

NEW MEXICO
OSHA
*Application for
The Oil and Gas Safe Site Program*

with the

**Occupational Health and Safety Bureau
New Mexico Environment Department**

The Occupational Health and Safety Bureau (“OHSB”) of the New Mexico Environment Department and _____ (“*Program Participant*”) commit to fostering trust and respect for each other’s roles and responsibilities in the oil and gas safety process and to working as partners in achieving occupational safety and health for the oil and gas industry by:

- Building and maintaining a relationship based on open communication, respect, good faith, understanding, and fairness;
- Sharing information about new technology and best practices for improving occupational safety and health;
- Cooperating to achieve continuous improvement of safety training programs for the oil and gas industry;
- Providing ongoing recognition throughout the oil and gas industry for those companies that consistently demonstrate excellence in occupational safety and health; and
- Recognizing and embracing the responsibilities inherent in these roles.

Consistent with these commitments, OHSB and the *Program Participant* agree to the attached *Program Agreement*, the objectives of which are:

1. To reduce the number of injuries, illnesses and fatalities, with an emphasis on those resulting from falls, struck-by, caught-in mishaps, electrical, chemical exposures, fires, substance abuse, and vehicle accidents.
2. To increase the number of oil and gas companies that implement effective occupational safety and health programs;
3. To offer incentives to oil and gas companies that demonstrate effective implementation

and a commitment to continual improvement of their occupational safety and health programs; and

4. To decrease workers' compensation expenses.

The two levels of this *Program Agreement*, as defined in the attached document, will have terms of: maximum of eighteen months for Pre-Safe Site and two years for the Safe Site. If the *Program Participant* achieves Safe Site Level and remains eligible for participation, the *Program Agreement* may be renewed every two years at the request of the company.

This *Program Agreement* may be amended from time to time based on the consent of both parties. Either party may withdraw from the Partnership upon thirty days written notice to the other party.

Butch Tongate
Bureau Chief
Occupational Health and Safety Bureau
New Mexico Environment Department

Program Participant

_____, 2011

_____, 2011



The Oil and Gas Safe Site Program

With the

New Mexico Occupational Health and Safety Bureau

And

1. Employee/Employer Rights

- A. This Oil and Gas Safe Site Program does not affect an employee's rights under the Occupational Health and Safety Act, NMSA 1978, 50-9-1, et seq., and New Mexico Occupational Health and Safety Bureau regulations (collectively, "the OSHA").
 - 1) Employee rights guaranteed under OSHA, including walk-around rights, the right to file an occupational safety and health complaint, and the right to information collected pursuant to Occupational Safety and Health Administration ("OSHA") requirements (e.g., the OSHA 300 log and medical exposure records), are an integral part of an effective occupational safety and health program.
 - 2) The Program is intended to support maximum employee involvement in the day-to-day implementation of job site occupational safety and health programs, as well as the completion of employer self-audits, site inspections, job hazard analyses, occupational safety and health program reviews and incident investigations.
- B. The Program does not affect the rights of the employer guaranteed under the OSHA Act.
- C. Participation in the Program does not remove the employer's responsibility to comply with the rules and regulations adopted under OSHA, American Petroleum Institute (API), American National Standards Institute (ANSI), the American Conference of Governmental Industrial Hygienists (ACGIH), and National Fire Protection Association (NFPA), nor does it remove the employer's responsibility to comply with commitments negotiated via separate agreements with OHSB.

2. Safe Site Agreement Program

The Program is an objective, organized tool for oil and gas companies to use in evaluating, strengthening and measuring improvements in their occupational health and safety programs. It allows the companies to benchmark their programs against standards of excellence in twenty-one areas of the Verification Criteria Worksheet (see attachment 1).

A. Employer Eligibility.

Oil and gas site employers who request a consultation visit may be considered for participation in the Safe Site Program. In order to begin the process, the employer must:

1. Request a consultation visit that involves a full service safety and health hazard assessment for their New Mexico site operations;
2. Identify the area of operations that program participation will encompass (e.g. Basins);
3. Have at least one year of operating history of sites for which the employer is seeking Safe Site participation; and
4. Submit all requested and required paperwork including a signed Program Agreement.

B. Pre-Safe Site Program Requirements.

Those employers who do not meet the Safe Site requirements, but who exhibit a reasonable promise of achieving agreed-upon milestones and time frames for Safe Site may be granted Pre-Safe Site status. The requirements are as follows:

1. Receive a full-service safety and health consultation visit that includes a representative number (minimum of 25%) of their New Mexico work sites. The number may be increased as determined by the SSPC and rig visits will not be duplicated.
2. Post the List of Hazards and provide information to employees;
3. Correct all hazards identified by the consultant(s);
4. Submit hazard correction verification to the Consultation Program;
5. Attain a score of 70 or higher on the Verification Criteria Worksheet;
6. Implement the Action Plan developed with the Safe Site Program Coordinator (SSPC) outlining the necessary achievements and time frames required to achieve Safe Site status. Employer must provide timely progress reports to the SSPC.
7. Agree to notify the SSPC when changes in the working conditions or work processes occur that may introduce new hazards into the workplaces;
8. Agree to notify the SSPC when an out-of-state compliance inspection occurs, an incident results in a serious injury, or when an incident occurs that may affect continued participation in this program; and
9. Agree to random, unannounced rig visits or records review as determined by the SSPC to verify that the company continues to satisfy all Safe Site participation criteria and that all elements of an effective safety and health management system remain fully operational. These visits will be conducted at least once during a 12-month period while participation the program remains in effect.

C. Safe Site Program Requirements.

Those employers who have met the criteria for the Safe Site level of participation and such performance has been verified by the SSPC, the company will be recommended for the Safe Site acceptance. The requirements are as follows:

1. Meet all Eligibility and Pre-Safe Site Program Requirements;
2. Have an injury/illness rate for the preceding year that meets the program requirements;
3. Have not had a fatality or catastrophic event for which citations were issued within the past year;
4. Have all supervisors and foremen trained in an OSHA general industry hazard recognition class or equivalent (example: OSHA 30-hour); and
5. Attain a score of 90 or higher on the Verification Worksheet;

D. Certificate.

The Program participant will receive a certificate when the company has reached the Safe Site Level.

E. Program Planned Inspections.

Program participants will be exempt from New Mexico OSHA Programmed Planned inspections while in compliance with the program.

The Oil and Gas Safe Site Program
 Verification Criteria Worksheet

Company _____ NAICS _____

Authorizing company officer

Name _____

Title _____

Signature _____

Company contact person (e.g. Safety Director)

Name _____

Title _____

Signature _____

Beginning from the left-most column, check all items that apply under each section heading. If all items in left-most column are checked, record the score and then proceed down to the next section. If all items are not checked, proceed to the next column(s) to the right until all items in a column under a section heading can be checked. Record the score for the first column that has all items checked.

A. Management commitment: Review documents such as policy statements, company survey results on safety, employee suggestion letters.			
6 points	3 points	2 points	Score
Management <input type="checkbox"/> Participates in safety program <input type="checkbox"/> Participates in orientation and training programs <input type="checkbox"/> Sets objectives for safety program <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 activities	Management <input type="checkbox"/> Wants and supports safety but does not participate <input type="checkbox"/> Provides funds for safety activities	

B. <u>Employer policy statement on safety:</u> Review documents such as policy statements, safety manuals, policy and procedure manuals, company's organizational chart, supervisors and safety directors' job description.			
5 points	3 points	1 point	Score
Policy statement <input type="checkbox"/> Is in a safety and health manual <input type="checkbox"/> Is known by all employees <input type="checkbox"/> Defines purpose and scope of safety program <input type="checkbox"/> Emphasizes employer approach <input type="checkbox"/> Is signed and supported by top person(s) in company	Policy statement <input type="checkbox"/> Is in writing <input type="checkbox"/> Has not been explained to employees, but is posted <input type="checkbox"/> Authorizes loss prevention activities	Policy statement <input type="checkbox"/> Exists, but is not well known by employees	

C. <u>Responsibility for safety defined:</u> Review documents, such as policy statements, safety manuals, and letters from management regarding safety.			
5 points	3 points	1 point	Score
Responsibility for safety <input type="checkbox"/> Is in writing and part of safety manual <input type="checkbox"/> Is defined for everyone in company <input type="checkbox"/> Requires supervisors/foreman to play key roles	Responsibility for safety <input type="checkbox"/> Is defined for everyone in company <input type="checkbox"/> Requires supervisors/foreman to have key roles	Responsibility for safety <input type="checkbox"/> Rests primarily with designated safety personnel <input type="checkbox"/> Receives assistance with implementation of safety program from supervisory personnel	

D. <u>Experience modification rate (EMR):</u> Review documentation that supports company's EMR. Conduct random interviews of management personnel. Has NCCI or insurance company documents with EMR rates from previous years.			
4 points	2 points	1 point	Score
EMR <input type="checkbox"/> Is at or below 0.90 for each of last three years <input type="checkbox"/> Is compared to the costs of accidents and reviewed by Employer <input type="checkbox"/> Insurance lost runs are revised monthly	EMR <input type="checkbox"/> Is at or below 1.0 for each of last three years <input type="checkbox"/> The cost of accidents is reported to the project manager	EMR <input type="checkbox"/> Has decreased in two of the last three years	

E. <u>Resources for safety:</u> Review the company's annual budget or other supporting documents. Conduct random interviews of management personnel.			
4 points	2 points	1 point	Score
Resources for safety <input type="checkbox"/> Are established with input from managers, supervisors, and workers <input type="checkbox"/> Are based on planned programs <input type="checkbox"/> Are adequate to accomplish set goals <input type="checkbox"/> Are based on estimates made on savings contributed by safety program	Resources for safety <input type="checkbox"/> Are allocated annually, but not necessarily based on planned activities <input type="checkbox"/> Are adequate to accomplish set goals	Resources for safety <input type="checkbox"/> Are met by taking money from general funds on an as needed basis	

F. <u>Safety program goal setting:</u> Review documents such as policy statements, meeting notes, safety performance documents, company Continuous Improvement Program documents, and goals of safety director.			
4 points	3 points	1 point	Score
Safety program goal setting <input type="checkbox"/> Is based on a needs analysis <input type="checkbox"/> Is part of an action plan that is designed to accomplish goals / objectives <input type="checkbox"/> Requires feedback from those with assigned tasks <input type="checkbox"/> Is audited to assess plan effectiveness	Safety program goal setting <input type="checkbox"/> Annually defines safety program goals and objectives <input type="checkbox"/> Is communicated to employees <input type="checkbox"/> Requires feedback from those with assigned tasks	Safety program goal setting <input type="checkbox"/> Defines informally goals/objectives for attention and accomplishment <input type="checkbox"/> Results are discussed at least annually	

G. <u>Supervisory meetings:</u> Review documents such as meeting agendas, notes and minutes where safety items are noted. Check sign-in sheets to ensure that all supervisors were present.			
3 points	2 points	1 point	Score
Supervisory meetings <input type="checkbox"/> Are held at least monthly meetings and safety is on the agenda <input type="checkbox"/> Include a status report on job site safety activities <input type="checkbox"/> Include a review of injuries, accidents and incidents where corrective actions are discussed	Supervisory meetings <input type="checkbox"/> Are held occasionally and safety is on the agenda <input type="checkbox"/> Include a review of serious injuries, accidents and incidents	Supervisory meetings <input type="checkbox"/> Mention injuries, accidents and incidents but action is not always taken	

H. <u>Pre-planning for jobsite safety:</u> Review documents relating to job safety and / or job hazard analysis sheets, project check lists. Conduct random employee interviews.			
4 points	3 points	1 point	Score
Pre-planning <input type="checkbox"/> Is required at the bid stage <input type="checkbox"/> Includes a check list to be used by the supervisors to assure all exposures are considered <input type="checkbox"/> Provides lists of necessary equipment to be provided and precautions to be taken prior to or at the start of the job <input type="checkbox"/> Includes training for job supervisors	Pre-planning <input type="checkbox"/> Is required prior to mobilization <input type="checkbox"/> May not be complete, but safety equipment and procedures are provided when needed or asked for <input type="checkbox"/> Includes a check list to be used as a guide	Pre-planning <input type="checkbox"/> Is encouraged, but little or no formal pre-job safety planning program is provided	

I. <u>Employee participation:</u> Review documents including copies of programs in safety manuals and / or employee policies and procedures manuals, training records, safety toolbox talks sign-in sheets, employee incentive programs, and employee suggestion boxes. Conduct random employee interviews.			
4 points	2 points	1 points	Score
Employee participation <input type="checkbox"/> Is formalized and participation program in place <input type="checkbox"/> Is supported by supervisors who are trained to facilitate <input type="checkbox"/> Is required through procedures and activities ranging from training to accident investigations <input type="checkbox"/> Is effective for pre-task planning, hazard recognition / reporting, site inspections, safety rule development / revisions, orientation and safety training, and accident investigations	Employee participation <input type="checkbox"/> Is supported by supervisors who are trained to facilitate <input type="checkbox"/> Is encouraged for pre-task planning, hazard recognition / reporting, site inspections, safety rule development / revision, new hire and formal safety training and accident investigations <input type="checkbox"/> Is rewarded through an incentive program	Employee participation <input type="checkbox"/> Is encouraged by management <input type="checkbox"/> Is communicated to management through supervisors	

J. <u>New employee orientation:</u> Review documents such as orientation agendas and program materials, class rosters, safety manuals, employee handbooks and training videos.			
6 points	3 points	1 point	Score
New employee orientation <input type="checkbox"/> Is required for all new or transferred employees <input type="checkbox"/> Clearly defines and stresses employee safety responsibilities <input type="checkbox"/> Includes topics on safety rules, PPE, HAZCOM, emergency procedures, and hazard awareness <input type="checkbox"/> Requires employee to sign record sheet <input type="checkbox"/> Maintains documents that include date, trainer and topics covered <input type="checkbox"/> Includes participation of employer	New employee orientation <input type="checkbox"/> Provides basic safety information <input type="checkbox"/> Includes topics on safety rules, PPE, HAZCOM, emergency procedures, and hazard awareness <input type="checkbox"/> Maintains documentation of covered topics	New employee orientation <input type="checkbox"/> Is provided to most employees but individual training records are not always maintained	

K. <u>Safety rules:</u> Review documents such as job-site rules, safety manuals, contracts, and employee handbooks. Conduct random employee interviews.			
5 points	4 points	2 points	Score
Safety rules <input type="checkbox"/> Are in writing and communicated to all employees <input type="checkbox"/> Have been reviewed and updated within the past 12 months <input type="checkbox"/> Are concise and easy to understand <input type="checkbox"/> Are enforced equally among all employees <input type="checkbox"/> Are mandatory for managers, supervisors, employees and subcontractors	Safety rules <input type="checkbox"/> Are in writing and communicated to all employees <input type="checkbox"/> Are posted or available to all employees <input type="checkbox"/> Are enforced by most supervisors <input type="checkbox"/> Are communicated to subcontractors to follow	Safety rules <input type="checkbox"/> Are communicated, but are not all in writing <input type="checkbox"/> Are enforced when an infraction is identified <input type="checkbox"/> May be current, but have not been reviewed within the past two years	

L. <u>Employee safety training</u> : Review the safety training records of two randomly-selected employees.			
4 points	2 points	1 point	Score
<p>Employee safety training</p> <p><input type="checkbox"/> Is determined from a needs assessment, formal, provided and documented in areas such as industry specific hazard recognition, First Aid / CPR, standard specific OSHA topics, vehicle and heavy equipment (such as hoisting and rigging)</p> <p><input type="checkbox"/> Is formal and conducted by competent and/or qualified safety personnel</p> <p><input type="checkbox"/> Is comprehension with understanding verified and documented</p> <p><input type="checkbox"/> Is audited at least yearly to ensure effectiveness</p>	<p>Employee safety training</p> <p><input type="checkbox"/> Is often on-the-job, but conducted by competent or qualified safety personnel</p> <p><input type="checkbox"/> Is sometimes formal, but documentation is not always maintained in an easy-to-find manner</p>	<p>Employee safety training</p> <p><input type="checkbox"/> Is sometimes formal with verifiable documentation provided in most cases</p> <p><input type="checkbox"/> Is sometimes informal, but not always documented</p>	

M. <u>Inspections</u> : Review previous two months of randomly chosen inspection records. Conduct random employee interviews			
4 points	3 points	1 point	Score
<p>Inspections</p> <p><input type="checkbox"/> Are completed at least weekly by the site supervisor</p> <p><input type="checkbox"/> Are conducted and submitted daily on company vehicles</p> <p><input type="checkbox"/> Identify safety hazards and prioritize corrective actions</p> <p><input type="checkbox"/> Include paperwork to track corrective actions to completion</p> <p><input type="checkbox"/> Include audits to assess corrective action timeliness</p>	<p>Inspections</p> <p><input type="checkbox"/> Are conducted by an employer representative at least monthly</p> <p><input type="checkbox"/> Result in paperwork being filed</p> <p><input type="checkbox"/> Result in follow-up corrective actions being taken</p>	<p>Inspections</p> <p><input type="checkbox"/> Are conducted informally at random locations</p> <p><input type="checkbox"/> Identify hazards and corrective actions, but no records are maintained</p>	

N. <u>Supervisory training</u> : Review the safety training records of two randomly-selected supervisors. Conduct random supervisor interviews.			
8 points	5 points	3 points	Score
Supervisory training <input type="checkbox"/> Includes safety and health standards relating to the industry (30 hours) <input type="checkbox"/> Includes safety and industrial hygiene hazard recognition <input type="checkbox"/> Includes supervisory skills <input type="checkbox"/> Includes injury/accident/incident investigation <input type="checkbox"/> Includes job safety analysis <input type="checkbox"/> Includes site safety inspections <input type="checkbox"/> Is conducted at an in-house training facility or at a good outside training source <input type="checkbox"/> Encourages feedback from supervisors <input type="checkbox"/> Supervisors have access to dedicated safety staff or other safety professionals	Supervisory training <input type="checkbox"/> Includes safety and health standards relating to the industry (10 hours) <input type="checkbox"/> Includes hazard recognition <input type="checkbox"/> Includes emergency reporting <input type="checkbox"/> Includes supervisory skills <input type="checkbox"/> Includes injury/accident/incident investigation <input type="checkbox"/> Includes site safety inspections	Supervisory training <input type="checkbox"/> Included in mandatory training for all workers <input type="checkbox"/> Includes safety and health standards relating to the industry (less than 10 hours) <input type="checkbox"/> Some supervisors may be sent to outside training courses	

O. <u>Injury/accident/incident investigations</u> : Review investigation documents, near miss forms, recommendation reports, and written materials distributed following investigations Conduct random employee interviews.			
6 points	4 points	3 point	Score
Investigations <input type="checkbox"/> Require involvement of supervisors in all injuries/accidents/incidents and close calls <input type="checkbox"/> Include employees in most instances <input type="checkbox"/> Require all supervisors to be trained in the techniques of investigation <input type="checkbox"/> Require documentation reports for all injuries/accidents/incidents <input type="checkbox"/> Are reviewed by employer <input type="checkbox"/> Determine the root cause of accidents <input type="checkbox"/> Are shared with workers at all job locations <input type="checkbox"/> Document follow-up steps to assure corrective action are completed	Investigations <input type="checkbox"/> Require written reports for all injury/accidents/incidents <input type="checkbox"/> Require involvement of trained supervisors in most injuries/ accidents/incidents <input type="checkbox"/> Are reviewed by employer <input type="checkbox"/> Are shared with workers at all job locations	Investigations <input type="checkbox"/> Are informal and do not always include a written report <input type="checkbox"/> Include supervisory personnel who have the knowledge and know how to investigate an accident <input type="checkbox"/> May be conducted by persons other than a site supervisor	

P. <u>Use of personal protective equipment (PPE)</u> : Review documents such as training agendas, safety manual, safety policies, job-hazard analysis where PPE is identified, invoices, etc. At job site concentrate on housekeeping, wearing of PPE, and MSDS books.			
6 points	3 points	2 points	Score
<p>PPE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is determined by documented assessments <input type="checkbox"/> Is provided, paid for and its use is required as determined through documented assessments <input type="checkbox"/> Is approved for the identified hazards <input type="checkbox"/> Training is provided to communicate associated hazards, maintenance and company requirements <input type="checkbox"/> Needs are reviewed /assessed at least annually <input type="checkbox"/> Employees are aware of disciplinary consequences of not using PPE 	<p>PPE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is provided, paid for and its use is required as determined by the company <input type="checkbox"/> Employees are trained in use and maintenance of PPE <input type="checkbox"/> Employees reminded of PPE requirements during pre-task planning 	<p>PPE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is provided and its use encouraged <input type="checkbox"/> Employees are trained in use and maintenance of PPE 	

Q. <u>Performance audits</u> : (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. Conduct random employee interviews.			
4 points	3 points	2 points	Score
<p>Performance audits</p> <ul style="list-style-type: none"> <input type="checkbox"/> Include a safety program review at least annually to determine if it is producing desired results <input type="checkbox"/> Include a review method of changes (MOC) and their effectiveness <input type="checkbox"/> Are based on established criteria against which performance is measured <input type="checkbox"/> Include strong points and shortcomings to be discussed with individual supervisors <input type="checkbox"/> Are included in the overall rating of supervisors 	<p>Performance audits</p> <ul style="list-style-type: none"> <input type="checkbox"/> Include an informal safety program review at least annually to determine if it is producing desired results <input type="checkbox"/> Are based on established criteria that exists for more than half of the areas measured <input type="checkbox"/> Include a results conversation with individual supervisors 	<p>Performance audits</p> <ul style="list-style-type: none"> <input type="checkbox"/> Include a subjective review of safety activities made to judge if they are effective <input type="checkbox"/> Once completed, are returned/provided to each area that was audited 	

R. <u>Industrial hygiene policy:</u> Review documents such as safety manuals, documented assessments, job hazard analysis, and training. Interview employees to verify understanding.			
5 points	3 points	1 point	Score
The Company <input type="checkbox"/> Has completed a baseline hazard analysis to identify chemical and health hazards <input type="checkbox"/> Compares sampling to minimum exposure limits or is more restricted <input type="checkbox"/> Maintains records in logical order and includes sampling data <input type="checkbox"/> Trains workers to identify potential health hazards <input type="checkbox"/> Requires, provides and pays for related PPE	The Company <input type="checkbox"/> Has informally assessed the work areas to identify potential chemical and other industrial hygiene hazards <input type="checkbox"/> Includes employee protection in safety program and training <input type="checkbox"/> Has completed some baseline hazard analysis to identify health hazards	The Company <input type="checkbox"/> Has informally assessed the work areas to identify potential chemical and other industrial hygiene hazards <input type="checkbox"/> Provides and pays for PPE to lessen potential chemical exposures and other industrial hygiene hazards	

S. <u>Substance abuse policy:</u> Review documents such as safety manuals and / or employee manuals that provide the policy, employee assistance program, etc.			
4 points	2 points	1 point	Score
Substance abuse policy <input type="checkbox"/> Contains strict rules regarding drug and alcohol use <input type="checkbox"/> Requires drug testing for pre-hire, post accident, for cause and random <input type="checkbox"/> Includes drug and alcohol hazard recognition training for supervisors <input type="checkbox"/> Provides for an employee assistance program	Substance abuse policy <input type="checkbox"/> Includes substance abuse verbiage <input type="checkbox"/> Includes drug and alcohol hazard recognition training for supervisors	Substance abuse policy <input type="checkbox"/> Includes substance abuse verbiage, but company makes little effort to enforce policy	

T. <u>Motor vehicle safety policy</u> : Review documents such as manuals and / or employee manuals that provide the policy. Conduct random employee interviews.			
5 points	3 points	1 point	Score
Motor vehicle safety policy <input type="checkbox"/> Is developed and implemented through written motor vehicle safety policy <input type="checkbox"/> Defines guidelines for a formal defensive driving training that includes driving hazards <input type="checkbox"/> Requires accident and close call reporting and investigation <input type="checkbox"/> Includes the implementation of a fleet maintenance policy <input type="checkbox"/> Includes a review of driver's records at least annually	Motor vehicle safety policy <input type="checkbox"/> Includes safe driving verbiage <input type="checkbox"/> Is included in their new employee orientation <input type="checkbox"/> Requires accidents and close call reporting and investigation	Motor vehicle safety policy <input type="checkbox"/> Includes safe driving verbiage, but makes little effort is made to reinforce	

U. <u>Recordkeeping</u> : Review documents such as summary OSHA 300 logs, employee attendance records, and records of first aid cases. Conduct random review of employee records.			
4 points	3 points	1 point	Score
Recordkeeping <input type="checkbox"/> Includes accurate recording of OSHA log forms 300 and 300A <input type="checkbox"/> Includes training <input type="checkbox"/> Includes inspections, audits and corrective actions <input type="checkbox"/> Includes orientations <input type="checkbox"/> Includes injury/accident/incident investigations <input type="checkbox"/> Includes first aid treatment	Recordkeeping <input type="checkbox"/> Includes accurate recording of OSHA log forms 300 and 300A <input type="checkbox"/> Includes inspections <input type="checkbox"/> Includes accident investigations <input type="checkbox"/> Includes first aid treatment	Recordkeeping <input type="checkbox"/> Includes OSHA log forms 300 and 300A, but they may not be accurate	

Evaluation Scoring Matrix

Yes / No

___ Satisfactory filing of all requested material to evaluate self-evaluation score?

___ Submitted copies of the most recent three years of OSHA logs?

___ Submission of Experience Modification Rate (EMR) at or below 1.00 and attained signatures from employer's insurance carrier supporting the findings and recommending employer for program participation?

Section Heading	Self-Evaluation Score	Verification Score
A. Management commitment		
B. Employer policy statement on safety		
C. Responsibility for safety defined		
D. Experience modification rate (EMR)		
E. Resources for safety		
F. Safety program goal setting		
G. Supervisory meetings		
H. Pre-planning for jobsite safety		
I. Employee participation		
J. New employee orientation		
K. Safety rules		
L. Employee safety training		
M. Inspections		
N. Supervisory training		
O. Injury/accident/incident investigations		
P. Use of personal protective equipment (PPE)		
Q. Performance audits		
R. Industrial hygiene policy		
S. Substance abuse policy		
T. Motor vehicle safety policy		
U. Recordkeeping		

Award Levels based on point system:

Pre-Safe Site70-89

Safe Site 90 and over