



National Utility Contractors Association of New Mexico

January 26, 2009

Dear NUCA of NM Member,

The NUCA of NM Safety Sub-Committee for the ZIA Partnership worked throughout 2008 to create an OSHA partnership that fits our members. We have had an Alliance with NMOSHA for several years and it has been very successful in the fact that we have trained hundreds of workers, and now work with NMOSHA to improve health and safety in the workplace. A partnership with NMOSHA is another step forward in advancing health and safety in the workplace, and NUCA of NM and your company's relationship with NMOSHA. You are still a member of the Alliance since it's main purpose is to train the workforce, but with the Partnership, you'll have an opportunity to be recognized and benefit from your efforts towards keeping your employees safe at work. I would like to introduce you to the Zia Partnership and encourage you to participate.

[Enclosed with this letter you will find several documents:](#)

- **NUCA of NM Zia Partnership** — this is the Association's agreement with NM OSHA and it outlines the responsibilities of participants in the partnership, the association as well as the benefits. This is for your information and file and does not have to be signed or returned.
- **2009 Zia Participation Agreement**—this document is a contract for you to participate in the Zia Partnership with NM OSHA. This document must be signed and returned.
- **Self Evaluation Form**— a two part form that lets you evaluate your level in the Partnership. Members will fit into 3 categories: Platinum, Gold and Silver. The benefits of each are listed on the fact sheet. Each level has its own criteria and each level its own benefits and responsibilities. This document must be returned.
- **Fact Sheet**—this document is a summary of the content and benefits of the Partnership.

[Answers to some questions you may have:](#)

- There is no cost to join the partnership
- It is not mandatory to join the partnership
- There is a verification process
- You must submit your 2009 Zia Partnership Agreement, Your self evaluation, and your 300A
- All information is submitted and kept confidential and is only used for verification purposes.
- The Partnership takes effect on April 1, 2009
- Applications must be turned in by no later than March 2nd, 2009 but please earlier if possible.
- You are still a member of the NUCA OF NM/OSHA Alliance

If you have any other questions, please call Jane Jernigan at NUCA of NM 505 888 0752



NUCA of NM ZIA PARTNERSHIP APPLICATION CHECKLIST

- **2009 Zia Partnership Agreement**

- **Self Evaluation Form**

- **OSHA 300A**

- **Contact Information**

Send to:

**NUCA of NM
PO Box 90847
Alb., NM 87199**



OSHA and NUCA of NM Zia Partnership Fact Sheet



Content

1. Goals and Objectives of Agreement

- To build partnerships and employer/employee relationships based on fairness, good faith and mutual respect, maintained through honest and open communication,
- To continually strive to improve the science of workplace safety through the adoption of new technologies, and improved management practices,
- To provide recognition and rewards for companies and workers, which demonstrate a consistent, pro-active approach to safety and health program management.

2. Benefits conferred at each Award level

Benefits

Zia Partnership Program benefits will be conferred annually. Subject to NMOSHA Validation that all requirements have been met, participant's benefits will take effect on April 1st and will expire on March 31st of the following year.

1. In recognition of their commitment to occupational safety and health, all Zia Partnership participants will receive certain benefits from NM OSHA. NM OSHA will:
 - a. provide recognition of Zia Partnership participants on its web site;
 - b. recognize Zia Partnership participants in its reports to federal OSHA; and
 - c. prepare a certificate for Zia Partnership participants identifying the contractor and its level of participation.
2. Zia Partnership participants at the Silver level:
 - a. will receive the benefits identified in Paragraph 1 of this section;
 - b. will not receive citations for non-serious violations, provided hazards are abated at the time of inspection and verified by compliance personnel; and
 - c. a contractor may not participate at the Silver level for more than two years.
3. Zia Partnership participants at the Gold level:
 - a. will receive the same benefits as Zia Partnership participants at the Silver level, and
 - b. in cases where a citation is issued, will be given maximum good faith, size and history penalty reductions outlined in the current NM OSHA Field Operations Manual (FOM).
4. Contingent on the successful conclusion of the NM OSHA validation, Zia Partnership participants at the Platinum level:
 - a. will receive the same benefits as Zia Partnership participants at the Gold level;
 - b. will be exempt from program planned inspections for the current year;
 - c. will undergo non-program planned inspections only in response to reports of imminent danger, fatalities/catastrophes, signed formal complaints and referrals (when an unprogrammed inspection takes place, NM OSHA will provide a copy of the complaint, referral and any resulting actions to NUCA of New of NM for

- consideration by the Zia Partnership Verification Committee defined below);
- d. will be able to resolve most referrals via telephone, fax or email;
 - e. absent cause, will be excluded from NM OSHA inspections conducted at a non-participant's job site; and
 - f. Will be given special recognition by NMOSHA designating the contractor as a Platinum level participant in the National Utility Contractors Association of New Mexico Zia Partnership with the award of a Platinum banner. The banner may be displayed at appropriate job sites after a verification inspection is conducted by NMOSHA. The contractor displaying the Platinum 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 status.
 - g. Members may publicize their participation in the National Utility Contractors Association of New Mexico Zia Partnership through job site signs, advertisements and other appropriate means.

3. **Cautionary Notes**

- Participation does not preclude OSHA presence on job sites
- Benefits do not necessarily extend to all contractors on job site (only those that participate in Partnership)



National Utility Contractors Association Zia Partnership

**Between the
Occupational Health and Safety Bureau
New Mexico Environmental Department
&
National Utility Contractors Association of New Mexico**

Purpose

The National Utility Contractors Association of New Mexico (NUCA of NM), and the Occupational Health and Safety Bureau of New Mexico (NMOSHA), 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

Our primary goals are as follows:

1. To provide leadership in creating a culture of full respect for the lives and sound health of New Mexico's construction workforce,
2. To continually seek better methods and technologies for reducing injuries, occupational illness, disease and fatalities in New Mexico's workplaces,
3. To foster and encourage the implementation and maintenance of best practice safety and training programs,
4. To foster and encourage the implementation and maintenance of effective safety program incentive and enforcement policies.
5. To focus primarily on the common job site hazards related to falls, electrocution, and accidental impact injuries,
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.

Strategies

Our Primary strategies include:

1. To build partnerships and employer/employee relationships based on fairness, good faith and mutual respect, maintained through honest and open communication,
2. To continually strive to improve the science of workplace safety through the adoption of new technologies, and improved management practices,
3. To provide recognition for companies and workers which demonstrate a consistent, proactive approach to safety and health program management.

Measurement Systems

1. The measurement system will use NMOSHA recordable injuries and illnesses to determine the total lost workday injury and illness rate for the participants and participant sites compared to the average for the construction industry in New Mexico and nationally.
2. Activity measures shall include the applicable number of construction workers trained. Intermediate measures will include the number of safety and health programs instituted and the number of participants in the partnership.
3. The total number of hazards documented during site inspections and corrected, in addition to a listing of improvements made to safety and health programs will be gathered.
4. Actions specific to NFPA 70E and work on live electrical, such as training records, PPE availability and use, and permits.

Employee/Employer Rights

1. The National Utility Contractors of New Mexico Zia Partnership Agreement does not affect the rights of employees under the OSHA Act and NMOSHA regulations.
 - a. 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 and medical records.
 - b. The National Utility Contractors of New Mexico Zia Partnership 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.

2. The National Utility Contractors of New Mexico Zia Partnership Agreement does not affect the rights employers are guaranteed under the OSHA Act, including the right to appeal or contest violations issued by NMOSHA.

3. Participation in the National Utility Contractors of New Mexico Zia Partnership does not abrogate an employer's responsibility to comply with the rules and regulations adopted under the OSHA Act, and does not abrogate its responsibility to comply with commitments negotiated via separate agreements with NMOSHA.

Benefits

Zia Partnership Program benefits will be conferred annually. Subject to NMOSHA Validation that all requirements have been met, participant's benefits will take effect on April 1st and will expire on March 31st of the following year.

2. In recognition of their commitment to occupational safety and health, all Zia Partnership participants will receive certain benefits from NM OSHA. NM OSHA will:
 - a. provide recognition of Zia Partnership participants on its web site;
 - b. recognize Zia Partnership participants in its reports to federal OSHA; and
 - c. prepare a certificate for Zia Partnership participants identifying the contractor and its level of participation.
2. Zia Partnership participants at the Silver level:
 - a. will receive the benefits identified in Paragraph 1 of this section;
 - b. will not receive citations for non-serious violations, provided hazards are abated at the time of inspection and verified by compliance personnel; and
 - c. a contractor may not participate at the Silver level for more than two years.
3. Zia Partnership participants at the Gold level:
 - a. will receive the same benefits as Zia Partnership participants at the Silver level, and
 - b. in cases where a citation is issued, will be given maximum good faith, size and history penalty reductions outlined in the current NM OSHA Field Operations Manual (FOM).
4. Contingent on the successful conclusion of the NM OSHA validation, Zia Partnership participants at the Platinum level:

- a. will receive the same benefits as Zia Partnership participants at the Gold level;
- b. will be exempt from program planned inspections for the current year;
- c. will undergo non-program planned inspections only in response to reports of imminent danger, fatalities/catastrophes, signed formal complaints and referrals (when an unprogrammed inspection takes place, NM OSHA will provide a copy of the complaint, referral and any resulting actions to NUCA of New of NM for consideration by the Zia Partnership Verification Committee defined below);
- d. will be able to resolve most referrals via telephone, fax or email;
- h. absent cause, will be excluded from NM OSHA inspections conducted at a non-participant's job site; and
- i. Will be given special recognition by NMOSHA designating the contractor as a Platinum level participant in the National Utility Contractors Association of New Mexico Zia Partnership with the award of a Platinum banner. The banner may be displayed at appropriate job sites after a verification inspection is conducted by NMOSHA. The contractor displaying the Platinum 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 status.
- j. Members may publicize their participation in the National Utility Contractors Association of New Mexico Zia Partnership through job site signs, advertisements and other appropriate means.

Program Participation – General Requirements

1. For each contractor wishing to participate in the National Utility Contractors Association of New Mexico Zia Partnership Program at the Gold, Silver or Platinum levels, NUCA-NM will provide NMOSHA a copy of the completed Partnership Participation Agreement.
2. The application consists of two parts. Part One will display performance data from the contractor's most current OSHA 300A. Part Two will consist of the applicants self-evaluation score for his/her safety and health program. The self-evaluation scores will be a factor for determining the participant's level. Silver level participants must show improvement and strive towards Gold level, and Gold level participants must show improvement and strive towards Platinum Level by improvement in score of self evaluation.

Program Participation – Level Requirements

1. Requirements for all applicants seeking entrance into the Silver Level:

- a. A Signed Participation Agreement, a copy of the company's OSHA Form 300A for the last three years and completed and scored self evaluation form.
- b. A written safety program and policy written consistent with OSHA requirements, and specific for the contractor's scope of work.
- c. A signed letter of commitment to workplace safety from the company owner or senior management.
- d. Employee involvement in program is actively encouraged.
- e. Weekly safety meetings are routinely conducted.
- f. OSHA 300A and self-evaluation score that reflect a responsible approach to job site safety.
- g. Documented safety training for general workforce in the four-focused hazard inspection areas: a. falls from elevation, b. struck-by falling or other moving objects, c. crushed or pinched-in-between accidents, and d. electrical hazards.
- h. Assigned competent person(s); (i.e. authorized by contractor to identify and correct hazards), in the four focused inspection areas and who has a minimum OSHA 10-Hour Certification.
- i. Support documentation is required for verification but will be maintained by the contractor for review upon request by the National Utility Contractors Association of New Mexico Zia Partnership Verification Committee.
- j. A self evaluation score of at least 75
- k. Member must conduct monthly self-audit reports for each of its job sites reflecting a consistent practice of identifying and correcting hazards which will be kept by the member.
- l. Continuous improvement towards gold level.

2. Requirements for all applicants seeking entrance into the Gold Level:

- a. All requirements for Silver level plus
- b. All construction site supervisors with safety training equivalent to OSHA 10-Hour Certification

- c. A self-evaluation score of a least 130.
- d. Continuous improvement towards platinum level

3. Requirements for all applicants seeking entrance into the Platinum Level:

Each member wishing to participate in the National Utility Contractors Association of New Mexico Zia Partnership at the Platinum level must provide NUCA of NM verification of the following criterion which will also be provided to NMOSHA, and demonstrate the following:

- a. All requirements for Gold Level plus
- b. A self-evaluation score of at least 175 for their current year.
- c. A recordable occupational injury and illness rate (total case per BLS formula) that is 25% below the most recent national average for the contractor's standard industrial specification code as determined by BLS.
- d. A copy of the completed National Utility Contractors Association of New Mexico Zia Partnership application, including a copy of the applicant's OSHA 300A.

Additional Platinum level criteria will be verified by the National Utility Contractors Association of New Mexico Zia Partnership Verification Committee shall include:

- a. Contractor self-evaluation score of at least 175
- b. At least one active job site visit by representatives of the National Utility Contractors Association of New Mexico Zia Partnership Verification Committee
- c. Confirmation that the contractor's safety and health program includes OSHA 10-Hour certification for all site supervisors or foremen.
- d. Confirmation that the contractor's safety and health program includes OSHA 30-Hour certification for superintendents with the training and ability to recognize and correct job site hazards.
- e. Demonstration that site-specific hazards are routinely checked for in addition to routine hazards listed in the company safety program.
- f. Evidence of employee involvement in such safety program activities as self-audits, site inspections, safety training, mishap and near-miss investigations.
- g. Absence of willful violations or repeated serious violations in the prior three years.

- h. Absence of fatalities or catastrophes in the prior three years that resulted in serious, willful or repeat citations related to the incident and
- i. Platinum level participants should send a representative to participate in the NUCA of NM Safety Committee meetings at least 50% of the time.
- j. Minimum OSHA 10 training in Spanish Language if company has Spanish speaking only employees.

OSHA Validation Procedures

1. NMOSHA will have the authority to validate information in the Zia Partnership Program applications of participants under the Zia Partnership Program in advance of benefits taking effect, and on a periodic basis thereafter, through job site visits and other means.
2. Information obtained by NMOSHA in connection with its Zia Partnership Program validation activities will not be used for compliance purposes and will not be shared with others, including other agencies of government.
3. Participants under the Zia Partnership Program retain the right to request the presence of their designated safety personnel in connection with NMOSHA validation activities at their job sites.

Zia Partnership Governance

1. Information submitted by contractors as part of their Zia Partnership Program application will be held in strict confidence by the Zia Partnership Program Committee. Note, however, that information normally provided for purposes of an OSHA investigation would still have to be provided on request by OSHA.
2. Any Zia Partnership Program participant may terminate their participation at anytime by notifying the Zia Partnership Verification Committee NUCA-NM in writing.

Loss of Benefits and Termination of Participation

1. Zia Partnership Verification Committee retains the right to downgrade or terminate a member's participation under the Zia Partnership Program under the following conditions:
 - a. Its validation activities reveal a significant deviation from participation criteria.

- b. The member is found to have falsified information on its Zia Partnership application or supporting records.
 - c. The member's injury/illness rate rises above the national average.
 - d. The member demonstrates a pattern of deficiencies evidencing willful disregard for the occupational health and safety of its employees.
2. The participant has 30 days to appeal the downgrade or termination.
3. A member's involvement in the Zia Partnership Program will be terminated by the NUCA of NM Verification Committee if it fails to maintain its status as a member.
4. A member's Zia Partnership Program achievement level shall not be transferable to another OSHA partnership program.

Zia Partnership Program Verification Committee

1. The NUCA of NM Zia Partnership Verification Committee will oversee activities under the Partnership. The Partnership Committee will include an occupational safety and health representative from designated NUCA member companies participating in the Partnership. NMOSHA will serve as advisor to the Zia Partnership Committee.
2. The Zia Partnership Verification Committee will:
 - a. Verify each application by confirming applicant's qualifications including: calculating, OSHA Incident rate and safety officer's qualifications.
 - b. Review all reports of complaints and referrals issued to Zia Partnership Partner's participants,
 - c. Make recommendations for changes and improvements to the Partnership,
 - d. Prepare necessary documents to support the Partnership, including an explanation of the Partnership for distribution to supervisor personnel of contractors participating in the Partnership
 - e. Have the authority to recommend reinstatement of any participant on the Zia Partnership 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, NMOSHA will conduct a follow-up validation visit with the submission of an appeal.

NUCA/OSHA-NM Partnership Review

1. NMOSHA and the NUCA of NM Zia Partnership Verification Committee will review the partnership each year in September.
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.
3. Participant protective programs for the focused four for construction hazards (falls, struck-by falling and other moving objects, caught-in between and crushed-by hazards and electrocutions) will be measured and compared against a baseline established in the first year of the Partnership.

Annual Evaluation

1. The program will be evaluated on an annual basis through the use of the Strategic Partnership Annual Evaluation format measurement system as specified in Appendix C of CSP 03-02-022, NMOSHA Strategic Partnership Program for Worker Safety and Health Directive.
2. It will be the responsibility of NUCA of NM to gather required participant data to evaluate and track the overall results and success of the partnership Program. This data will be shared with NMOSHA.
3. The Zia Partnership Verification Committee will prepare an annual report evaluation the merits of the program and providing recommendations for continuous improvement. The partnership annual report will be reviewed by NMOSHA and NUCA of NM, and may be revised based on recommendations for continuous improvement.
4. The Zia Partnership will have a term of three 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.



2009 Zia Participation Agreement

_____ (Company) wishes to be a Participant in the OSHA and NUCA of NM Zia Partnership that has been agreed to by the Occupational Health and Safety Bureau (OSHA) of the New Mexico Environment Department and the National Utility Contractors Association of New Mexico (NUCA of NM).

As a Participant under the Zia Partnership, (Company) has read and embraces the goals and objectives of the Partnership and commits

1. To comply with the terms and conditions of the Zia Partnership,
2. To cooperate in the development and continuous improvement of occupational safety and health programs for its employees, and
3. To ensure that its occupational safety and health policies are effective and consistent.

Company understands and agrees that as a Participant under the Zia Partnership,

1. The Zia Partnership Verification Committee will be notified of any complaints or violations of occupational safety and health standards by the Company,
2. It will keep its employees informed of the obligations the Company has accepted as a Zia Participant and the extent of benefits afforded under the Partnership.

Company understands that if it wishes to participate at the Platinum Level it must make available upon request Monthly Job-site Self-evaluation Reports for each of its job sites.

Company further understands that its involvement under the Zia Partnership may be terminated at any time if it fails to meet the terms and conditions of the Partnership and that it may withdraw as a Participant at any time by submitting written notification to NUCA of NM.

Agreed to _____, 20____

for NUCA of NM Member Company

NUCA of NM, Executive Director



NMOSHA and NUCA-NM Zia Partnership

Company _____

SIC _____

Corporate Office Contact

Name _____
 Title _____
 Signature _____

Date _____

Eligibility: To determine at which level of the Zia Partnership a member can qualify as a participant, the member must provide the NUCA of NM Zia Partnership Verification Committee with evidence of meeting each requirement listed below. After one year, the member may renew his or her participation in the Partnership.

Self Evaluation by Participant

PART I of II: 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.

A. Employer 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).				
10	5	2	0	Score
Employer <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	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"/> wants and supports safety but does not participate	Management <input type="checkbox"/> not included <input type="checkbox"/> has a hand-off approach (leaves safety to safety coordinator or supervisory personnel)	
Comments:				
B. Employer Policy Statement on Safety. Review documents, such as policy statements, safety manuals, and letters from management regarding safety.				
10	5	2	0	Score
Safety policy <input type="checkbox"/> is in writing <input type="checkbox"/> is known to all employees <input type="checkbox"/> is part of safety manual <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	Safety policy <input type="checkbox"/> exists/is in writing <input type="checkbox"/> has not been explained to employees, but is posted	<input type="checkbox"/> Safety policy exists but is not known by employees	<input type="checkbox"/> No policy exists	
Comments:				

C. 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.				
20	10	5	0	Score
Responsibility for safety <input type="checkbox"/> defined for everyone in company <input type="checkbox"/> in writing and part of safety manual <input type="checkbox"/> Supervisors/foremen have key responsibilities <input type="checkbox"/> Designated Safety Manger/Director	Responsibility for safety <input type="checkbox"/> defined for everyone in company <input type="checkbox"/> is not in writing <input type="checkbox"/> Supervisors/foremen have key responsibilities	<input type="checkbox"/> Responsibility for safety rests solely with designated safety coordinator <input type="checkbox"/> Supervisory personnel to not assist with safety program implementation	<input type="checkbox"/> Responsibility for safety is not defined within the company	
Comments:				
D. Experience Modification Rate (EMR). Review documentation that supports company's EMR.				
10	5	2	0	Score
<input type="checkbox"/> EMR is below 0.85 for each of last three years <input type="checkbox"/> Employer reviews the costs of accidents and how EMR affects company	<input type="checkbox"/> EMR is between 1.0 & 0.85 for each of last three years <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	<input type="checkbox"/> EMR is unknown <input type="checkbox"/> EMR has increased each of the past three years	
Comments:				
E. Resources for Safety. Review company's annual budget or other supporting documents. (Note: Company may provide annotated budget information in order to preserve confidentiality.)				
10	5	2	0	Score
<input type="checkbox"/> Resource needs are established annually for safety <input type="checkbox"/> Resource needs are based on planned programs	<input type="checkbox"/> An annual safety allocation is established but not necessarily based on planned activities <input type="checkbox"/> The item is adjusted based on previous years' expenses	<input type="checkbox"/> Money for safety is taken from general funds as needed	<input type="checkbox"/> Adequate resources are not made available for safety.	
Comments:				
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.				
10	5	2	0	Score
<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"/> Long and short term goals are set	<input type="checkbox"/> Safety program goals and objectives are set annually <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	<input type="checkbox"/> No goals or objectives for the safety program are established	
Comments:				
G. Employer Supervisory Meetings. Review documents such as meeting agendas, notes and minutes where safety items are noted.				
10	5	2	0	Score
<input type="checkbox"/> Employer conducts bi-monthly 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 quarterly 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"/> Annual meetings are held with supervisors at which safety is on the agenda <input type="checkbox"/> Supervisors are given safety information	<input type="checkbox"/> Employer holds no supervisor meetings at which safety is an agenda item	

		__ Serious accidents may be reviewed		
Comments:				
H. Pre-Planning for Job-Site Safety. Review documents relating to job safety and/or job hazard analysis sheets, project check lists.				
10	5	2	0	Score
__Pre-job safety planning is required prior to mobilization __A check list is used to assure all exposures are considered __Necessary equipment is provided and precautions are taken prior to or at the start of the job, not after problems have been encountered __Job supervisors are trained in planning for safety	__Pre-job safety planning is required prior to mobilization __Safety equipment and safety procedures are provided when needed __Training in pre-job safety planning is not required __A check list is used as a guide	__No formal pre-job safety planning program but some planning is done __No check list is used in pre-planning	__No pre-job safety planning is done	
Comments:				
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.				
10	5	2	0	Score
__Employee participation program in place __Supervisors trained to facilitate employee participation __Procedures set up for employees to participate in activities in tool box talks, hazard recognition/reporting, site inspections, safety rule development/revision, new hire & formal safety training, and 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	__No employee participation program	
Comments:				
J. New Employee Orientation. Review documents such as orientation agendas and program materials, SHIPs rosters, safety manuals and/or employee handbooks.				
10-15	5	2	0	Score
__Formal orientation program is in effect for all new or transferred employees __Orientation includes training on safety rules, HAZCOM, major job hazard exposures, PPE, and emergency reporting procedures __Employer concern for safe job performance is stressed __Orientation is offered to non English speaking employees in their native language (Add 5 additional points)	__Orientation that includes information on safety is given to new employees __Documentation showing items covered is maintained __Orientation includes training on safety rules, HAZCOM, major job hazard exposures, PPE, and emergency reporting procedures __Job safety requirements are stressed	__Orientation is given to employees but no training records are maintained	__No orientation is given to new employees	
Comments:				
K. Safety Rules. Review documents such as job-site rules, safety manuals, contracts, employee handbooks.				
10	5	2	0	Score
__Rules are in writing and are communicated to all employees __Rules are enforced equally among	__Rules are in writing and are communicated to all employees __Copies of rules are posted or	__There are some general rules __Rules are enforced	__There are no safety rules	

all employees __ Rules are updated on a regular basis __ Subcontractors must follow safety rules.	available to all employees __ Supervisors enforce most of the rules	most of the time __ Rules have not been updated within past two years		
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Comments:

L. Employee Safety Training. Review the safety training records.

15-20	10	5	0	Score
__ 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) __ Formal safety training conducted by competent or qualified safety instructors __ Employee training comprehension/ understanding is verified and documented __ Training is offered to non English speaking employees in their native language (Must include OSHA 10hr., Add 5 additional points)	__ Some formal safety training provided and documented in areas such as first aid/CPR and hazard recognition, specifically; falls from elevation, stuck by, caught in/between and electrical hazards. __ Formal training needs assessment conducted for workforce __ Informal safety training conducted by competent or qualified safety instructors __ Employee training comprehension/ understanding is verified and documented	__ Formal safety training, with verifiable records provided in hazard recognition __ Some informal safety training provided	__ No formal safety training provided	

Comments:

M. Toolbox Safety Meetings. Review documents such as copies of safety tool box talks and respective date and sign-in sheets.

10	5	2	0	Score
__ Meetings held weekly __ Conducted by supervisors __ Attendance and topic documentation kept __ Employees participate	__ Supervisors hold meetings at least monthly __ Attendance and topic documentation kept	__ Employer conducts meetings with all employees less than once a month	__ No meetings held with employees	

Comments:

N. Inspections. Review inspection records.

10	5	2	0	Score
__ Weekly job site inspections are made by the site supervisor __ Critical safety hazards are identified and checked __ A report is submitted on the results of the inspection __ Hazards are classified according to seriousness __ Dates are set for assessed corrective action effectiveness	__ Monthly job site inspections are made by an employer representative __ A report on the results is filed __ Follow-up corrective action is taken	__ Informal job site inspections made occasionally by the site supervisor with no reports submitted	__ No inspections are required	

Comments:

O. Supervisory Training. Review documentation of supervisory training.

15	10	5	0	Score
Supervisory training includes: __ First Aid/CPR	Most supervisors receive training in: __ Hazard Recognition	__ Some supervisors are sent to outside	__ The firm has no training for supervisors	

<input type="checkbox"/> Hazard Recognition <input type="checkbox"/> Emergency Reporting Procedures <input type="checkbox"/> OSHA 10 Hour or Greater <input type="checkbox"/> Conducting Meetings <input type="checkbox"/> Supervisory Skills <input type="checkbox"/> Accident Investigation <input type="checkbox"/> Job Safety Analysis <input type="checkbox"/> Job Safety Planning <input type="checkbox"/> Train-the-trainer <input type="checkbox"/> Job Site Safety Inspections <input type="checkbox"/> Human Relations <input type="checkbox"/> Company has in-house facilities for training or has good outside training source <input type="checkbox"/> Professional development courses offered <input type="checkbox"/> Supervisors have access to a safety professional	<input type="checkbox"/> First Aid/CPR <input type="checkbox"/> OSHA 10 hr. <input type="checkbox"/> Emergency Reporting Procedures <input type="checkbox"/> Human Relations <input type="checkbox"/> Supervisory Skills <input type="checkbox"/> Accident Investigation <input type="checkbox"/> Job Site Safety Inspections	training courses		
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Comments:

P. 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.

10	5	2	0	Score
<input type="checkbox"/> Accidents and near misses are investigated by site supervisor <input type="checkbox"/> All supervisors are trained in the techniques of accident investigation <input type="checkbox"/> Reports are completed for all accidents <input type="checkbox"/> Employer reviews all accidents <input type="checkbox"/> The basic causes of all accidents are determined <input type="checkbox"/> Information learned is shared with all job sites <input type="checkbox"/> There are follow-up steps to assure corrective action is taken	<input type="checkbox"/> All accidents are investigated with a report written <input type="checkbox"/> Supervisors are trained to make investigations <input type="checkbox"/> Employer reviews all investigation reports <input type="checkbox"/> Information on "serious" incidents is shared with employees on all job sites	<input type="checkbox"/> Informal investigations are made with no written report <input type="checkbox"/> Some supervisory personnel know how to investigate an accident <input type="checkbox"/> Information gained is not shared on other job sites <input type="checkbox"/> Persons other than the site supervisor conduct most investigations	<input type="checkbox"/> Accidents are not investigated to determine cause	

Comments:

Q. 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.

10	5	2	0	Score
<input type="checkbox"/> Assessments made to determine PPE needs <input type="checkbox"/> Employees trained in use and maintenance of PPE <input type="checkbox"/> Approved PPE used <input type="checkbox"/> PPE provided for employees <input type="checkbox"/> Employees aware of disciplinary consequences of not using PPE <input type="checkbox"/> PPE needs assessed annually	<input type="checkbox"/> PPE is provided and use is required <input type="checkbox"/> Employees trained in use and maintenance of PPE <input type="checkbox"/> Employees informed of PPE requirements for each job	<input type="checkbox"/> PPE is provided and its use encouraged <input type="checkbox"/> Some training is given in use and maintenance of PPE	<input type="checkbox"/> Use of PPE is left to the discretion of each employee, resulting in rare use	

Comments:

R. 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.				
10	5	2	0	Score
___ Safety programs is reviewed at least semi-annually to determine if it is producing desired results ___ Criteria against which performance is measured are established ___ Results of performance review become part of overall rating of supervisors	___ Safety programs is reviewed annually to determine if it is producing desired results ___ Performance criteria exist for more than half of the areas measured ___ Results are discussed with individuals supervisors	___ Subjective review of safety activities made to judge if they are effective ___ Rating given to each area audited	___ No review of safety performance made	
Comments:				
S. <u>Substance Abuse Policy.</u> Review documents such as safety manuals and/or employee manuals that provide the policy, employee assistance program, etc.				
10	5	2	0	Score
___ Company policy contains strict rules regarding drug and alcohol use ___ Company does drug testing for pre-hire, post accident and for cause ___ Company keeps counseling and testing records ___ Company has an Employee Assistance Program	___ Company has substance abuse verbiage in company policy ___ Supervisors are trained in hazards of drugs and alcohol on the job	___ Company has policy but makes no effort to enforce policy	___ Company has no policy regarding drugs, or alcohol abuse	
Comments:				
T. <u>Record-keeping.</u> Review documents such as Summary OSHA 300 Logs, employee attendance records, and records of first aid cases.				
10	5	2	0	Score
Records are kept on: ___ Inspections ___ Training ___ Orientations ___ Accident Investigations ___ First Aid Treatment ___ OSHA Log-Forms 300 and 300A ___ Hazard Communication Program ___ Employee Absences	Records are kept on: ___ OSHA Log-Forms 300 and 300A ___ Accident Investigations ___ Inspections ___ First Aid Treatment	___ OSHA Log-Forms 300 and 300A are maintained according to OSHA requirements	___ No records are kept on safety related activities	
Comments:				

PART II of II: For each item, indicate whether company has provided documentation. **(YES/NO)**

- ___ 1) Company provided evidence of construction site supervisors receiving training equivalent to the OSHA 10-hour construction safety course?
- ___ 2) Company provided evidence that designated safety personnel, through training and experience, are able to recognize work hazards and have the authority to take prompt corrective action? (Evidence of completion of training equivalent to the OSHA 30-hour Construction Safety course fulfills this requirement.)
- ___ 3) Company provided evidence of having written site specific safety and health program based on the ANSI A-10.38 guidelines or the OSHA 1989 Safety and Health Program Management Guidelines?

- _____ 4) Company provided evidence of employee involvement in the safety and health program (e.g., participation in self-audits, tool box talks, site inspections, job hazard analyses, safety and health program reviews, safety training, and mishap investigations)?
- _____ 5) Company provided evidence of effective employee training for avoidance of hazards specific to the contractor's job site(s)?
- _____ 6) Company provided evidence of implementing a fall protection program using conventional fall protection (i.e., the use of personal fall arrest systems, safety net systems or guardrail systems, as defined in 29 CFR 1926.502, is required and enforced when employees of the contractor or its subcontractors are performing work in excess of 6 feet above a lower level)?
- _____ 7) Company provided evidence of having no willful violations and no repeated serious violations in the last three years?
- _____ 8) Company provided evidence of having no fatalities or catastrophes in the last three years that resulted in serious, willful or repeat citations related to the incident?