



Safety and Health Initiative Partners (SHIP) Agreement

**Between the
Occupational Health and Safety Bureau
New Mexico Environment Department
&
American Subcontractors Association of New Mexico**

SECTION A

NM-OSHA

ASA-NM

Purpose

The American Subcontractors Association of New Mexico (ASA-NM), and the Occupational Health and Safety Bureau of New Mexico (OSHA-NM), also referred to as New Mexico OSHA, hereby commit to a cooperative partnership, the purpose of which is to foster, maintain and improve the safety and health conditions and requirements for New Mexico's construction workers and workplaces. The Parties signatory below, mutually commit and dedicate ourselves to this Agreement, particularly on behalf of New Mexico's working families, with a full realization that success in this endeavor will benefit all the people, the businesses and the political institutions of our state.

Goals

- 1.0 Our primary goals are as follows:**
- 1.1 To provide leadership in creating a culture of full respect for the lives and sound health of New Mexico's construction workforce,
- 1.2 To continually seek better methods and technologies for reducing injuries, occupational illness, disease and fatalities in New Mexico's workplaces,
- 1.3 To foster and encourage the implementation and maintenance of best practice safety and training programs,

- 1.4 To foster and encourage the implementation and maintenance of effective safety program incentive and enforcement policies,
- 1.5 To focus primarily on the common job site hazards and the OSHA Focus Four hazards related to falls, caught in or between, struck by and electrocution.
- 1.6 To mitigate the negative economic impacts of workplace injuries, illnesses and occupational disease, including especially the cost of worker's compensation insurance, in so far as is possible.
- 2.0 **Our primary strategies include:**
- 2.1 To build partnerships and employer/employee relationships based on fairness, good faith and mutual respect maintained through honest and open communication,
- 2.2 To continually strive to improve the science of workplace safety through the adoption of new technologies, and improved management practices,
- 2.3 To provide recognition and rewards for companies and workers, which demonstrate a consistent, pro-active approach to safety and health program management,

Implementation

The ASA SHIP Agreement will be effective immediately after signing by signatories. Effective 2015, new applications and level advancement requests will be accepted July 1st to August 31st.

The verification committee will review all applications from September 1st through October 31st. Membership/Advancement will be effective November 1st.

SECTION B

NM-OSHA

ASA-NM

Safety and Health Initiative Partners, (SHIP) Agreement

1.0 Employee/Employer Rights

- 1.1 The Safety and Health Initiative Partners, (SHIP) Agreement does not affect the rights of employees under the Occupational Health and Safety Act (hereinafter referred to as "the Act") and NM OSHA regulations. This partnership does not preclude employees or employers from exercising any right provided under the Act (or, for federal employees, 29 CFR 1960), nor does it abrogate any responsibility to comply with the Act,
 - 1.1.1 Employee rights cited above include, but are not limited to: walk-around rights, the right to file complaints, rights to all pertinent safety and health program information including OSHA 300 logs, OSHA 300A summaries and their own medical records,
 - 1.1.2 The SHIP Program Agreement supports maximum employee involvement in company safety programs, employer self-audits, safety inspections, job hazard analysis, accident and near-miss investigation, review and evaluation,
- 1.2 The SHIP Agreement does not affect the rights employers are guaranteed under the Act, including the right to appeal or contest violations issued by NM-OSHA,
- 1.3 Participation in the SHIP Program does not abrogate an employer's responsibility to comply with the rules and regulations adopted under the OSH Act, and does not abrogate its responsibility to comply with commitments negotiated via separate agreements with NM-OSHA,
- 1.4 Contractors may publicize their participation in the SHIP Program through job site signs, advertisements and other appropriate means.

2.0 SHIP Partnership Levels and Benefits

- 2.1 The ASA-NM SHIP Program recognizes three program achievement levels, each with attendant requirements and rewards. Achievement levels are based on objective criteria and a ranking system based on points. Subject to NM-OSHA Validation that all requirements have been met, participant's benefits will take effect and will remain in effect if there are no changes to the company health and safety program or changes to the company's health and safety manager or management. SHIP Program benefits will be conferred following successful validation of the applicant company. Benefits shall remain in place as long as the company remains in good standing with ASA-NM and NM-OSHA.

2.2 SILVER Level:

- 2.2.1 Silver Level participants will receive Certificates of Recognition as SHIP Program Silver level participants from NM-OSHA,
- 2.2.2 Silver Level participants will not receive citations for other-than serious violations, provided hazards are abated at the time of inspection and verified by compliance personnel.

2.3 GOLD Level:

- 2.3.1 Gold Level participants will receive Certificates of Recognition as SHIP Program Gold level participants from NM-OSHA,
- 2.3.2 Gold Level participants will not receive citations for other-than serious violations, provided hazards are abated at the time of inspection and verified by compliance personnel,
- 2.3.5 If cited by NM-OSHA, Gold Level participants may receive a good faith and penalty reduction as outlined in the current OSHA Field Operations Manual (FOM).

2.4 PLATINUM Level:

- 2.4.1 Contingent on the successful conclusion of the NM-OSHA validation procedure the SHIP Program participants at the Platinum level;
- 2.4.2 Will receive the same benefits as Gold Level award participants,
- 2.4.3 Platinum Level participants may receive un-programmed inspections in response to reports of imminent danger, formal complaints, fatalities, reportable accidents, referrals alleging a serious injury has occurred or failure to provide satisfactory response to an inquiry,
- 2.4.4 During programmed and referral inspections, Platinum Level participants will not be inspected at worksites which are not under their control unless one or more of the following conditions exists: the participant is covered by the a referral allegation; a serious injury or illness is being investigated; or the NM-OHSA Compliance Program Manager deems inclusion necessary to investigate a serious hazard already identified during the inspection,
- 2.4.5 Shall receive deferral from NM-OSHA programmed planned inspections as long as They maintain membership in the partnership at the Platinum Level,
- 2.4.6 Will be given special recognition by NM-OSHA designating the subcontractor as a Platinum Level participant in the SHIP Program with the award of a Platinum Level banner, which may be on display at all appropriate job sites. The sub-contractor displaying the Platinum Level banner will have exceeded minimal acceptable safety standards by demonstrating a pro-active approach to job safety. The same pro-

active approach will then be consistently maintained in order to retain Platinum Level award status.

3.0 SHIP Program Participation – General Requirements

- 3.1 Each Member wishing to participate in the SHIP Program at the Silver, Gold or Platinum level, shall submit to ASA of NM a SHIP Program application consisting of four parts:
 - 3.1.1 Part One shall be a Commitment Agreement signed by an authorized company official (owner, chief operating officer, or general manager),
 - 3.1.2 Part Two shall be a copy of the company's written health and safety program, Which shall address, at a minimum, the following elements: Management Commitment; Employee Involvement; Worksite Analysis; Hazard Prevention and Control; and Safety and Health Training. The health and safety program shall pertain specifically to the type of work performed by the company,
 - 3.1.3 Part Three shall be performance data from the company's OSHA 300 logs, 300A Summaries, and Experience Modifier Rates from the preceding three years,
 - 3.1.4 Part Four shall be the applicant's self-evaluation of its safety and health program,
- 3.2 The completed application shall be submitted to ASA-NM as defined by the selection committee,
- 3.3 ASA-NM shall provide a copy of the completed applications and recommended award levels to NM OSHA.

4.0 SHIP Program Participation – Award Level Requirements

- 4.1 **Silver Level Award;**
 - 4.1.1 A signed Participation Agreement, OSHA 300 log, 300A summary and self-evaluation form scored,
 - 4.1.2 A safety program and policy written consistent with OSHA requirements, and specific for the subcontractor's scope of work,
 - 4.1.3 The employer participates in and supports the written company safety policy,
 - 4.1.4 Employee involvement in program is actively encouraged,
 - 4.1.5 Weekly safety meetings are routinely conducted,
 - 4.1.6 OSHA 300 log and self-evaluation score reflect a responsible approach to job site safety.

4.1.7 Documented safety training for general workforce in the four-focused hazard inspection areas;

4.1.7.1 falls from elevation,

4.1.7.2 struck-by falling or other moving objects,

4.1.7.3 crushed or pinched-in between accidents, and

4.1.7.4 electrical hazards.

4.1.8 Assigned competent person(s); (i.e. authorized by subcontractor to identify and correct hazards), in the four focused inspection areas and who has a minimum OSHA 10-hour certification.

4.2 **Gold Level Award;**

4.2.1 The above requirements for Silver level plus;

4.2.2 Self-audit documents will be checked during verification,

4.2.3 All construction site supervisors with safety training equivalent to OSHA 10-hour certification.

4.3 **Platinum Level Award;**

4.3.1 For each subcontractor wishing to participate in the SHIP Program at the Platinum Level award, ASA-NM will provide NM-OSHA with verification of the following criterion. The Platinum Level award participant shall demonstrate the following **Platinum Level award evaluation criteria;**

4.3.2 Review of injury and illness rates. Each partner employer must maintain OSHA 300 and 300A summary forms in accordance with the provisions of 29 CFR 1904. To qualify for and to maintain enforcement deferrals, the partner employer's DART rate must be at or below the Bureau of Labor Statistics (BLS) published national average for their specific industry classifications. A partnership may include comparisons to total recordable case (TRC) rates in addition to DART rates as a qualifier. If DART rate rises above the national average, the partner employer will no longer qualify for enforcement deferrals until the rate is brought back below the national average. An alternate rate calculation is available to partner employers where a single or relatively small number of incidences would cause an employer's disqualification. If the following criteria are met, the DART rate calculations can be based on the best 3 out of most recent 4 calendar years' injury and illness experience: 1) Using the most recent calendar year's hours worked, calculate a hypothetical DART rate assuming that the employer had two cases for the year, 2) Compare the hypothetical rate to the 3 most recently published years of BLS combined injury/illness DART rate for the industry, 3) If the hypothetical rate is equal or higher than the BLS rate in at least 1 of the 3 years, the employer qualifies for the alternate rate

calculation.

- 4.3.3 Additional Platinum Level award criteria to be verified by the SHIP Program Committee, shall include;
 - 4.3.3.1 At least one active job site visit by at least one representative of the SHIP Verification Committee, this visit is to include NM OSHA and they will conduct their own site visits annually to include:
 - 4.3.3.2 Document review, to take maximum advantage of the time on-site, OHSB may request and review documents prior to arrival at the partner's worksite,
 - 4.3.3.3 Site Walkthrough. The OSPC Primary Contact must walk through the entire worksite to review work conditions and to determine that hazards are controlled systematically by the safety and health management system,
 - 4.3.3.4 Employee interviews, The OSPC Primary Contact conducting the onsite verification shall consult with a reasonable number of worksite employees to ascertain the effectiveness of the partner employer's SHMS.
 - 4.3.3.5 Correction of hazards. OHSB expects that every effort will be made by the partner employer to correct identified hazards at the time of the onsite verification. If hazard correction cannot be accomplished before the conclusion of the onsite evaluation, the OSPC Primary Contact and employer must discuss and agree upon correction methods and time frames. All serious hazards identified by the OSPC Primary Contact must be corrected before the partner employer is eligible to receive any enforcement incentive. The OSPC Primary Contact may decide to return to the worksite to verify the correction. If the partner employer refuses to correct a hazard that endangers the safety and health of employees, that hazard must be referred to the OHSB Compliance Program Manager for review and appropriate enforcement action.
 - 4.3.3.6 No active sites. If the partner employer does not have a construction site in operation, the partnership must inform the OSPC Primary Contact when an applicable site becomes available for verification. Partner employers without verification will be placed in a "Pending Verification" status and will not be eligible for deferrals.
- 4.4 Contractors may publicize their participation in the OSHA/ASA-NM SHIP Program through job site signs, advertisements and other appropriate means.
- 4.5 The SHIP Committee shall have the ability to act as an advocate for any of its subcontractor members in a contest or dispute with NM-OSHA.
- 5.0 **OSHA Validation Procedures**

- 5.1 NM-OSHA will have the authority to validate information in the ASA-NM SHIP Program applications of participants in advance of benefits taking effect, and on an annual basis thereafter, through job site visits and other means.
- 5.2 NM OSHA will conduct an on-site comprehensive evaluation of SHIP members applying to participate at the Platinum Level. Platinum Level applicants will not receive the benefits of that Level until an on-site evaluation is conducted by NM-OSHA.
- 5.3 Information obtained by OSHA in connection with its SHIP validation activities will not be used for compliance purposes and will not be shared with others, including other agencies of government without the foreknowledge of the SHIP Program and the participating member.
- 5.4 Participants under the SHIP Program retain the right to request the presence of their designated safety personnel in connection with NM-OSHA validation activities at their job sites.
- 5.5 Reciprocal Agreements, On-site verification visits by the OSPC Primary Contact can be used to satisfy multiple OSPC's provided there is a reciprocal agreement Between the partnerships and the annual evaluations are conducted as per each partnership agreement.

6.0 SHIP Partners Program Governance

- 6.1 Information submitted by subcontractors as part of their SHIP application will be held in strict confidence by the SHIP Verification Committee. Notwithstanding, information normally provided as part of an OSHA investigation must be provided to NM OSHA upon request.
- 6.2 Any SHIP Program participant may terminate their participation at anytime by notifying ASA-NM in writing.

7. Loss of Benefits and Termination of Participation

- 7.1 NM-OSHA may recommend to the ASA-NM SHIP Verification committee to downgrade or terminate a sub-contractor's participation under the SHIP Program under the following conditions:
 - 7.1.1 Its validation activities reveal a significant deviation from participation criteria,
 - 7.1.2 The contractor is found to have falsified information on its SHIP Program application or supporting records,
 - 7.1.3 The sub-contractor's injury/illness rate rises above what is permitted for the receipt of benefits under this Partnership,

- 7.1.4 The sub-contractor demonstrates a pattern of deficiencies evidencing willful disregard for the occupational health and safety of its employees.
- 7.2 NM-OSHA will notify ASA-NM SHIP Verification Committee in writing of recommendations to downgrade or terminate a subcontractor's participation under the SHIP Program. The notification will explain why the contractor's participation is being recommended for downgrade or termination.
- 7.3 A contractor whose participation under the SHIP Program is downgraded or terminated may not re-apply for a minimum of one year from the date of the downgrade or termination.
- 7.4 A participant's involvement under the SHIP Program will be terminated by ASA-NM if it fails to maintain its status as a member in good standing of ASA-NM.

8.0 SHIP Verification Committee Oversight

8.1 An ASA-NM OSHA SHIP Verification Committee will oversee activities under the Partnership. The Verification Committee will include an occupational safety and health representative from designated ASA member companies participating in the Partnership. NM-OSHA will serve as advisor to the SHIP Verification Committee.

8.1.1 The SHIP Verification Committee will;

8.1.1.1 Verify each SHIP application by confirming the applicant's qualifications, including letter from insurance carrier confirming reported regarding EMOD's, calculating OSHA injury and illness rates from the contractor prove to OSHA 300 Logs, 300A summaries and the occupational safety and health professionals qualifications and site visits for the Platinum Level,

8.1.1.2 Review the NM OSHA inspection history for SHIP participants,

8.1.1.3 Make recommendations for changes and improvements to the Partnership,

8.2 The SHIP Verification Committee will have the authority to recommend reinstatement of any participant on the SHIP Partners Program whose involvement has been terminated or reduced a level if it determines the contractor's experience was unusual and not necessarily inconsistent with a sound occupational safety and health program. In these cases, NM-OSHA will conduct a follow-up validation visit.

8.3 ASA SHIP Verification Committee will be made up of ASA Members in good standing.

9.0 SHIP Program Performance Measures

9.1 Each year the ASA SHIP Verification Committee will review OSHA recordable injuries and illnesses to determine the total lost workday injury and illness rate for the participants and participant sites compared to the national average for specific industrial classifications

participant sites compared to the national average for specific industrial classifications (SIC/NAICS).

9.2 The review activity measures shall include as a minimum:

9.2.1 The number of construction workers trained, and,

9.2.2 Experience modifiers and incident rates of Partnership members

9.3 Annual evaluation will be completed in accordance with Appendix C of CSP 03-02-003 OSHA Strategic Partnership Program for Worker Safety and Health.

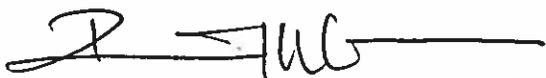
10.0 ASA/NM-OSHA Partnership Review and Terms of Agreement

10.1 NM-OSHA and the ASA-NM SHIP Verification Committee will review the Partnership annually.

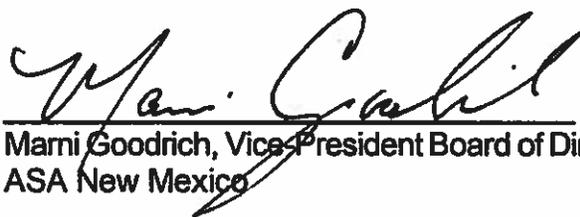
10.2 The review will include, among other things, discussion of the success of the Partnership in meeting its stated objectives and recommendations for changes and improvements.

10.3 The term of this Partnership Agreement shall be two years and may be renewed. It may be amended from time to time based on the agreement of both parties. Either party may withdraw from the Partnership upon thirty days' notice to the other party.

Agreed to this 19th of July, 2015.



Robert Genoway, Bureau Chief
New Mexico OSHA



Marni Goodrich, Vice-President Board of Directors
ASA New Mexico

Attachment 1 – Commitment Letter

Attachment 2 – Self Evaluation Form (Revised 2015)

OSHA-NM and ASA-NM SHIP Partnership

COMMITMENT AGREEMENT

We _____ as a company are Committed to:

- To provide leadership in creating a culture of full respect for the lives and sound health of New Mexico's construction workforce,
- To continually seek better methods and technologies for reducing injuries, occupational illness, disease and fatalities in New Mexico's workplaces,
- To foster and encourage the implementation and maintenance of best practices for safety, training and education programs,
- To foster and encourage the implementation and maintenance of effective safety program incentives and enforcement policies,
- To focus primarily on the common job site hazards related to falls, electrocution, and accidental impact injuries,
- To mitigate the negative economic impacts of workplace injuries, illnesses and occupational disease, including especially the cost of worker's compensation insurance, in so far as is possible.

Owner/Officer Signature

Name (print)

Company

Date

NM OSHA and ASA SHIP Partnership Self-evaluation Report

Company _____

Corporate Office Contact

Name _____

Title _____

Phone Number _____ E-mail Address _____

Signature _____ Date _____



Ten key components of company safety programs are listed below (see tabs A through J). Each component contains columns that describe three levels of the partnership program.

Complete only the column that **BEST** describes your company's performance.

<i>Superior</i> Platinum	<i>Intermediate</i> Gold	<i>Entry</i> Silver
Tab A Management Commitment		
Review documents such as policy statements, company surveys or survey results on safety, employee suggestion letters, and financial records showing safety expenditures (e.g., cancelled checks or invoices).		
Management <input type="checkbox"/> participates in safety program <input type="checkbox"/> sets objectives for safety <input type="checkbox"/> requires feedback on program <input type="checkbox"/> provides necessary funds <input type="checkbox"/> includes safety as part of company-wide performance appraisals	Management <input type="checkbox"/> participates in safety program <input type="checkbox"/> requires feedback on safety program <input type="checkbox"/> provides funds for safety	Management <input type="checkbox"/> supports safety <input type="checkbox"/> provides funds for safety activities
<input type="checkbox"/> Needs analysis is used to set safety program goals/objectives <input type="checkbox"/> An action plan is developed to accomplish goals/objectives <input type="checkbox"/> Feedback is required from those assigned tasks <input type="checkbox"/> Audits are made to assess action plan effectiveness <input type="checkbox"/> Long and short term goals are set	<input type="checkbox"/> Safety program goals and objectives are set annually <input type="checkbox"/> Employees are aware of the goals and objectives <input type="checkbox"/> Feedback is required from those assigned tasks	<input type="checkbox"/> Informal goals are set for accomplishment through the safety program <input type="checkbox"/> Results are discussed at least annually

Attachment 2

Comments:		
Tab B Written Safety and Health Program		
Review documents, such as policy statements, safety manuals, and letters from management regarding safety.		
<p>Safety policy</p> <p><input type="checkbox"/> is in writing</p> <p><input type="checkbox"/> is known to all employees</p> <p><input type="checkbox"/> is part of safety manual</p> <p><input type="checkbox"/> defines purpose and scope of safety program</p> <p><input type="checkbox"/> emphasizes employer approach</p> <p><input type="checkbox"/> is signed and supported by top person(s) in company</p>	<p>Safety policy</p> <p><input type="checkbox"/> is in writing</p> <p><input type="checkbox"/> has not been explained to employees, but is posted</p> <p><input type="checkbox"/> authorizes loss prevention activities</p>	<p><input type="checkbox"/> Safety policy exists</p>
<p>Responsibility for safety</p> <p><input type="checkbox"/> defined for everyone in company</p> <p><input type="checkbox"/> in writing and part of safety manual</p> <p><input type="checkbox"/> Supervisors/foremen have key responsibilities</p>	<p>Responsibility for safety</p> <p><input type="checkbox"/> defined for everyone in company</p> <p><input type="checkbox"/> is not in writing</p> <p><input type="checkbox"/> Supervisors/foremen have key responsibilities</p>	<p><input type="checkbox"/> Responsibility for safety rests solely with designated safety coordinator</p>
<p><input type="checkbox"/> Safety rules are in writing and are communicated to all employees</p> <p><input type="checkbox"/> Safety rules are concise and easy to understand</p> <p><input type="checkbox"/> Safety rules are enforced equally among all employees</p> <p><input type="checkbox"/> Safety rules are updated on a regular basis</p> <p><input type="checkbox"/> Subcontractors must follow safety rules.</p>	<p><input type="checkbox"/> Safety rules are in writing and are communicated to all employees</p> <p><input type="checkbox"/> Copies of safety rules are posted or available to all employees</p> <p><input type="checkbox"/> Supervisors enforce most of the safety rules</p> <p><input type="checkbox"/> Subcontractors must follow safety rules.</p>	<p><input type="checkbox"/> There are some general safety rules</p> <p><input type="checkbox"/> Safety rules are enforced most of the time</p> <p><input type="checkbox"/> Safety rules have not been updated within past two years</p>
<p><input type="checkbox"/> Assessments made to determine PPE needs</p> <p><input type="checkbox"/> Employees trained in use and maintenance of PPE</p> <p><input type="checkbox"/> Approved PPE used</p> <p><input type="checkbox"/> PPE provided for employees</p> <p><input type="checkbox"/> Employees aware of disciplinary consequences of not using PPE</p> <p><input type="checkbox"/> PPE needs assessed annually</p>	<p><input type="checkbox"/> PPE is provided and use is required</p> <p><input type="checkbox"/> Employees trained in use and maintenance of PPE</p> <p><input type="checkbox"/> Employees informed of PPE requirements for each job</p>	<p><input type="checkbox"/> PPE is provided and its use encouraged</p> <p><input type="checkbox"/> Some training is given in use and maintenance of PPE</p>
<p>Substance Abuse</p> <p><input type="checkbox"/> Company has a written substance abuse policy</p> <p><input type="checkbox"/> Company policy contains strict rules regarding drug and alcohol use</p> <p><input type="checkbox"/> Company does drug testing for pre-hire, post accident and for cause</p> <p><input type="checkbox"/> Company keeps counseling and testing records</p> <p><input type="checkbox"/> Company has an Employee Assistance Program</p>	<p>Substance Abuse</p> <p><input type="checkbox"/> Company has substance abuse verbiage in company policy</p> <p><input type="checkbox"/> Supervisors are trained in hazards of drugs and alcohol on the job</p>	<p>Substance Abuse</p> <p><input type="checkbox"/> Company has policy</p>

Attachment 2

Comments:		
Tab C Total Incident Rates (TIR)		
Incident Rate. Review documentation that supports the company's Total Incident Rate. Company must have a recordable occupational injury and illness rate (total case per Bureau of Labor Statistics formula) that is at or below the national average for the contractor's SIC code as determined by the BLS; (The 3-year TIR rates must be below at least 1 of the 3 most recent years of specific industry national averages for non fatal injuries and illness at the level published by the BLS.) Review OSHA 300 and 300A reports.		
<input type="checkbox"/> TIR is at or below the national average for at least one of the three most recent years as published by the BLS. <input type="checkbox"/> Employer reviews the costs of accidents and how the TIR affects the company	<input type="checkbox"/> TIR is at or below the national average for at least one of the three most recent years as published by the BLS. <input type="checkbox"/> The cost of accidents is reported to the project manager	<input type="checkbox"/> TIR is at or below the national average for at least one of the three most recent years as published by the BLS.
<input type="checkbox"/> maintains OSHA Log-Forms 300 and 300A according to OSHA requirements	<input type="checkbox"/> maintains OSHA Log-Forms 300 and 300A according to OSHA requirements	<input type="checkbox"/> maintains OSHA Log-Forms 300 and 300A according to OSHA requirements
Comments:		
Tab D Safety Meetings		
Review documents such as meeting agendas, notes, minutes where safety items are noted, copies of toolbox talks. Include topics and sign-in sheets.		
<input type="checkbox"/> Employer conducts weekly supervisor meetings where safety is on the agenda <input type="checkbox"/> Employer gives an overview of safety activity <input type="checkbox"/> Serious accidents are reviewed	<input type="checkbox"/> At least monthly supervisor meetings are held with supervisors where safety is on the agenda <input type="checkbox"/> Supervisors give a status report on job site safety activities <input type="checkbox"/> Serious accidents are reviewed	<input type="checkbox"/> Occasional meetings are held with supervisors at which safety is on the agenda <input type="checkbox"/> Supervisors are given safety information <input type="checkbox"/> Serious accidents may be reviewed
Toolbox safety meetings <input type="checkbox"/> Meetings held weekly <input type="checkbox"/> Conducted by supervisors <input type="checkbox"/> Attendance and topic documentation kept <input type="checkbox"/> Employees participate <input type="checkbox"/> Employer attends occasionally	Toolbox safety meetings <input type="checkbox"/> Supervisors hold meetings at least monthly <input type="checkbox"/> Attendance and topic documentation kept	Toolbox safety meetings <input type="checkbox"/> Employer conducts meetings with all employees less than once a month
Comments:		
Tab E Pre-planning for Job Safety		
Review documents relating to job safety and/or job hazard analysis sheets, Project checklists.		
<input type="checkbox"/> Pre-job safety planning is required at the bid stage	<input type="checkbox"/> Pre-job safety planning is required prior to mobilization	<input type="checkbox"/> No formal pre-job safety planning program but some

Attachment 2

<p><input type="checkbox"/> A check list is used by the supervisor to assure all exposures are considered</p> <p><input type="checkbox"/> Necessary equipment is provided and precautions are taken prior to or at the start of the job, not after problems have been encountered</p> <p><input type="checkbox"/> Job supervisors are trained in planning for safety</p>	<p><input type="checkbox"/> Safety equipment and safety procedures are provided when needed</p> <p><input type="checkbox"/> Training in pre-job safety planning is not required</p> <p><input type="checkbox"/> A check list is used as a guide</p>	<p>planning is done</p> <p><input type="checkbox"/> No check list is used in pre-planning</p>
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Comments:

Tab F New Employee Orientation

Review documents such as orientation agendas and program materials, class rosters, safety manuals and/or employee handbooks.

<p><input type="checkbox"/> Formal orientation program is in effect for all new or transferred employees</p> <p><input type="checkbox"/> Records maintained showing date, person doing orientation and items covered</p> <p><input type="checkbox"/> Orientation includes training on safety rules, HAZCOM, major job hazard exposures, PPE, and emergency reporting procedures</p> <p><input type="checkbox"/> Employer concern for safe job performance is stressed</p> <p><input type="checkbox"/> Employee signs record sheet</p>	<p><input type="checkbox"/> Orientation that includes information on safety is given to new employees</p> <p><input type="checkbox"/> Documentation showing items covered is maintained</p> <p><input type="checkbox"/> Orientation includes training on safety rules, HAZCOM, major job hazard exposures, PPE, and emergency reporting procedures</p> <p><input type="checkbox"/> Job safety requirements are stressed</p>	<p><input type="checkbox"/> Orientation is given to employees but no training records are maintained</p>
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Comments:

Tab G Safety Training

Review safety training records. (Both for employees and supervisors if separate)

<p><input type="checkbox"/> Based on training needs assessment, formal safety training is provided and documented in areas such as hazard recognition, first aid/CPR, hazard/standard specific OSHA topics, hazard communication, heavy equipment safety and trade specific safety (such as electrical safety)</p> <p><input type="checkbox"/> Formal safety training conducted by competent or qualified safety instructors</p> <p><input type="checkbox"/> Employee training comprehension/ understanding is verified and documented</p>	<p><input type="checkbox"/> Some formal safety training provided and documented in areas such as first aid/CPR, hazard communication and hazard recognition</p> <p><input type="checkbox"/> Formal training needs assessment conducted for workforce</p> <p><input type="checkbox"/> Informal safety training conducted by competent or qualified safety instructors</p> <p><input type="checkbox"/> Employee training comprehension/ understanding is verified and documented</p>	<p><input type="checkbox"/> Formal safety training, with verifiable records provided in hazard recognition and hazard communication</p> <p><input type="checkbox"/> Some informal safety training provided for categories found in far left column</p>
<p>Supervisory training includes:</p> <p><input type="checkbox"/> First Aid/CPR</p> <p><input type="checkbox"/> Hazard Recognition</p> <p><input type="checkbox"/> Hazard Communication</p> <p><input type="checkbox"/> Emergency Reporting</p>	<p>Most supervisors receive training in:</p> <p><input type="checkbox"/> Hazard Recognition</p> <p><input type="checkbox"/> Hazard Communication</p> <p><input type="checkbox"/> First Aid/CPR</p> <p><input type="checkbox"/> Emergency Reporting</p>	<p><input type="checkbox"/> Some supervisors are sent to outside training courses</p>

Attachment 2

<p><input type="checkbox"/> Procedures</p> <p><input type="checkbox"/> OSHA 10 Hour or Greater</p> <p><input type="checkbox"/> Conducting Meetings</p> <p><input type="checkbox"/> Supervisory Skills</p> <p><input type="checkbox"/> Accident Investigation</p> <p><input type="checkbox"/> Job Safety Analysis</p> <p><input type="checkbox"/> Job Safety Planning</p> <p><input type="checkbox"/> Train-the-trainer</p> <p><input type="checkbox"/> Job Site Safety Inspections</p> <p><input type="checkbox"/> Human Relations</p> <p><input type="checkbox"/> Company has in-house facilities for training or has good outside training source</p> <p><input type="checkbox"/> Professional development courses offered</p>	<p><input type="checkbox"/> Procedures</p> <p><input type="checkbox"/> Human Relations</p> <p><input type="checkbox"/> Supervisory Skills</p> <p><input type="checkbox"/> Accident Investigation</p> <p><input type="checkbox"/> Job Site Safety Inspections</p>	
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Comments:

Tab H Accident Investigation

Review documents such as investigation reports, near miss forms, recommendation/corrective action reports and materials the company publishes following an accident.

<p><input type="checkbox"/> Accidents and near misses are investigated by site supervisor</p> <p><input type="checkbox"/> All supervisors are trained in the techniques of accident investigation</p> <p><input type="checkbox"/> Reports are completed for all accidents</p> <p><input type="checkbox"/> Employer reviews all accidents that exceed a set cost</p> <p><input type="checkbox"/> The basic causes of all accidents are determined</p> <p><input type="checkbox"/> Information learned is shared with all job sites</p> <p><input type="checkbox"/> There are follow-up steps to assure corrective action is taken</p>	<p><input type="checkbox"/> All accidents are investigated with a report written</p> <p><input type="checkbox"/> Supervisors are trained to make investigations</p> <p><input type="checkbox"/> Employer reviews all investigation reports</p> <p><input type="checkbox"/> Information on "serious" incidents is shared with employees on all job sites</p>	<p><input type="checkbox"/> Informal investigations are made with no written report</p> <p><input type="checkbox"/> Some supervisory personnel know how to investigate an accident</p> <p><input type="checkbox"/> Information gained is not shared on other job sites</p> <p><input type="checkbox"/> Persons other than the site supervisor conduct most investigations</p>
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Comments:

Tab I Performance Audits

(Performance audits are not site inspections, but audits to evaluate segments (or all) of a safety program.) Review documents such as quality improvement materials, safety benchmarking reports, reports of an activity that was modified and its safety-related results.

<p><input type="checkbox"/> Safety program is reviewed at least semi-annually to determine if it is producing desired results</p> <p><input type="checkbox"/> Criteria against which performance is measured are established</p> <p><input type="checkbox"/> Results of performance review</p>	<p><input type="checkbox"/> Safety program is reviewed annually to determine if it is producing desired results</p> <p><input type="checkbox"/> Performance criteria exist for more than half of the areas measured</p> <p><input type="checkbox"/> Results are discussed with</p>	<p><input type="checkbox"/> Subjective review of safety activities made to judge if they are effective</p> <p><input type="checkbox"/> Rating given to each area audited</p>
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Attachment 2

become part of overall rating of supervisors __Strong points and shortcomings are discussed with individual supervisors	individuals supervisors	
Comments:		
Tab J Employee Participation		
Review documents including copies of programs in safety manuals, employee policies and procedures manuals, training records, safety toolbox talks sign-in sheets, employee incentive programs and employee suggestion boxes.		
__Employee participation program in place __Supervisors trained to facilitate employee participation __Procedures set up for employees to participate in activities (e.g., see next column) ranging from training to accident investigations	__Supervisors trained to facilitate employee participation __Employees encouraged to participate in tool box talks, hazard recognition/reporting, site inspections, safety rule development/revision, new hire & formal safety training, and accident investigations	__Employee participation is encouraged __Information is given to supervisors on how to involve employees __Employee suggestion/comment program implemented
Comments:		

NOTE: When compiling the partnership binder for the Verification Committee, ensure the tabs match this document. Place this document in front of tab A and ensure documents of proof are inserted into each tab. (e.g., sign-in sheets for training, meeting minutes with signatures and dates, etc.) NO BLANK FORMS. Turn the binder into the association office.