

***Construction Agreement for Residential Employee Safety***  
**(“CARES Partnership Agreement”)**

*between the*

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

*and*

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

- Building and maintaining a relationship based on open communication, respect, understanding, good faith 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 residential construction industry;
- Providing ongoing recognition throughout the construction 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 CARES Participant agree to the attached CARES Partnership, 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, and electrical shock;
2. To increase the number of construction companies that implement effective occupational safety and health programs;
3. To offer incentives to contractors 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 phases of this Partnership Agreement, as defined in the attached document, will have terms of: six months for Entry Level; six months for Transitional Level; and two years for Superior Level. If the CARES Participant achieves Superior Level and remains eligible for participation, the Partnership Agreement may be renewed every two years at the request of the company.

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

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

\_\_\_\_\_, 2007

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\_\_\_\_\_, 2007

**Construction Agreement for Residential Employee Safety Partnership**  
**of the**  
**New Mexico Occupational Health and Safety Bureau**  
**and**

**1. Employee/Employer Rights**

- A. This Construction Agreement for Residential Employee Safety (“CARES”) Partnership 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 regulations (collectively, “the OHSA”).
  - 1) Employee rights guaranteed under OHSA, 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 CARES Partnership 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. This CARES Partnership does not affect the rights of the employer guaranteed under the OHSA.
- C. Participation in the CARES Partnership does not remove the employer’s responsibility to comply with the rules and regulations adopted under the OHSA, nor does it remove the employer’s responsibility to comply with commitments negotiated via separate agreements with OHSB.

**2. CARES Program**

- A. The CARES Program is an objective, organized tool for contractors to use in evaluating, strengthening and measuring improvements in their occupational health and safety programs. It allows contractors to benchmark their programs against standards of excellence in nineteen areas of the CARES Verification Criteria.
- B. The CARES Program has three levels. The Entry Level is based on a contractor’s self-evaluation of the content and performance of its occupational safety and health program

with assistance from the OHSB Consultation Program staff. Upon verification by the OHSB Consultant in charge of the CARES program that the contractor is making satisfactory progress toward achieving the goals of the CARES program, it will be elevated to the Transitional Level. When the contractor has met the criteria for the highest level of participation, and such performance has been verified by an OHSB Consultation Program site visit, the contractor will advance to the Superior Level. The criteria for participating at each level are listed in the Verification Criteria document.

C. The CARES Program application process has three phases.

- 1) Phase One is the application process. The contractor must complete the CARES Partnership application and an OHSB Consultation Request Form. As part of the application, the employer must submit the three most recent years of OSHA Forms 300 and 300A. OSHA 300 log data is used by the OHSB Consultation Program to evaluate applicants. The applicant must verify completion of Entry Level requirements on the Verification Criteria document.
- 2) Phase Two consists of a contractor rating the components of its occupational safety and health program using Verification Criteria for the Transitional Level. Rating numbers are totaled, providing a self-evaluation score. Self-evaluation scores are used to determine acceptance into the Transitional Level of the CARES Program. The score of at least 96 points moves the contractor from Entry Level to Transitional Level.
- 3) Phase Three consists of additional requirements for moving to the Superior Level. In order to move to the Superior Level, applicants:
  - a) Must have earned a program evaluation score of at least 158 on the Verification Criteria, as determined by the OHSB Consultant and approved by the Consultation Program Manager;
  - b) Must have an occupational injury and illness rate (total recordable cases), per Bureau of Labor Statistics data, that is 25 percent below the most recent national average for the contractor's North American Industrial Classification System (NAICS), using the three year average method;
  - c) Must supply a statement from their insurer confirming a comprehensive, baseline hazard survey has been conducted within the past three years;
  - d) Must not have had a fatality or catastrophic event within the past year; and
  - e) Must have trained all foremen and field supervisors in a 30-hour construction hazard recognition class, or equivalent.

## CARES AGREEMENT Verification Criteria

Company \_\_\_\_\_ NAICS \_\_\_\_\_

Authorizing Company Officer

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Company Contact Person (e.g., Safety Director)

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Beginning from the left-most column, check all items that apply under each section heading. If all items in left-most column are checked, proceed to next section. If all items in left column are not checked proceed to next column(s) to right until all items in column under the section heading can be checked.

| <b>A. <u>Employer Commitment.</u> Review documents such as policy statements, company surveys or survey results on safety, employee suggestion letters.</b>   |   |  |       |
|---|---|--|-------|
| Superior Level<br>10  | Transitional Level<br>6   | Entry Level<br>4   | Score |
| Employer<br><input type="checkbox"/> Participates in safety program<br><input type="checkbox"/> Sets objectives for safety<br><input type="checkbox"/> Requires feedback on program<br><input type="checkbox"/> Provides necessary funds<br><input type="checkbox"/> Includes safety as part of company-wide performance appraisals   | Management<br><input type="checkbox"/> Participates in safety program<br><input type="checkbox"/> Requires feedback on safety program<br><input type="checkbox"/> Provides funds for safety activities          | Management<br><input type="checkbox"/> Wants and supports safety but does not participate<br><input type="checkbox"/> Provides funds for safety activities |       |
| <b>B. <u>Employer Policy Statement on Safety.</u> Review documents, such as policy statements, safety manuals, and letters from management regarding safety.</b>  |   |  |       |
| Superior Level<br>12  | Transitional Level<br>6   | Entry Level<br>2   | Score |
| Safety policy<br><input type="checkbox"/> Is in writing<br><input type="checkbox"/> Is known to all employees<br><input type="checkbox"/> Is part of safety manual<br><input type="checkbox"/> Defines purpose and scope of safety program<br><input type="checkbox"/> Emphasizes employer approach<br><input type="checkbox"/> Is signed and supported by top person(s) in company | Safety policy<br><input type="checkbox"/> Exists/is in writing<br><input type="checkbox"/> Has not been explained to employees, but is posted<br><input type="checkbox"/> Authorizes loss prevention activities | <input type="checkbox"/> Safety policy exists but is not known by employees  |       |

Page 1 of 7C. **Responsibility for Safety Defined.** Review documents such as policy statements, safety manuals, policy and procedure manuals, company organizational chart, supervisors' and safety directors' job descriptions.

| Superior Level<br>6  | Transitional Level<br>4   | Entry Level<br>4  | Score |
|--|---|---|-------|
| Responsibility for safety<br><input type="checkbox"/> Defined for everyone in company<br><input type="checkbox"/> In writing and part of safety manual<br><input type="checkbox"/> Supervisors/foremen have key responsibilities | Responsibility for safety<br><input type="checkbox"/> Defined for everyone in company<br><input type="checkbox"/> Supervisors/foremen have key responsibilities | <input type="checkbox"/> Responsibility for safety rests solely with designated safety coordinator<br><input type="checkbox"/> Supervisory personnel do assist with safety program implementation |       |

**D. Experience Modification Rate (EMR).** 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.

| Superior Level<br>6  | Transitional Level<br>4   | Entry Level<br>2   | Score |
|--|---|--|-------|
| <input type="checkbox"/> EMR is below 0.85 for each of last three years.<br><input type="checkbox"/> Employer reviews the costs of accidents and how EMR affects company<br><input type="checkbox"/> Insurance lost runs revised monthly | <input type="checkbox"/> EMR is between 1.0 & 0.85 for each of last three years.<br><input type="checkbox"/> The cost of accidents is reported to the project manager | <input type="checkbox"/> EMR has decreased two of the last three years |       |

**E. Resources for Safety.** Review company's annual budget or other supporting documents. Conduct random interviews of management personnel.

| Superior Level<br>6  | Transitional Level<br>4   | Entry Level<br>2  | Score |
|--|---|---|-------|
| <input type="checkbox"/> Resource needs are established annually for safety<br><input type="checkbox"/> Resource needs are based on planned programs<br><input type="checkbox"/> Estimates are made on savings contributed by safety program | <input type="checkbox"/> An annual safety allocation is established but not necessarily based on planned activities<br><input type="checkbox"/> Safety budget provided. | <input type="checkbox"/> Money for safety is taken from general funds as needed |       |

**F. Safety Program Goal Setting.** Review documents such as policy statements, meeting notes, safety performance documents, company *Continuous Improvement Program* documents, and goals of the safety director.

| Superior Level<br>8  | Transitional Level<br>6  | Entry Level<br>4  | Score |
|--|--|---|-------|
| <input type="checkbox"/> Needs analysis is used to set safety program goals/objectives<br><input type="checkbox"/> An action plan is developed to accomplish goals/objectives<br><input type="checkbox"/> Feedback is required from those assigned tasks<br><input type="checkbox"/> Audits are made to assess action plan effectiveness | <input type="checkbox"/> Safety program goals and objectives are set annually<br><input type="checkbox"/> Employees are aware of the goals and objectives<br><input type="checkbox"/> Feedback is required from those assigned tasks | <input type="checkbox"/> Informal goals are set for accomplishment through the safety program<br><input type="checkbox"/> Results are discussed at least annually |       |

| <b>G. Employer Supervisory Meetings. Review documents such as meeting agendas, notes and minutes where safety items are noted.</b>   |   |   |              |
|--|---|---|--------------|
| <b>Superior Level<br/>6</b>  | <b>Transitional Level<br/>4</b>   | <b>Entry Level<br/>2</b>  | <b>Score</b> |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> At least monthly supervisor meetings are held with supervisors where safety is on the agenda</li> <li><input type="checkbox"/> Supervisors give a status report on job site safety activities</li> <li><input type="checkbox"/> Serious accidents are reviewed</li> </ul>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Occasional meetings are held with supervisors at which safety is on the agenda</li> <li><input type="checkbox"/> Serious accidents may be reviewed</li> </ul>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Accidents/Incidents are mentioned but no action is taken.</li> </ul>  |              |
| <b>H. Pre-Planning for Job-Site Safety. Review documents relating to job safety and/or job hazard analysis sheets, project check lists. Conduct random employee interviews.</b>  |   |   |              |
| <b>Superior Level<br/>8</b>  | <b>Transitional Level<br/>6</b>   | <b>Entry Level<br/>2</b>  | <b>Score</b> |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-job safety planning is required at the bid stage</li> <li><input type="checkbox"/> A check list is used by the supervisor to assure all exposures are considered</li> <li><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</li> <li><input type="checkbox"/> Job supervisors are trained in planning for safety</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-job safety planning is required prior to mobilization</li> <li><input type="checkbox"/> Safety equipment and safety procedures are provided when needed</li> <li><input type="checkbox"/> A check list is used as a guide</li> </ul>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> No formal pre-job safety planning program but some planning is done</li> </ul>  |              |
| <b>I. Employee Participation. 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.</b>  |   |   |              |
| <b>Superior Level<br/>6</b>  | <b>Transitional Level<br/>4</b>   | <b>Entry Level<br/>4</b>  | <b>Score</b> |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Employee participation program in place</li> <li><input type="checkbox"/> Supervisors trained to facilitate employee participation</li> <li><input type="checkbox"/> Procedures set up for employees to participate in activities (e.g., see next column) ranging from training to accident investigations</li> </ul>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Supervisors trained to facilitate employee participation</li> <li><input type="checkbox"/> Employees encouraged to participate in tool box talks, hazard recognition/reporting, site inspections, safety rule development/revision, new hire &amp; formal safety training, and accident investigations</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Employee participation is encouraged</li> <li><input type="checkbox"/> Information is given to supervisors on how to involve employees</li> </ul> |              |

**J. New Employee Orientation.** Review documents such as orientation agendas and program materials, class rosters, safety manuals, employee handbooks and training videos.

| Superior Level<br>8  | Transitional Level<br>8  | Entry Level<br>2  | Score |
|--|--|---|-------|
| <input type="checkbox"/> Formal orientation program is in effect for all new or transferred employees<br><input type="checkbox"/> Records maintained showing date, person doing orientation and items covered<br><input type="checkbox"/> Orientation includes training on safety rules, HAZCOM, major job hazard exposures, PPE, and emergency reporting procedures<br><input type="checkbox"/> Employer concern for safe job performance is stressed<br><input type="checkbox"/> Employee signs record sheet | <input type="checkbox"/> Orientation that includes information on safety is given to new employees<br><input type="checkbox"/> Documentation showing items covered is maintained<br><input type="checkbox"/> Orientation includes training on safety rules, HAZCOM, major job hazard exposures, PPE, and emergency reporting procedures<br><input type="checkbox"/> Job safety requirements are stressed | <input type="checkbox"/> Orientation is given to employees but no training records are maintained |       |

**K. Safety Rules.** Review documents such as job-site rules, safety manuals, contracts, and employee handbooks. Conduct random employee interviews.

| Superior Level<br>10  | Transitional Level<br>8   | Entry Level<br>6  | Score |
|---|---|---|-------|
| <input type="checkbox"/> Rules are in writing and are communicated to all employees<br><input type="checkbox"/> Rules are concise and easy to understand<br><input type="checkbox"/> Rules are enforced equally among all employees<br><input type="checkbox"/> Rules are updated on a regular basis<br><input type="checkbox"/> Subcontractors must follow safety rules. | <input type="checkbox"/> Rules are in writing and are communicated to all employees<br><input type="checkbox"/> Copies of rules are posted or available to all employees<br><input type="checkbox"/> Supervisors enforce most of the rules<br><input type="checkbox"/> Subcontractors must follow safety rules. | <input type="checkbox"/> There are some general rules<br><input type="checkbox"/> Rules are enforced most of the time<br><input type="checkbox"/> Rules have not been updated within past two years |       |

**L. Employee Safety Training.** Review the safety training records of two randomly-selected employees.

| Superior Level<br>6  | Transitional Level<br>4  | Entry Level<br>4  | Score |
|--|--|---|-------|
| <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, heavy equipment safety and trade specific safety (such as electrical safety, roofing, etc.)<br><input type="checkbox"/> Formal safety training conducted by competent or qualified safety instructors<br><input type="checkbox"/> Employee training comprehension/ understanding is verified and documented | <input type="checkbox"/> Some formal safety training provided and documented in areas such as first aid/CPR.<br><input type="checkbox"/> Informal safety training conducted by competent or qualified safety instructors | <input type="checkbox"/> Some formal safety training, with verifiable records provided In hazard recognition<br><input type="checkbox"/> Some informal safety training provided for categories found in far left column |       |

| <b>M. Inspections. Review inspection records. Conduct random employee interviews.</b>  |  |  |              |
|--|--|--|--------------|
| <b>Superior Level<br/>8</b>  | <b>Transitional Level<br/>6</b>  | <b>Entry Level<br/>2</b>   | <b>Score</b> |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Weekly job site inspections are made by the site supervisor</li> <li><input type="checkbox"/> Critical safety hazards are identified and checked</li> <li><input type="checkbox"/> A report is submitted on the results of the inspection</li> <li><input type="checkbox"/> Dates are set for assess corrective action effectiveness</li> </ul>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Monthly job site inspections are made by an employer representative</li> <li><input type="checkbox"/> A report on the results is filed</li> <li><input type="checkbox"/> Follow-up corrective action is taken</li> </ul>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Informal job site inspections made occasionally by the site supervisor with no reports submitted</li> </ul>  |              |
| <b>N. Supervisory Training. Review documentation of supervisory training.</b>  |  |  |              |
| <b>Superior Level<br/>28</b>   | <b>Transitional Level<br/>12</b>   | <b>Entry Level<br/>8</b>   | <b>Score</b> |
| <p>Supervisory training includes:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> First Aid/CPR</li> <li><input type="checkbox"/> Hazard Recognition</li> <li><input type="checkbox"/> Emergency Reporting</li> <li><input type="checkbox"/> OSHA 10 Hour or Greater</li> <li><input type="checkbox"/> Conducting Meetings</li> <li><input type="checkbox"/> Supervisory Skills</li> <li><input type="checkbox"/> Accident/ Incident Investigation</li> <li><input type="checkbox"/> Job Safety Analysis</li> <li><input type="checkbox"/> Job Safety Planning</li> <li><input type="checkbox"/> Train-the-trainer</li> <li><input type="checkbox"/> Job Site Safety Inspections</li> <li><input type="checkbox"/> Company has in-house facilities for training or has good outside training source</li> <li><input type="checkbox"/> Professional development courses offered</li> <li><input type="checkbox"/> Supervisors have access to a safety professional</li> </ul> | <p>Most supervisors receive training in:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hazard Recognition</li> <li><input type="checkbox"/> First Aid/CPR</li> <li><input type="checkbox"/> Emergency Reporting</li> <li><input type="checkbox"/> Supervisory Skills</li> <li><input type="checkbox"/> Accident/ Incident Investigation</li> <li><input type="checkbox"/> Job Site Safety Inspections</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Some supervisors are sent to outside training courses</li> </ul>   |              |
| <b>O. Accident Investigation. Review documents such as accident investigation and near miss forms, recommendation reports written following an accident investigation, materials company publishes following accidents, etc. Conduct random employee interviews.</b>   |  |  |              |
| <b>Superior Level<br/>14</b>   | <b>Transitional Level<br/>8</b>  | <b>Entry Level<br/>8</b>   | <b>Score</b> |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Accidents and near misses are investigated by site supervisor</li> <li><input type="checkbox"/> All supervisors are trained in the techniques of accident investigation</li> <li><input type="checkbox"/> Reports are completed for all accidents</li> <li><input type="checkbox"/> Employer reviews all accidents that exceed a set cost</li> <li><input type="checkbox"/> The basic causes of all accidents are determined</li> <li><input type="checkbox"/> Information learned is shared with all job sites</li> <li><input type="checkbox"/> There are follow-up steps to assure corrective action is taken</li> </ul>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> All accidents are investigated with a report written</li> <li><input type="checkbox"/> Supervisors are trained to make investigations</li> <li><input type="checkbox"/> Employer reviews all investigation reports</li> <li><input type="checkbox"/> Information on "serious" incidents is shared with employees on all job sites</li> </ul>                           | <ul style="list-style-type: none"> <li><input type="checkbox"/> Informal investigations are made with no written report</li> <li><input type="checkbox"/> Some supervisory personnel know how to investigate an accident</li> <li><input type="checkbox"/> Information gained is not shared on other job sites</li> <li><input type="checkbox"/> Persons other than the site supervisor conduct most investigations</li> </ul> |              |

**P. Use of Personal Protective Equipment (PPE).** Review documents such as training agendas, safety manuals, safety policies, job-hazard analysis where PPE is identified, invoices, etc. At job site, concentrate on housekeeping, wearing of PPE, location of MSDS books.

| Superior Level<br>12  | Transitional Level<br>6  | Entry Level<br>3   | Score |
|---|--|--|-------|
| <input type="checkbox"/> Assessments made to determine PPE needs<br><input type="checkbox"/> Employees trained in use and maintenance of PPE<br><input type="checkbox"/> Approved PPE used<br><input type="checkbox"/> PPE provided for employees<br><input type="checkbox"/> Employees aware of disciplinary consequences of not using PPE<br><input type="checkbox"/> PPE needs assessed annually | <input type="checkbox"/> PPE is provided and use is required<br><input type="checkbox"/> Employees trained in use and maintenance of PPE<br><input type="checkbox"/> Employees informed of PPE requirements for each job | <input type="checkbox"/> PPE is provided and its use encouraged<br><input type="checkbox"/> Some training is given in use and maintenance of PPE |       |

**Q. 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. Conduct random employee interviews.

| Superior Level<br>8  | Transitional Level<br>6  | Entry Level<br>4  | Score |
|--|--|---|-------|
| <input type="checkbox"/> Safety programs is reviewed at least semi-annually to determine if it is producing desired results<br><input type="checkbox"/> Criteria against which performance is measured are established<br><input type="checkbox"/> Results of performance review become part of overall rating of supervisors<br><input type="checkbox"/> Strong points and shortcomings are discussed with individual supervisors | <input type="checkbox"/> Safety programs is reviewed annually to determine if it is producing desired results<br><input type="checkbox"/> Performance criteria exist for more than half of the areas measured<br><input type="checkbox"/> Results are discussed with individuals supervisors | <input type="checkbox"/> Subjective review of safety activities made to judge if they are effective<br><input type="checkbox"/> Rating given to each area audited |       |

**R. Substance Abuse Policy.** Review documents such as safety manuals and/or employee manuals that provide the policy, employee assistance program, etc.

| Superior Level<br>8  | Transitional Level<br>4  | Entry Level<br>2  | Score |
|--|--|---|-------|
| <input type="checkbox"/> Company policy contains strict rules regarding drug and alcohol use<br><input type="checkbox"/> Company does drug testing for pre-hire, post accident and for cause<br><input type="checkbox"/> Company keeps counseling and testing records<br><input type="checkbox"/> Company has an Employee Assistance Program | <input type="checkbox"/> Company has substance abuse verbiage in company policy<br><input type="checkbox"/> Supervisors are trained in hazards of drugs and alcohol on the job | <input type="checkbox"/> Company has policy but makes no effort to enforce policy |       |

**S. Record-keeping. Review documents such as Summary OSHA 300 Logs, employee attendance records, and records of first aid cases. Conduct random review of employee records.**

| Superior Level<br>16  | Transitional Level<br>8  | Entry Level<br>2   | Score |
|---|--|--|-------|
| Records are kept on:<br><input type="checkbox"/> Inspections<br><input type="checkbox"/> Training<br><input type="checkbox"/> Orientations<br><input type="checkbox"/> Accident Investigations<br><input type="checkbox"/> First Aid Treatment<br><input type="checkbox"/> OSHA Log-Forms 300 and 300A<br><input type="checkbox"/> Hazard Communication Program<br><input type="checkbox"/> Employee Absences | Records are kept on:<br><input type="checkbox"/> OSHA Log-Forms 300 and 300A<br><input type="checkbox"/> Accident Investigations<br><input type="checkbox"/> Inspections<br><input type="checkbox"/> First Aid Treatment | <input type="checkbox"/> OSHA Log-Forms 300 and 300A are maintained according to OSHA requirements |       |

**EVALUATION SCORING MATRIX**

Yes/No

- Satisfactory filing of all requested material to validate self-evaluation score?
- Company submitted copy of Summary OSHA 300 Log? Most recent 3 years.
- Submission of Experience Modification Rate (EMR) from Workers' Compensation Insurance Carrier for prior 3 year period?
- Track Incident and Severity Rates. 3 years

|    |  | Self-Evaluation Score | Verification Score |
|----|--|-----------------------|--------------------|
| A. | Employer Commitment                        |                       |                    |
| B. | Employer Policy Statement on Safety        |                       |                    |
| C. | Responsibility for Safety Defined          |                       |                    |
| D. | Experience Modification Rate/Loss Ratio    |                       |                    |
| E. | Resources for Safety                       |                       |                    |
| F. | Safety Program Goal Setting                |                       |                    |
| G. | Employer Supervisory Meetings              |                       |                    |
| H. | Pre-planning for Job Site Safety           |                       |                    |
| I. | Employee Participation                     |                       |                    |
| J. | New Employee Orientation                   |                       |                    |
| K. | Safety Rules                               |                       |                    |
| L. | Employee Safety Training                   |                       |                    |
| M. | Inspections                                |                       |                    |
| N. | Supervisory Training                       |                       |                    |
| O. | Accident Investigation                     |                       |                    |
| P. | Use of Personal Protective Equipment (PPE) |                       |                    |
| Q. | Performance Audits                         |                       |                    |
| R. | Substance Abuse Policy                     |                       |                    |
| S. | Recordkeeping                              |                       |                    |
|    | <b>TOTAL</b>                               |                       |                    |

**Award Levels based on point system:**

- Entry ..... 55-95
- Transitional ..... 96-157
- Superior ..... 158-186