that most important asset to any company, namely your team of employees. You'll significantly reduce the potential for an OSHA citation, and critically, you'll enhance your opportunity to be competitive in bidding work with the biggest GCs out there who increasingly require an effective safety program before you can work on their jobs. They'll see in the bid process that your program has the elements they're looking for, including lower OSHA incident rates and workers comp insurance "experience mod rates" (the dreaded EMR).

Does your company have an "I Love Me" wall?? You know, the one where all the company's awards and other plaques are hung for customers and employees to see. After you've completed the STEP and find your program is deserving of a Silver, Gold or higher award, the ABC awards you a classy plaque attesting to your success in safety. It's a great marketing tool and an outstanding achievement noting your commitment to safety.

Lastly, the reality is that safety professionals do, for one reason or another, leave organizations to bring their talents to bear in helping develop safety programs elsewhere. If you've been with a company for some time and genuinely added to their efforts to enhance their safety program, you should take some of that credit, and listing the STEP in your resume as something of a "capstone" to your efforts is certainly worth mentioning. You deserve the recognition and your efforts in promoting safety through the STEP demonstrates your commitment as a professional.

All in all I strongly recommend this little gem of a program that can help you greatly improve your safety program and better take care of your team.

—Jeff Vail—Adams Electric Company

Different Levels in STEP

Requirements	Diamond	Platinum	Gold	Silver/ Bronze/ Participant
Total Recordable Incident Rate (TRIR)	50% below NAICS code average*	25% below NAICS code average**	At or below 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	N/A	N/A
20 Key Components	Meets the minimum score	Meets the minimum score	Meets the minimum score	Meets the minimum score
Application Fee	\$435	\$235	\$0	\$0

The Road to World-Class Begins With STEP

Whether your company is beginning its' safety journey or continuing to strengthen your safety performance, the 2015 Safety Training Evaluation Process (STEP) will provide you with the direction you need to reach world-class. Participating in STEP provides you with an opportunity to measure your safety program's progress through the 20 Key Components self-evaluation, identify areas of improvement and benchmark your performance with fellow ABC members.

Benefits of Participating in STEP

Gives an organized approach to analyze and further develop your company's safety and loss prevention program. Offers an objective method to measure your company's safety program improvements from year to year. Enables you to benchmark your firm's safety record with similar companies and industry averages. Provides your company with safety performance recognition that can be used as an important business development tool with potential clients. Helps reduce your company's incidence rates and days away, restricted or transferred (DART) rates. Helps lower your company's experience modification rate (EMR or "mod factor"), which can lower annual workers' compensation insurance rates.

FREQUENTLY ASKED QUESTIONS ABOUT THE STEP PROGRAM

1. Who should complete the STEP application?

STEP is a safety benchmarking and improvement tool. ABC encourages each participant to engage as many employees as possible in the process. Where possible, consider using a safety committee or a randomly selected and diverse sample of employees. For each of the 20 Key Components of Safety measures, 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 STEP achievement levels?

There are six levels of STEP achievement: Participant, Bronze, Silver, Gold, Platinum and Diamond.

3. Is there a fee to participate in STEP?

There is no application fee for STEP involvement at the Participant, Bronze, Silver or Gold recognition levels. There is a fee of \$235 for each Platinum application submitted. This fee is only refundable if the application does not meet the minimum 20 Key Components qualifying score; any application submitted that does not qualify based on the Incidence Rate, Experience Modification Rate (EMR) and fatality qualifying criteria listed in the application instructions below WILL NOT BE REFUNDED. Payment information should be submitted with the Platinum application; failure to do so may result in processing delays. There is an application review fee of \$435 for each Diamond level application. This fee is only refundable if the application does not meet the minimum 20 Key Components qualifying score; any application submitted that does not qualify based on the Incidence Rate, Experience Modification Rate (EMR) and fatality qualifying criteria listed in the application instructions below WILL NOT BE REFUNDED. In order to reduce processing delays, please review the STEP Diamond qualifying criteria to determine if your company will qualify for Diamond recognition prior to submitting your application.

4. How do I submit my STEP application?

All paper STEP applications should be submitted directly to your local ABC chapter for initial review and verification. Online STEP applications will be reviewed and verified by ABC National prior to submission to ABC National for processing. For a list of ABC chapter locations, visit <http://www.abc.org/en-us/safety/step.aspx>

5. This is my company's first year participating in STEP. If it meets qualification criteria, can I apply for Diamond or Platinum?

Yes. All first-year or lapsed STEP applicants may apply for Diamond or Platinum recognition immediately.

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

Yes. The information contained in each STEP application is viewed only by ABC staff and is kept strictly confidential. ABC does not disclose any company-specific STEP information. ABC 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.

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

ABC National retains copies of all STEP applications for a period of five years and then destroys them.

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

Yes, ABC has two recognition programs that tie into STEP participation: 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. Exemptions for companies achieving STEP Silver may be requested and are issued upon review of the applicant's AQC and safety information. Excellence in Construction Awards (EIC) – Neither AQC status nor STEP Gold, Platinum or Diamond recognition are required for submitting an entry in ABC's national EIC awards program. However, EIC applicants with AQC status do earn an additional two points in the judging process.

9. Who do I contact if I have questions?

Brittany Hyder—ABC Carolinas, Director of Training/Safety/Member Services at hyder@abccarolinas.org (O)919-267-6428 (C)919-880-0159

OR

Chris Williams, ABC National, Director of Safety, at (202) 595-1855 or cwilliams@abc.org.

2015 STEP APPLICATION FORM (Apply online at www.abc.org/STEPapp)

SECTION 1: COMPANY INFORMATION

Company Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Contact Name: _____

Email: _____

Chapter: _____

This application and data: ☐ Represents entire company
☐ Represents specific location, dept. or div.

Is this IDENTICAL STEP application being used for other ABC chapters?

☐ Yes ☐ No If Yes, which chapters? _____
Primary NAICS Code 23 (as entered in your OSHA 300A)

Work Type: Residential	_____ %	Commercial	_____ %
Industrial	_____ %	Public works/Military	_____ %
Percentage of work performed: <100 miles of HQ	_____ %		
Within 101-250 miles	_____ %	>250 miles	_____ %
Percentage of your contract work: Self-performed	_____ %		
Sub-Contracted	_____ %		

SECTION 2: SAFETY PERFORMANCE DATA Refer to your 2014 OSHA FORM 300A for items (a) through (h)

a. Total number of DEATHS (line G on the OSHA 300A) _____

b. Total number of CASES with days away from work (line H on the OSHA 300A) _____

c. Total number of CASES with job transfer/restriction (line I on the OSHA 300A) _____

d. Total number of OTHER RECORDABLE CASES (line J on the OSHA 300A) _____

e. Total number of DAYS away from work (line K on the OSHA 300A) _____

f. Total number of DAYS of job transfer or restriction (line L on the OSHA 300A) _____

g. Annual average number of employees (as entered in your OSHA 300A) _____

h. Total hours worked by all employees (as entered in your OSHA 300A) _____

Incidence rate = $\frac{(a + b + c + d) \times 200,000}{h}$ _____

Experience Modification Rate as of January 1, 2015 (EMR or "mod factor"—contact insurance company) _____

Number of federal/state OSHA inspections in 2014 _____

Number of federal/state OSHA final citations issued (after settlements) in 2014

Willful _____ Repeat _____ Serious _____ Other than Serious _____

De Minimis _____

For calendar year 2012, 2013 or 2014 have you had any employee fatalities corporate-wide that resulted in an OSHA citation? ☐ Yes ☐ No

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

Do you conduct site-specific safety orientations for all employees? ☐ Yes ☐ No

Do you track near misses/hits/observations (situations that, had circumstance(s) been different, would have resulted in injuries/fatalities and/or an OSHA citation)?

☐ Yes ☐ No If yes, how many did you record in 2014? _____Toolbox safety talks frequency: ☐ Daily ☐ Weekly ☐ Bi-weekly ☐ Monthly ☐ OtherDo you establish/participate in site safety committees at each jobsite? ☐ Yes ☐ No

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

☐ Yes ☐ NoDo you have a substance abuse program that includes a drug/alcohol screening process? ☐ Yes ☐ No

Have you signed the Drug- and Alcohol-Free Workplace Pledge at

www.drugfreeconstruction.org/? ☐ Yes ☐ No**NOTE: REQUIRED FOR PARTICIPATION IN STEP!**

All applicants **MUST** include a copy of their 2014 OSHA Form 300A with application. STEP Gold, Platinum and Diamond applicants must submit the 2015 Insurer Support Statement (see reverse). STEP Platinum applicants must also include a copy of their 2014 OSHA Form 300 with **employee names removed**. STEP Diamond applicants and applicants under 100 employees using the STEP Gold, Platinum or Diamond 3-year Incidence Rate Qualifier must include copies of OSHA forms 300 & 300A for 2012, 2013 & 2014. Companies using the 5-year Incidence rate qualifier must include copies of OSHA forms 300 and 300A for 2010, 2011, 2012, 2013 and 2014.

STEP DIAMOND & PLATINUM PAYMENT INFORMATION

☐ I am including payment for STEP Platinum (\$235) or Diamond (\$435) application (\$40 extra per additional framed certificate, \$15 extra per unframed certificate)

☐ Check enclosed (payable to ABC) Total \$ _____

Number of certificates/plaques required:

Framed _____ Unframed _____

For credit card payment (STEP Platinum only) go to www.abc.org/stepapp

SECTION 3: 20 KEY COMPONENTS SAFETY SELF-ASSESSMENT

Use the enclosed self-assessment worksheet to calculate scores

A. Employer Involvement _____
 B. Employer Policy Statement on Safety _____
 C. Responsibility for Safety _____
 D. Trailing Indicators _____
 E. Resources for Safety _____
 F. Safety Program Goal Setting _____
 G. Employer Supervisory Meetings _____
 H. Pre-planning for Jobsite Safety _____
 I. Employee Participation _____
 J. New employee Orientation _____
 K. Safety Rules _____
 L. Employee Safety Training _____

M. Toolbox Safety Meetings _____
 N. Inspections _____
 O. Supervisory Training Topics _____
 P. Incident Investigation _____
 Q. Use of Personal Protective Equipment (PPE) _____
 R. Safety Program Performance Review _____
 S. Substance Abuse Program _____
 T. Recordkeeping & Documents _____
 TOTAL _____

Are you part of ABC's AOC Program? Yes No
 I have read and understand all qualifying requirements and instructions.
 Initials here: _____

SECTION 4: COMPANY AND ABC CHAPTER 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 Executive Name: _____

Title: _____

Signature: _____

To be filled out by ABC Chapter:

ABC Chapter Representative: _____

Signature: _____

2015 STEP DIAMOND, PLATINUM & GOLD INSURER SUPPORT STATEMENT

Please note that the purpose of this document is to confirm that the information contained within the STEP application reflects the applicant's most current and reliable safety data. This document DOES NOT reflect a legal, binding contract and, as such, the signatory does not assume any liability for incorrect information provided by the applicant to Associated Builders and Contractors, Inc. ("ABC").

Therefore,

As a representative of the insurer of record for the applicant, I have reviewed the accompanying STEP application and have determined that Section 2 ("Safety Data") and the self-evaluation rating established in Section 3 ("20 Key Components") are an accurate reflection of this company's safety record and commitment to jobsite safety training. This rating includes the evaluation of safety program(s) and policies currently in place by the applicant. This Insurer Support Statement may only be used with this STEP application.

Signature / Printed Name _____

Title/Company _____

Street Address _____

City / State / Zip Code _____

Phone Number or Email Address _____

Date _____

20 KEY COMPONENTS OF SAFETY SELF-ASSESSMENT WORKSHEET

The 20 Key Components of effective company safety and training programs are listed below (see sections A through T). Each component contains columns that describe four levels of safety performance. Select the column that BEST describes your company's performance. The score (number above the column) should be circled, and then written in the box labeled "SUB-SCORE." Transfer the SUB-SCOREs to the application form's "20 Key Components" Section 3. Remember, each scoring column describes a set of actions/policies that your company currently undertakes. In order to achieve a particular score, your safety program must contain ALL of the listed criteria. Any scores on the STEP application that do not match any of the four available scoring options in each of the 20 Key Components will automatically be rounded down to the nearest listed score.

A. EMPLOYER INVOLVEMENT

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

B. EMPLOYER POLICY STATEMENT ON SAFETY

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

C. RESPONSIBILITY FOR SAFETY

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

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

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

E. RESOURCES FOR SAFETY

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

F. SAFETY PROGRAM GOAL SETTING

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

G. EMPLOYER SUPERVISORY MEETINGS

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

H. PRE-PLANNING FOR JOBSITE SAFETY

6	4	3	0
<ul style="list-style-type: none"> Supervisory and other key personnel are trained in pre-planning for safety Safety pre-planning is integrated into the estimate, bid and pre-mobilization stages of projects Checklist or similar document used to assure a consistent and comprehensive approach taken to exposure evaluation and resource needs Plans regularly updated throughout life of project Key components of pre-plan (including updates) are communicated with all site employees before implementation 	<ul style="list-style-type: none"> Supervisory personnel may have received some training in the safety pre-planning process, but not required Safety pre-planning is required prior to start of site work Checklist or similar document serves as a guide through the process Safety resources provided as needed 	<ul style="list-style-type: none"> No established procedure for project safety pre-planning, but some planning is done No checklist or other document used as guide Safety resources often provided only after problems or needs have been encountered 	<ul style="list-style-type: none"> No safety pre-planning is done

I. EMPLOYEE PARTICIPATION

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

J. NEW EMPLOYEE ORIENTATION

6	4	2	0
<ul style="list-style-type: none"> Documented orientation process in place for all new or transferred employees (who gets orientation, when, how, by whom and topics to be covered) Orientation topics include: <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.) New hires assigned a safety mentor until orientation process complete New hire performance evaluation process established to give feedback to new hires on pre-determined frequency (30 days and 60 days) Records maintained showing dates, person(s) doing orientation, assigned mentor(s), topics covered and employee signature 	<ul style="list-style-type: none"> Orientation is given to new employees; however, process has not been formalized (exact process documented) Orientation includes at a minimum: <ul style="list-style-type: none"> PPE expectations Key workplace 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 safety mentors No new hire performance evaluation process Record of orientation, with employee signature, maintained 	<ul style="list-style-type: none"> Informal or on-the-job safety instruction is given to new hires No uniform process or list of topics to cover No documentation is maintained 	<ul style="list-style-type: none"> No orientation is given to new employees

K. SAFETY RULES

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

L. EMPLOYEE SAFETY TRAINING

12	8	4	0
<ul style="list-style-type: none"> Based on annual safety training needs assessment, an agenda is developed and instituted (who needs what, when and who will train) Formal training topics include: <ul style="list-style-type: none"> 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 Environmental compliance Pertinent DOT compliance and CDL annual training Conducted by competent/qualified safety instructors Employee training comprehension and understanding is verified and documented (e.g., test, skills assessment, etc.) Records kept of all training – date, attendees, topics covered and trainer 	<ul style="list-style-type: none"> Safety training needs are determined each year, but a formal assessment and training agenda are not necessarily used Formal training topics include: <ul style="list-style-type: none"> 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.) Conducted by competent/qualified safety instructors Employees only retrained as required (OSHA) and when visibly lacking safety skills 	<ul style="list-style-type: none"> Informal or on-the-job safety training arranged as needed No established training agenda Limited or no training documentation kept 	<ul style="list-style-type: none"> No formal safety training provided

M. TOOLBOX SAFETY MEETINGS

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

N. INSPECTIONS

9	6	3	0
<ul style="list-style-type: none"> Weekly jobsite inspections are made by site supervisor Inspection documented, along with assignment of responsibility and expected completion date 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 	<ul style="list-style-type: none"> Monthly jobsite inspections are made by site supervisor or an employer representative Inspection documented, along with assignment of responsibility and expected completion date Potentially serious safety issues corrected immediately Less serious safety issues corrected promptly 	<ul style="list-style-type: none"> Informal jobsite inspections (walk-through) are made by site supervisor No documentation or follow-up Safety issues corrected ASAP 	<ul style="list-style-type: none"> No inspections conducted

O. SUPERVISORY TRAINING TOPICS

9	6	3	0
<ul style="list-style-type: none"> All supervisory personnel receive training in: <ul style="list-style-type: none"> 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 Annual refresher training Opportunities for professional development offered regularly Supervisors have access to a safety professional Training facilities conducive to learning and quality trainers are used 	<ul style="list-style-type: none"> Supervisory personnel receive training in: <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 Supervisors have access to sources of safety information or knowledge Competent trainers are used 	<ul style="list-style-type: none"> Supervisory personnel receive safety training in at least half of the following: <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> No specific training program for supervisory personnel

P. INCIDENT INVESTIGATION

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

Q. USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

R. SAFETY PROGRAM PERFORMANCE REVIEW

6	4	2	0
<ul style="list-style-type: none"> • Owner/CEO reviews safety program performance every six months • Emphasis of review is on whether program is producing expected results and on 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 become part of safety staff and/or supervisor evaluations • Following each review, meeting conducted with safety staff and/or supervisory personnel to discuss results and expectations 	<ul style="list-style-type: none"> • Owner/CEO is involved in an annual review of safety program to determine if it is producing expected results • Some criteria exist against which performance is measured • Process is generally not documented • Results do not significantly affect safety staff and/or supervisor evaluations • Results are eventually discussed with safety staff and/or supervisory personnel 	<ul style="list-style-type: none"> • No regular (pre-determined frequency) reviews of safety program performance • Limited owner/CEO involvement – mainly left to someone else (safety administrator, insurance company, etc.) • Subjective review of safety activities – mainly serves as a “year in review” and not an assessment of performance and improvement opportunity • Results may or may not be reviewed with supervisory personnel 	<ul style="list-style-type: none"> • No review of safety program performance

S. SUBSTANCE ABUSE PROGRAM

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

T. RECORDKEEPING AND DOCUMENTS

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