



# 2019 **STEP** Instructions



We can show you more.®

Proud Sponsor of the ABC National  
Safety Excellence Award



## FREQUENTLY ASKED QUESTIONS ABOUT THE STEP PROGRAM

**PLEASE NOTE:** all paper applications submitted **MUST** include the \$35 application processing fee (waived for STEP Diamond (\$435) and Platinum (\$235) submissions as part of the standard application fee).

Want to save time and money? Submit the online STEP application!

- Auto-save your application and complete at your own pace
- Automatic calculation of STEP level upon submission

**Simplify your life—go to [abc.org/steppapp](http://abc.org/steppapp) and enter online today!**

### 1. Who should complete the STEP application?

STEP is a safety benchmarking and improvement tool. ABC encourages each participant to engage as many employees as possible in the process. Where possible, consider using a safety committee or a randomly selected and diverse sample of employees. For each of the 24 Key Components of a world-class safety management system, groups can either work on reaching a consensus or results can be averaged. More participants in the evaluation process will result in a truer assessment of your safety program and a more comprehensive look at areas for improvement.

### 2. What are the STEP achievement levels?

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

### 3. When is the STEP application due?

STEP applications are accepted throughout the year. However, in order to ensure receipt of your STEP certificate and achievement recognition at your chapter's safety awards ceremony, applications should be submitted online or returned to your local ABC chapter office by the chapter's STEP deadline. Check with your local chapter to see when your deadline is.

### 4. Is there a fee to participate in STEP?

There is no application fee for STEP involvement at the Participant, Bronze, Silver or Gold recognition levels if you submit your application online at [abc.org/steppapp](http://abc.org/steppapp). For all paper applications submitted, there is a \$35 application processing fee.

There is a fee of \$235 for each Platinum application submitted. This fee is only refundable if the application does not meet the minimum 24 Key Components qualifying score; any application submitted that does not qualify based on the Incidence Rate, Experience Modification Rate (EMR) and fatality qualifying criteria listed in the application instructions below WILL NOT BE REFUNDED. Payment

information should be submitted with the Platinum application; failure to do so may result in processing delays.

There is an application review fee of \$435 for each Diamond level application. This fee is only refundable if the application does not meet the minimum 24 Key Components qualifying score; any application submitted that does not qualify based on the Incidence Rate, Experience Modification Rate (EMR) and fatality qualifying criteria listed in the application instructions below WILL NOT BE REFUNDED. In order to reduce processing delays, please review the STEP Diamond qualifying criteria to determine if your company will qualify for Diamond recognition prior to submitting your application.

### 5. How do I submit my STEP application?

Fill out the online application at [abc.org/steppapp](http://abc.org/steppapp). Online STEP applications will be reviewed and verified by ABC National upon submission. All paper STEP applications should be submitted directly to your local ABC chapter for initial review and verification. For a list of ABC chapter locations, visit [abc.org/chapterlocator](http://abc.org/chapterlocator).

### 6. What if I am submitting identical applications to more than one ABC chapter for recognition?

If you are submitting identical copies of Participant, Bronze, Silver and Gold STEP applications to other ABC chapters, there is a "YES" box to check in Section 1 of the STEP application. Please indicate the other chapter(s) to which you will be submitting on the line below this "YES" box. In order to ensure recognition at all listed chapters, please submit your original STEP application to the chapter with the earliest listed deadline.

When submitting multiple identical STEP Diamond or Platinum applications, you must purchase at least one additional STEP Diamond or Platinum certificate for each chapter at which you want your company to be recognized. The additional STEP certificates cost \$50 for each framed certificate or \$15 for each unframed certificate. If you do not purchase the additional STEP Diamond or Platinum certificates, they will not be sent to the additional chapters and you will not be recognized as a STEP Diamond or Platinum recipient there. In order to ensure recognition at all listed chapters, please submit your original STEP application and payment to the chapter with the earliest listed deadline.

Example: Contractor is a member of two ABC chapters and qualifies for Platinum status.

- Contractor identifies their primary ABC chapter on the application form. The processing fee is \$235.
- Contractor checks the "Yes" box under "Is this IDENTICAL STEP application being used for other ABC chapters?" and identifies which chapters.
- Contractor wants a plaque for his secondary ABC chapter. The fee is \$50.

- Contractor submits a check in the amount of \$285 (\$235+\$50).

Please attach a copy of the original STEP Diamond or Platinum application fee check to all additional applications for verification purposes.

### **7. What if I am submitting distinctly different applications to more than one ABC chapter for recognition?**

If you are submitting distinctly different Participant, Bronze, Silver and Gold STEP applications to various ABC chapters, then check the “NO” box where it asks if “Identical STEP applications are being submitted.” There is no need to list the other ABC chapters on the line below this box. When submitting distinctly different STEP Diamond or Platinum applications, you must submit a check for \$235 (Platinum) or \$435 (Diamond) with each application.

Example 1: Contractor has three separate locations/divisions. Each location/division is a member of a different ABC chapter. Each location/division submits its own STEP Platinum application to its local chapter, along with a check for \$235.

Example 2: Contractor is a member of three ABC chapters and qualifies for Platinum level. Contractor submits one single application to Chapter 1, but also lists Chapter 2 and Chapter 3 in Section 1 of the STEP application. Check submitted with application to Chapter 1 = \$335. (\$235 for Chapter 1 Platinum application + \$50 for framed certificate for Chapter 2 + \$50 for framed certificate for Chapter 3).

Note: The number and type of certificates ordered should be indicated in the “STEP Diamond/Platinum Payment Information” section on the bottom right of the STEP application.

### **8. How do I submit STEP applications if my company has several locations or business units?**

You can prepare one entry encompassing the entire company that includes aggregate (company-wide) safety data. However, you may choose to submit separate STEP applications (with location-specific or company-wide data) to each local ABC chapter at which your company maintains membership.

Note: For consideration in the ABC National Safety Excellence Award competition and/or the Construction Users Round Table/Construction Industry Safety Excellence (CURT/CISE) awards, only companies whose STEP application reflects cumulative safety data from the entire company will be considered.

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

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

### **10. If my company is not a contractor, can it participate in the STEP program?**

Yes. ABC recognizes suppliers who provide resources for the

construction industry, including but not limited to:

- 423390 – Other Construction Material Merchant Wholesalers
- 423310 – Lumber, Plywood, Millwork and Wood Merchants
- 327320 – Ready-Mix Concrete Manufacturing
- 423510 – Metal Service Centers and Other Metal Merchant Wholesaler
- 423320 – Merchant wholesale distribution of stone, cement, lime, construction sand and gravel; brick, asphalt and concrete mixtures; and/or concrete, stone and structural clay products
- 327390 – Other Concrete Product Manufacturing. (This industry comprises establishments primarily engaged in manufacturing concrete products, except block, brick, and pipe).

### **11. Is the information submitted in my STEP application confidential?**

Yes. The information contained in each STEP application is viewed only by ABC staff and is kept strictly confidential. ABC does not disclose any company-specific STEP information. ABC accumulates aggregate data through the program to determine collective safety trends and this information becomes part of ABC's annual STEP data analysis, which serves as a member benchmarking tool.

### **12. Does ABC National keep a copy of the application?**

ABC National retains copies of all paper STEP applications for a period of five years and then destroys them. Information from all online applications is stored in ABC National's database in perpetuity.

### **13. Does STEP participation tie into other ABC recognition programs?**

Yes, ABC has two recognition programs that tie into STEP participation:

National Safety Excellence Award (NSEA) – Companies applying for the 2019 National Safety Excellence Award must have participated in STEP at the Gold, Platinum or Diamond level in 2019.

Accredited Quality Contractor (AQC) – Companies seeking AQC status must have participated in STEP at the Gold, Platinum or Diamond level during the previous or current year.

Excellence in Construction Awards (EIC) – Neither AQC status nor STEP Gold, Platinum or Diamond recognition are required for submitting an entry in ABC's national EIC awards program. However, EIC applicants with AQC status do earn an additional two points in the judging process.

### **14. Who do I contact if I have questions?**

Contact your local ABC chapter first. If the chapter is unable to provide the specific information you need, or if you are referred to the ABC National office, contact Amy Faris, manager of safety programs and initiatives at (202) 595-1855 or faris@abc.org.

## 2019 STEP QUALIFICATION CRITERIA

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### Participant Level

- a) Recognizes those who participate in STEP, but do not achieve the minimum 24 Key Components self-score<sup>1</sup> required for Bronze-level recognition.
- b) Must submit 2018 OSHA Form 300A ("Summary of Work-Related Injuries and Illnesses") with the application for data verification purposes.
- c) Applicant must have signed the Drug- and Alcohol-Free Workplace Pledge at drugfreeconstruction.org and have in place a documented substance abuse program that includes a drug/alcohol screening process.

### Bronze and Silver Levels

- a) Applicant achieves minimum 24 Key Components qualifying score for respective levels.<sup>1</sup>
- b) Must submit 2018 OSHA Form 300A ("Summary of Work-Related Injuries and Illnesses") with the application for data verification purposes.
- c) Applicant must have signed the Drug- and Alcohol-Free Workplace Pledge at drugfreeconstruction.org and have in place a documented substance abuse program that includes a drug/alcohol screening process.
- d) Incidence rate no greater than 25 percent (Silver) or 50 percent (Bronze) than the national BLS average for applicant's NAICS code for the two most recently published years of BLS data. (For companies with fewer than 100 employees, a three-year average may be used. For companies with fewer than 50 employees, a 5-year average may be used).

### Gold Level

STEP Gold is open to applicants who meet ALL of the following qualifications:

- a) Minimum Gold Level 24 Key Components self-score<sup>1</sup> required.
- b) Incidence rate<sup>2</sup> equal to or below the national BLS<sup>3</sup> average for applicant's NAICS<sup>4</sup> code for the two most recently published years of BLS data. (For companies with fewer than 100 employees, a three-year average may be used. For companies with fewer than 50 employees, a five-year average may be used).
- c) Must submit 2018 OSHA Form 300A ("Summary of Work-Related Injuries and Illnesses") with the application for data verification purposes. Note that, for applicants under 100 employees who are submitting based on their three-year incidence rate average, you must submit your 2016, 2017 and 2018 OSHA Form 300A. For applicants under 50 employees who are submitting based on their five-year incidence rate average, you must submit your 2014, 2015, 2016, 2017 and 2018 OSHA Form 300A.
- d) Applicant must have signed the Drug- and Alcohol-Free Workplace Pledge at drugfreeconstruction.org and have in place a documented substance abuse program that includes a drug/alcohol screening process.

### Platinum Level

STEP Platinum is open to applicants who meet ALL of the following qualifications:

- a) Minimum Platinum Level 24 Key Components self-score<sup>1</sup> required.
- b) Incidence rate<sup>2</sup> at least 25 percent below the national BLS<sup>3</sup> average for applicant's NAICS<sup>4</sup> code in the application year. (Note that the use of a three-year average is permitted for companies with fewer than 100 employees, and use of a five-year average is permitted for companies with fewer than 50 employees. Companies using the three-year incidence rate average must submit your 2016, 2017 and 2018 OSHA Form 300 and OSHA Form 300A. For companies under 50 employees who are submitting based on their five-year incidence rate average, you must submit your 2014, 2015, 2016, 2017 and 2018 OSHA Form 300 and OSHA Form 300A).
- c) No fatalities or in-patient hospitalizations (except for observation and diagnostic testing) within this application year. Also, no fatality or catastrophic incident within the previous three consecutive years, which resulted in an OSHA citation.
- d) No willful or serious OSHA citations (federal or state) within this application year or the previous three consecutive years.
- e) EMR ("mod factor") at or below 0.800 for application year (0.900 for companies with fewer than 100 employees). In some states, very small companies may have trouble reaching 0.900 even with three years of zero losses. Therefore, in place of the mod factor requirement, a company with fewer than 50 employees can meet this qualification if its three-year average workers' comp loss ratio is at or below 15 percent. A statement from your insurer must attest to this criterion.
- f) Applicant must have signed the Drug- and Alcohol-Free Workplace Pledge at drugfreeconstruction.org and have in place a documented substance abuse program that includes a drug/alcohol screening process.
- g) Site supervisory personnel have completed OSHA 10-hour construction safety course or equivalent.
- h) Have designated safety personnel with OSHA 30-hour construction safety course training or equivalent. These individuals, through training and experience, are able to recognize workplace hazards and have the authority to take prompt, corrective action.
- i) Site-specific safety and health programs in place.
- j) Employees actively involved in safety and health program (i.e., participation in self-audits, site inspections, job hazard analyses, safety and health program reviews, safety training, incident and good catch investigations, etc.).
- k) Employees trained in identification and control of hazards specific to the contractor's worksite(s)Safety

- I) Submit both the 2018 OSHA Form 300 (“Log of Work-Related Injuries and Illnesses”) with names removed and 2018 OSHA Form 300A (“Summary of Work-Related Injuries and Illnesses”) with the application for data verification purposes. Note that for applicants under 100 employees who are submitting based on their three-year incidence rate average, you must submit your 2016, 2017 and 2018 OSHA Form 300 and OSHA Form 300A. For companies under 50 employees who are submitting based on their five-year incidence rate average, you must submit your 2014, 2015, 2016, 2017 and 2018 OSHA Form 300 and OSHA Form 300A.
- m) Submit the \$235 application fee, which is refundable if the company fails to meet the minimum 24 Key Components qualifying score. Any application submitted that does not qualify based on the Incidence Rate, Experience Modification Rate (EMR), substance abuse policy and fatality qualifying criteria listed in the application instructions below WILL NOT BE REFUNDED. In order to reduce processing delays, please review the STEP Platinum qualifying criteria to determine if your company will qualify for Platinum recognition prior to submitting your application.

All STEP Platinum recipients are eligible to enter ABC's National Safety Excellence Award (NSEA) competition and the Construction Users Roundtable's Construction Industry Safety Excellence (CURT/CISE) award competition.

- Diamond Level**

Candidates must meet ALL of the Platinum qualifications, as well as the following:

- a) Incidence rate<sup>2</sup> at least 50 percent below the national BLS<sup>3</sup> average for applicant's NAICS<sup>4</sup> code in the current application year and each of the past two consecutive application years. (Note that the use of a three-year average is permitted for companies with fewer than 100 employees, and use of a five-year average is permitted for companies with fewer than 50 employees. Companies using the three-year incidence rate average must submit your 2016, 2017 and 2018 OSHA Form 300 and OSHA Form 300A. For companies under 50 employees who are submitting based on their five-year incidence rate average, you must submit your 2014, 2015, 2016, 2017 and 2018 OSHA Form 300 and OSHA Form 300A).
- b) EMR (“mod factor”) at or below 0.700 for STEP application year (0.800 for companies with fewer than 100 employees). In some states, very small companies may have trouble reaching 0.800, even with three years of zero losses. Therefore, in place of the mod factor requirement, a company with fewer than 50 employees can meet this qualification if its three-year average workers' comp loss ratio is at or below 10 percent. A statement from your insurer must attest to this criterion.
- c) Submit both the OSHA Form 300 (“Log of Work-Related Injuries and Illnesses”) with names removed and OSHA Form 300A (“Summary of Work-Related Injuries and Illnesses”) with the application for years 2016, 2017 and 2018 for data verification purposes. For companies under 50 employees who are submitting based on their five-year incidence rate average, you must submit your 2014, 2015, 2016, 2017 and 2018 OSHA Form 300 and OSHA Form 300A).
- d) Submit the \$435 application fee, which is refundable if the application does not meet the minimum 24 Key Components qualifying score. Any application submitted that does not qualify based on the incidence rate, EMR, substance abuse policy and fatality qualifying criteria listed in the application instructions WILL NOT BE REFUNDED. In order to reduce processing delays, please review the STEP Diamond qualifying criteria to determine if your company will qualify for Diamond recognition prior to submitting your application.

All STEP Diamond recipients are eligible to enter ABC's National Safety Excellence Award (NSEA) competition and the Construction Users Roundtable's Construction Industry Safety Excellence (CURT/CISE) award competition.

### Appeals of STEP Level

In certain instances, a company may feel that the STEP qualification criteria cannot be reasonably met and unfairly prohibit their company from being recognized at the appropriate STEP level. A company may appeal their STEP level to the ABC National Environment, Health & Safety (EH&S) Committee, who will review the application and supporting materials to make a determination for or against the appeal. Please note that ONLY the following criteria may be the cause of an appeal at this time:

- Total Recordable Incidence Rate (TRIR)
- Experience Modification Rate

### Notes:

1 24 Key Components Self-Score – ABC does not publish minimum qualification scores for the 24 Key Components.

2 Incidence Rate – Represents the number of OSHA recordable injuries/illnesses per 100 employees a company experiences in a given calendar year. It is calculated with the following formula:

$$\text{Incidence Rate} = N \times 200,000 / \text{Total hours worked by all employees in calendar year}$$

“N” represents the total number of OSHA recordable incidents for calendar year (Lines G + H + I + J on OSHA Form 300A)

The U.S. Bureau of Labor Statistics (BLS) has created an online Incidence Rate Calculator that may be accessed at [http://data.bls.gov/IIRC/?data\\_tool=IIRC](http://data.bls.gov/IIRC/?data_tool=IIRC).

3 BLS – For purposes of this application, see Bureau of Labor Statistics averages in the table on page 9.

4 NAICS – North American Industry Classification System. If you are unsure in which NAICS code your company should be classified, reference [www.census.gov/eos/www/naics/](http://www.census.gov/eos/www/naics/) for code definitions. NAICS code classification should represent the majority of the company's primary work. A sampling of construction NAICS codes and corresponding national BLS incident rates is listed in the STEP application instructions section.

# HOW TO COMPLETE THE 2019 STEP APPLICATION

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## SECTION 1: COMPANY INFORMATION

- Company name: Enter the name of your company as it appears in the ABC chapter membership record.
- Address and City/State/Zip: Enter the mailing address of the company location for which this application is being submitted. If you are submitting an application that covers multiple locations, enter the company's main address as it appears in the ABC chapter membership record.
- Contact Name: Enter the name of the person completing this STEP application. (Generally, this person should be the company's primary safety contact for this location.)
- Email: Enter the email address of the person completing this STEP application. Future STEP/NSEA correspondence will be sent to this email address.
- Chapter: List the ABC chapter to which this specific application is being submitted.
- This Application and Data: Check the first box if this application and data covers your entire company. Check the second box if the application and data apply only to a portion of your entire company/corporate entity (such as a specific division, location or department).
- Is this identical STEP application being submitted to other ABC Chapters?: Check No if this exact same STEP application is only being submitted to one ABC chapter. Check Yes if your company is submitting this exact same application (Section 2 data and Section 3 "24 Key Components") to more than one ABC chapter. In this case, list the other ABC chapters to which the application will be submitted.
- Primary NAICS Code: Enter the six-digit NAICS code listed on the 2018 OSHA Form 300A that is being submitted with this application. (Reference the table below for guidance as necessary.) This code should reflect the majority of work performed by your company.
- Incidence Rates: The table on page 8 lists, for each NAICS code, the current average BLS National Incidence Rate in the shaded column. This rate also reflects the maximum allowable for STEP Gold achievement. Beside it is the maximum allowable incidence rate for STEP Platinum and Diamond qualification. For incidence rate calculation purposes, ABC uses the standard BLS methodology of "rounding up" from the second (hundredth) decimal; for example, if your calculated incidence rate is 1.58, then it would be rounded up to 1.6.
- Work Type: Indicate the approximate percentage of your company's work that is considered residential, commercial and industrial (total must equal 100 percent).
- Percentage of Work Performed: Indicate the approximate percentage of your company's work that is performed within the specified distances of the company address listed on the application (total must equal 100 percent).

- Percentage of Your Contract Work: Indicate the approximate percentage of your company's annual contract work that is self-performed (performed by actual company employees) and that is contracted/subcontracted out (total must equal 100 percent).

## SECTION 2: SAFETY PERFORMANCE DATA

Specific instructions for completing the STEP application for ALL levels of recognition:

- Lines (a) through (h): Use your completed 2018 OSHA Form 300A ("Summary of Work-Related Injuries and Illnesses") to provide this data. Information in parentheses refers to lines on the OSHA Form 300A. Note: Items (b), (c) and (d) ask for cases, while (e) and (f) ask for days. Also, complete lines (g) and (h) using information from the "Establishment Information" section of the OSHA Form 300A.
- Experience Modification Rate as of Jan. 1, 2019 (EMR or mod factor): Contact your workers' compensation insurance carrier to obtain your EMR or mod factor for the calendar year beginning Jan. 1, 2019.
- Number of federal/state OSHA inspections in 2018: Enter the total number of times your company was inspected by OSHA in 2018 (either federal or state OSHA). If this application covers only a specific location/division of your company, only include the inspections encountered by that location/division.
- Number of federal/state OSHA final citations issued in 2018: Of the inspections listed in the previous question, enter any type of OSHA citations your company ultimately was issued that were adjudicated in 2018. If this application covers only a specific location/division of your company, only include the citations issued for that location/division.
- For calendar year 2016, 2017 or 2018 have you had any employee fatalities corporate-wide that resulted in an OSHA citation: This question applies to your entire company, regardless of whether this application only covers a specific location, department or division. Check Yes if, in 2016, 2017 or 2018 there were any employee fatalities within your entire company/corporation that resulted in one or more federal/state OSHA citations being issued.
- Length of safety portion of new-hire orientation (in minutes): Indicate the number of minutes devoted to safety during your company's new employee orientation.
  - Do you conduct site-specific safety orientations for all employees: Check Yes if you conduct safety orientations/briefings for employees that are specific to each jobsite and are separate from the safety portion of new-hire orientations.
- Do you track good catches (AKA near misses/hits): do you record/track incidents that did not cause injury but, had circumstances or conditions been different (i.e. if an employee

would have been standing in the spot where falling materials/tools struck), would have resulted in injuries or fatalities and/or an OSHA citation.

- If yes, how many did you record in 2018: enter the number of good catches that you recorded last year.
- Toolbox safety talks frequency: Check the box that indicates how frequently your company conducts toolbox safety talks. If your company does not conduct toolbox safety talks, or if it conducts them on a frequency not listed, check the box marked "Other."
- Do you establish/participate in site safety committees at each jobsite: if you are a general contractor/construction manager, do you establish a safety committee comprised of employees and management on each jobsite where you work. If you are a subcontractor, do you participate in safety committees that are set up by the general contractor/construction manager.
- Do you conduct safety training for employees beyond owner/user-required training: does your company routinely conduct training for its' employees that is not specifically required by the client that improves the expertise/proficiency of the employee in regards to performing their work safely (for example, safety leadership development courses, tool/equipment training, supplemental craft training, etc.).
- Have you signed the Drug- and Alcohol-Free Workplace Pledge at drugfreeconstruction.org: all STEP participants are required to sign the Pledge committing their company to providing a workplace free from substance abuse and to enacting a substance abuse policy with testing procedures. **THIS IS A REQUIREMENT FOR STEP PARTICIPATION.**
- Do you regularly establish and implement regular Job Safety Analyses (JSA), Job Hazard Analyses (JHA), Pre-task Plans (PTP) or the equivalent prior to beginning a specific task?
- Do you conduct regular Jobsite Safety Analyses/Jobsite Hazard Analyses? Indicate whether your company conducts JSAs/JHAs at regular intervals. JSAs/JHAs are conducted to identify existing or potential hazards in and around the jobsite, methods to eliminate or reduce exposure to the hazards and any training/resources required to help employees recognize the hazards.
- All applicants **MUST** include a copy of their OSHA Form 300A with this STEP application.
- Platinum applicants also must include a copy of their OSHA Form 300 with employee names removed. Diamond applicants must include copies of their 2016, 2017 and 2018 OSHA Forms 300 and 300A. **FAILURE TO SUBMIT THE REQUIRED PAPERWORK CAN RESULT IN DISQUALIFICATION FROM THE STEP EVALUATION PROCESS.**
- Companies with under 100 employees will be asked to provide copies of their 2016, 2017 and 2018 OSHA form 300A.

Companies with under 50 employees will be asked to provide copies of their 2014, 2015, 2016, 2017 and 2018 OSHA form 300A. Companies under 10 employees are not required to submit OSHA forms

### SECTION 3: 24 KEY COMPONENTS OF SAFETY SELF-ASSESSMENT

After completing the 24 Key Components of Safety Self-Assessment section of this application, record the individual sub-scores for (A) through (T) into the respective boxes in this section. Total the scores and enter this number into the "Total Score" box. Only select the score which accurately describes your company's actions/policies—scores recorded that are not listed in the individual Key Components will be rounded down to the next listed score.

- Are you part of ABC's AQC program: Indicate whether you participate in ABC's Accredited Quality Contractor (AQC) program.
- I have read and understand all qualifying requirements and instructions (initial here): all STEP applicants must initial this line to confirm that they fully acknowledge and understand the rules, requirements and qualifying criteria contained in the STEP application book. Any application submitted that does not qualify for STEP Platinum or Diamond based on the incidence rate, EMR, substance abuse policy and fatality qualifying criteria listed in the application instructions below **WILL NOT BE REFUNDED**.
- Initials are required to confirm that the applicant has read and understands the qualifying criteria and STEP instructions outlined in this book.

### SECTION 4: COMPANY AND ABC CHAPTER CERTIFICATION

- Print Name/Title/Signature: Print name, title and sign on the appropriate lines. Note that this person **MUST** be the same person that signs the OSHA Form 300A (or owner/executive-level management).
- ABC Chapter Representative/Signature: After you have completed the company's STEP application, forward it with **ALL** required documentation to your local ABC chapter office. Once received, your ABC chapter representative will review and endorse the form and forward it to ABC National for processing.

Note: Processing of applications received without the endorsement of the local ABC chapter will be delayed.

### PROVISIONAL STEP LEVEL (ONLINE APPLICATIONS ONLY)

All online applicants will be notified instantly of their provisional STEP level upon submitting all required information. This is a provisional notification; final notification will occur when the STEP award is presented to the applicant upon review and confirmation of data by ABC National.

## MAXIMUM ALLOWABLE INCIDENCE RATES BY NAICS CODE

NAICS Code	SIC Code	NAICS Category	STEP Silver Maximum Incidence Rate	STEP Bronze Maximum Incidence Rate	BLS Average/STEP Gold Maximum Incidence Rate	STEP Platinum Maximum Incidence Rate	STEP Diamond Maximum Incidence Rate
236110	1521, 1522	Residential Building Construction	4.9	4.1	3.3	2.5	1.7
236115	1521	New Single-Family Housing Construction (except Operative Builders)	4.9	4.1	3.3	2.5	1.7
236117	1531	New Housing Operative Builders	4.9	4.1	3.3	2.5	1.7
236118	1521	Residential Remodelers	4.9	4.1	3.3	2.5	1.7
236210	1541	Industrial Building Construction	4.0	3.3	2.7	2.0	1.4
236220	1542	Commercial and Institutional Building Construction	4.0	3.3	2.7	2.0	1.4
237110	1623	Water and Sewer Line and Related Structures Construction	4.5	3.7	3.0	2.3	1.5
237120	1623	Oil and Gas Pipeline and Related Structures Construction	1.2	1.0	0.8	0.6	0.4
237130	1623	Power/Communication Line and Related Structures Construction	3.9	3.2	2.6	2.0	1.3
237210	1629	Land Subdivision	3.7	3.1	2.5	1.9	1.3
237310	1611, 1622	Highway, Street, and Bridge Construction	4.8	4.0	3.2	2.4	1.6
237990	1629	Other Heavy and Civil Engineering Construction	2.5	2.1	1.7	1.3	0.9
238110	1771	Poured Concrete Foundation and Structure Contractors	5.8	4.8	3.9	2.9	2.0
238120	1791	Structural Steel and Precast Concrete Contractors	7.3	6.1	4.9	3.7	2.5
238130	1751	Framing Contractors	11.2	9.3	7.5	5.6	3.8
238140	1741	Masonry Contractors	4.6	3.8	3.1	2.3	1.6
238150	1793	Glass and Glazing Contractors	5.7	4.7	3.8	2.9	1.9
238160	1761	Roofing Contractors	6.6	5.5	4.4	3.3	2.2
238170	1761	Siding Contractors	5.8	4.8	3.9	2.9	2.0
238190	1741, 1742	Other Foundation, Structure and Building Exterior Contractors	5.1	4.2	3.4	2.6	1.7
238210	1731	Electrical Contractors and Other Wiring Installation Contractors	3.3	2.7	2.2	1.7	1.1
238220	1711	Plumbing, Heating, and Air Conditioning Contractors	5.5	4.6	3.7	2.8	1.9
238290	1796	Other Building Equipment Contractors	3.4	2.8	2.3	1.7	1.2
238310	1742	Drywall and Insulation Contractors	5.7	4.7	3.8	2.9	1.9
238320	1721	Painting and Wall Covering Contractors	4.9	4.1	3.3	2.5	1.7
238330	1752	Flooring Contractors	4.9	4.1	3.3	2.5	1.7
238340	1743	Tile and Terrazzo Contractors	4.0	3.3	2.7	2.0	1.4
238350	1751	Finish Carpentry Contractors	3.4	2.8	2.3	1.7	1.2
238390*	1751	Other Building Finishing Contractors	6.7	5.6	4.5	3.4	2.3
238910	1794	Site Preparation Contractors	4.0	3.3	2.7	2.0	1.4
238990	1799	All Other Specialty Trade Contractors	4.5	3.7	3.0	2.3	1.5
327320	3273	Ready-Mix Concrete Manufacturing	4.6	3.8	3.1	2.3	1.5
423310	5031, 5939	Lumber, Plywood, Millwork, and Wood Panel Merchant Wholesalers	4.6	3.8	3.1	2.3	1.5
423320	5032	Brick, Stone, and Related Construction Material Merchant Wholesalers	4.6	3.8	3.1	2.3	1.5
423390	5039	Other Construction Material Merchant Wholesalers	4.6	3.8	3.1	2.3	1.5
423510	5051	Metal Service Centers and Other Metal Merchant Wholesalers	4.6	3.8	3.1	2.3	1.5
541380	8734	Testing Laboratories	4.9	4.1	3.3	2.4	1.6

# 2019 STEP APPLICATION FORM (Want to save money? Apply online at [abc.org/stepapp](http://abc.org/stepapp))

**Note: ALL paper applications MUST include payment of the \$35 application processing fee**

## SECTION 1: COMPANY INFORMATION

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Chapter: \_\_\_\_\_

This application and data:  Represents entire company

Represents specific location, dept. or div.

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

Yes  No If Yes, which chapters? \_\_\_\_\_

Primary NAICS Code 23 \_\_\_\_\_ (as entered in your OSHA 300A)

Supplier codes accepted: 423390, 327320, 423510, 423310, 423320, 327390

Work Type: Residential \_\_\_\_\_ % Commercial \_\_\_\_\_ %

Industrial \_\_\_\_\_ % Public works/Military \_\_\_\_\_ %

Percentage of work performed: <100 miles of HQ \_\_\_\_\_ %

Within 101-250 miles \_\_\_\_\_ % >250 miles \_\_\_\_\_ %

Percentage of your contract work: Self-performed \_\_\_\_\_ %

Sub-Contracted \_\_\_\_\_ %

Annual volume (work in place): \_\_\_\_\_

Do you use STEP as a pre-qualifier?  Yes  No

## SECTION 2: SAFETY PERFORMANCE DATA Refer to your 2018 OSHA FORM 300A for items (a) through (h)

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

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

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

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

Yes  No If yes, how many did you record in 2018? \_\_\_\_\_

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

Toolbox safety talks frequency:  Daily  Weekly  Bi-weekly  Monthly  Other

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

Do you establish/participate in site safety committees at each jobsite?  Yes  No

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

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

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

Yes  No

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

Have you signed the Drug- and Alcohol-Free Workplace Pledge at [www.drugfreeconstruction.org](http://www.drugfreeconstruction.org)?  Yes  No

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

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

Experience Modification Rate as of Jan. 1, 2019 (EMR or "mod factor"—contact insurance company) \_\_\_\_\_

Number of federal/state OSHA inspections in 2018 \_\_\_\_\_

Do you regularly establish pre-task plans/safety task analyses for work?  Yes  No

Number of federal/state OSHA citations adjudicated issued (after settlements) in 2018 \_\_\_\_\_

Do you conduct regular Jobsite Safety Analyses (JSAs)/Jobsite Hazard Analyses (JHAs)?

Willful \_\_\_\_\_ Repeat \_\_\_\_\_ Serious \_\_\_\_\_ Other than Serious \_\_\_\_\_

Yes  No

De Minimis \_\_\_\_\_

For calendar year 2016, 2017 or 2018 have you had any employee fatalities corporate-wide that resulted in an OSHA citation?  Yes  No

Length of safety portion of new-hire orientation (in minutes): \_\_\_\_\_

**NOTE: REQUIRED FOR PARTICIPATION IN STEP!**

**SECTION 2: SAFETY PERFORMANCE DATA (Continued)**

Please indicate the organizations your company uses for insurance brokerage, carrier, and insurance surety. (Check all that apply)

<input type="checkbox"/> ACSTAR	<input type="checkbox"/> Hudson Insurance	<input type="checkbox"/> South Coast Surety
<input type="checkbox"/> Alliant Insurance	<input type="checkbox"/> INSURICA	<input type="checkbox"/> Surety One
<input type="checkbox"/> Arch Insurance	<input type="checkbox"/> JW Surety Bonds	<input type="checkbox"/> The Graham Company
<input type="checkbox"/> Captive Program	<input type="checkbox"/> Liberty Mutual	<input type="checkbox"/> The Guarantee USA
<input type="checkbox"/> CCI Surety	<input type="checkbox"/> Marsh & McLennan	<input type="checkbox"/> The Hartford
<input type="checkbox"/> Chubb	<input type="checkbox"/> Merchants Bonding Co	<input type="checkbox"/> The Nitsche Group
<input type="checkbox"/> CNA / CNA Surety	<input type="checkbox"/> Nationwide	<input type="checkbox"/> Travelers
<input type="checkbox"/> FCCI Surety	<input type="checkbox"/> Old Republic Surety	<input type="checkbox"/> Zurich
<input type="checkbox"/> FICOH (First Insurance Co of Hawaii)	<input type="checkbox"/> Philadelphia Insurance Companies	<input type="checkbox"/> Other: (Please list company) _____
<input type="checkbox"/> Hanover Insurance	<input type="checkbox"/> RLI Surety	

**SECTION 3: 24 KEY COMPONENTS SAFETY SELF-ASSESSMENT**

Use the enclosed self-assessment worksheet to calculate scores

1. Employer Involvement	_____	16. Incident Investigation	_____
2. Employer Policy Statement on Safety	_____	17. Use of Personal Protective Equipment (PPE)	_____
3. Responsibility for Safety	_____	18. Safety Program Performance Review	_____
4. Trailing Indicators	_____	19. Substance Abuse Program	_____
5. Resources for Safety	_____	20. Recordkeeping & Documents	_____
6. Safety Program Goal Setting	_____	21. Task Specific Planning Process	_____
7. Employer Supervisory Meetings	_____	22. Behavior-based Safety (BBS) Observations	_____
8. Pre-planning for Jobsite Safety	_____	23. Leading Indicators	_____
9. Employee Participation	_____	24. Fire Elimination Plan	_____
10. New employee Orientation	_____	TOTAL	_____
11. Safety Rules	_____	Are you part of ABC's AQC Program? <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
12. Employee Safety Training	_____	I have read and understand all qualifying requirements and instructions.	_____
13. Toolbox Safety Meetings	_____	Initials here: _____	_____
14. Inspections	_____		
15. Supervisory Training Topics	_____		

**SECTION 4: COMPANY AND ABC CHAPTER CERTIFICATION**

I certify that I have examined this document and that, to the best of my knowledge, the entries are true, accurate and complete.

Company Executive Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

To be filled out by ABC Chapter:

ABC Chapter Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

All applicants **MUST** include a copy of their 2018 OSHA Form 300A with application. STEP Platinum applicants must also include a copy of their 2018 OSHA Form 300 **with employee names removed**. STEP Diamond applicants and applicants under 100 employees using the STEP Gold, Platinum or Diamond three-year Incidence Rate Qualifier must include copies of OSHA forms 300 and 300A for 2016, 2017 and 2018. Companies using the five-year incidence rate qualifier must include copies of OSHA forms 300 and 300A for 2014, 2015, 2016, 2017 and 2018.

**STEP PAYMENT INFORMATION**

<input type="checkbox"/> STEP Platinum, \$235 \$_____
<input type="checkbox"/> STEP Diamond, \$435 \$_____
<input type="checkbox"/> Framed Certificates/Plaques (Platinum/Diamond only), \$50 X _____ = \$_____
<input type="checkbox"/> Unframed Certificates/Plaques, \$15 X _____ = \$_____
<input type="checkbox"/> Paper Application Processing Fee, \$35 \$_____

Total \$\_\_\_\_\_

Please enclose a check payable to ABC National

## 24 KEY COMPONENTS OF SAFETY SELF-ASSESSMENT WORKSHEET

The 24 Key Components of effective company safety and training programs are listed below (see sections 1 through 24). Each component contains columns that describe four levels of safety performance. Select the column that BEST describes your company's performance. **The score (number above the column) should be circled, and then written in the box labeled "SUB-SCORE."** Transfer the SUB-SCOREs to the application form's "24 Key Components" Section 3. Remember, each scoring column describes a set of actions/policies that your company currently undertakes. In order to achieve a particular score, your safety program must contain ALL of the listed criteria. Any scores on the STEP application that do not match any of the four available scoring options in each of the 24 Key Components will automatically be rounded down to the nearest listed score.

### 1. EMPLOYER INVOLVEMENT

12	8	4	0
<ul style="list-style-type: none"> <li>Owner/CEO and senior leadership (executive leadership) directly and actively participate in the safety program</li> <li>Executive leadership instills personal accountability for safety throughout the company</li> <li>Executive leadership tracks and biannually reviews safety goals/objectives for the company</li> <li>Executive leadership solicits continuous feedback on the safety program</li> <li>Executive leadership commits resources (money, time, personnel, equipment, supplies, etc.) for the safety program necessary to achieve goals</li> <li>Safety performance is assessed in everyone's performance appraisal</li> <li>Executive leadership integrates safety into every facet of company operations</li> </ul>	<ul style="list-style-type: none"> <li>The executive leadership participates in the safety program</li> <li>Personal accountability for safety is expected, but there is little or no recourse</li> <li>Executive leadership is aware of safety program goals/ objectives, but does not track progress</li> <li>Executive leadership provides the resources necessary for safety compliance</li> </ul>	<ul style="list-style-type: none"> <li>Executive leadership supports safety, but does not actively participate</li> <li>There is little personal accountability for safety – a "just be safe" culture exists</li> <li>Limited funds are provided for safety</li> </ul>	<ul style="list-style-type: none"> <li>Executive leadership is not involved in the safety program and demonstrates little interest in it</li> <li>Safety is left to site supervisory personnel to handle "as needed"</li> <li>There is no accountability for safety</li> <li>Little or no funding is provided for safety</li> </ul>

### 2. EMPLOYER POLICY STATEMENT ON SAFETY

6	4	2	0
<ul style="list-style-type: none"> <li>Is in writing and is signed and supported by the owner/CEO</li> <li>Is explained to employees at time of new hire orientation</li> <li>Explains the value of safety in the company</li> <li>Commits to protecting people and environment, continually improving the program, involving employees and meeting regulatory obligations</li> <li>States universal accountability for safety in the company</li> <li>Is posted or part of employee safety policy</li> </ul>	<ul style="list-style-type: none"> <li>Policy exists and is in writing</li> <li>Not explained to employees, but most know of its existence</li> <li>Explains employer's general commitment to a safe workplace</li> <li>Is posted, part of employee safety policy or in company safety manual</li> </ul>	<ul style="list-style-type: none"> <li>Policy exists, but is not posted nor in safety manual</li> <li>Not explained to employees and most do not know of its existence</li> </ul>	<ul style="list-style-type: none"> <li>No policy exists</li> </ul>

### 3. RESPONSIBILITY FOR SAFETY

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

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

6	4	2	0
<ul style="list-style-type: none"> <li>Key company personnel are trained to know the meaning and relevance of key safety rates and numbers (EMR, TRIR, DART rate)</li> <li>EMR of the current and previous year is below 0.80 (0.90 for companies with fewer than 100 employees)</li> <li>Employer regularly reviews claims, claim costs and claim trends to gauge impact on company and guide resource allocation</li> </ul>	<ul style="list-style-type: none"> <li>Key company personnel are familiar with key safety rates and numbers, but may not fully understand meaning or relevance</li> <li>EMR of the current and previous year is below 0.90 (1.0 for companies with fewer than 100 employees)</li> <li>Employer reviews claims with insurer as part of workers' comp policy renewal process</li> </ul>	<ul style="list-style-type: none"> <li>Key company personnel are not familiar with key safety rates and numbers</li> <li>EMR for current year is at or below 1.0, or;</li> <li>Is at least 1.0 in one of the previous two years, or</li> <li>Has decreased two of previous three years</li> </ul>	<ul style="list-style-type: none"> <li>EMR is unknown</li> </ul>

## 5. RESOURCES FOR SAFETY

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

## 6. SAFETY PROGRAM GOAL SETTING

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

## 7. EMPLOYER SUPERVISORY MEETINGS

9	6	3	0
<ul style="list-style-type: none"> <li>The employer conducts weekly supervisor safety meetings</li> <li>Meeting minutes are taken and distributed for review</li> <li>Meetings include: <ul style="list-style-type: none"> <li>- status report on site safety activities</li> <li>- pre-planning discussions</li> <li>- lessons learned</li> <li>- review of serious incidents</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>At least monthly, the employer conducts supervisor safety meetings</li> <li>Meeting includes a status report on site safety activities</li> <li>Serious incidents are reviewed</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor safety meetings are held occasionally (less than monthly)</li> <li>There is general discussion of the safety information given to supervisors</li> <li>Serious incidents are usually reviewed</li> </ul>	<ul style="list-style-type: none"> <li>Employer does not conduct supervisor safety meetings</li> </ul>

## 8. PRE-PLANNING FOR JOBSITE SAFETY

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

## 9. EMPLOYEE PARTICIPATION

9	6	3	0
<ul style="list-style-type: none"> <li>Employees are actively engaged in the safety program (e.g., safety surveys, hazard reporting, incident investigation, safety instruction, toolbox talks, policy development/auditing, new hire mentoring, committees, job safety analysis development, pre-planning, etc.)</li> <li>Supervisory personnel are aware of these opportunities and actively encourage employee involvement</li> <li>Participation opportunities are evaluated to ensure they are meaningful, necessary resources are available (time, money, staff, equipment, etc.) and potential barriers are identified and eliminated</li> </ul>	<ul style="list-style-type: none"> <li>Opportunities for employees to participate in safety program exist, but are not specifically documented</li> <li>Supervisors are provided limited training in soliciting employee participation, but nonetheless encourage involvement</li> <li>Employees may be aware of opportunities, but there are no specific participation expectations</li> <li>There is a limited focus on identifying and eliminating potential barriers to participation</li> </ul>	<ul style="list-style-type: none"> <li>Employees are encouraged to participate in the safety program, but no concerted efforts are made to engage them</li> <li>Employees are offered a general communication channel: "If you have any questions or concerns, speak with your foreman."</li> <li>An employee suggestion/comment process is in place</li> </ul>	<ul style="list-style-type: none"> <li>There are no opportunities for employees to participate in the safety program</li> </ul>

## 10. NEW EMPLOYEE ORIENTATION

6	4	2	0
<ul style="list-style-type: none"> <li>A documented orientation process is in place for all new or transferred employees (i.e. who gets orientation, when, how, by whom and topics to be covered)</li> <li>Orientation topics include, but are not limited to: <ul style="list-style-type: none"> <li>Explanation of employer safety commitment and expectations</li> <li>Individual safety responsibilities and accountability</li> <li>PPE expectations with skills demonstration (wearing harness, adjusting guards, PPE use, etc.)</li> <li>Key workplace safety rules that pertain to site and/or major job hazard exposures</li> <li>Hazard communication</li> <li>Hazard, injury and emergency reporting procedures</li> <li>Review of drug and alcohol policy</li> <li>Identity of key competent persons and their specific roles</li> <li>Orientation platforms include instructor-led, video published training and other written materials</li> </ul> </li> <li>New hires are assigned a safety mentor until their orientation process is complete</li> <li>New hire performance evaluation process is established to give feedback to new hires on predetermined frequency (30 days and 60 days)</li> <li>Documented records are maintained showing annual employee safety and health orientation have occurred</li> </ul>	<ul style="list-style-type: none"> <li>Orientation is given to new employees; however, the process has not been formalized (exact process documented)</li> <li>Orientation topics include at a minimum: <ul style="list-style-type: none"> <li>Explanation of employer safety commitment and expectations</li> <li>Review of drug and alcohol policy</li> <li>PPE expectations</li> <li>Key workplace safety rules that pertain to site and/or major job hazard exposures</li> <li>Hazard communication</li> <li>Hazard, injury and emergency reporting procedures</li> </ul> </li> <li>Process may or may not involve safety mentors</li> <li>There is no new hire performance evaluation process</li> <li>Record of orientation, with employee signature, maintained</li> </ul>	<ul style="list-style-type: none"> <li>Informal or on-the-job safety instruction is given to new hires</li> <li>There is no uniform process or list of topics to cover</li> <li>No documentation is maintained</li> </ul>	<ul style="list-style-type: none"> <li>No orientation is given to new employees</li> </ul>

## 11. SAFETY RULES

9	6	3	0
<ul style="list-style-type: none"> <li>Safety rules are: <ul style="list-style-type: none"> <li>In writing and are part of the employee safety policy</li> <li>Explained to employees at time of new hire orientation</li> <li>Clear, concise and easy to understand</li> <li>Specific to trade and/or scope of work operations</li> <li>Enforced equally among all employees</li> <li>Regularly updated to reflect change in company policy and/or regulation</li> <li>If the company is a general contractor (GC), subcontractors must comply with your safety rules</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Safety rules are: <ul style="list-style-type: none"> <li>In writing and posted, but not necessarily in the employee safety policy</li> <li>Explained to employees at one time or another</li> <li>Specific to trade and/or scope of work operations</li> <li>Usually enforced equally among all employees</li> <li>Periodically updated to reflect change in company policy and/or regulation</li> <li>If the company is a general contractor (GC), subcontractors are encouraged to comply with your safety rules</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Some general safety rules exist, but they are not posted or reviewed with employees</li> <li>Rules that do exist are boilerplate rules and are not necessarily specific to the company's trade and/or scope of operations</li> <li>Safety rules are not regularly enforced</li> <li>Safety rules are rarely reviewed or updated</li> <li>Subcontractors are not required to follow the GC's safety rules</li> </ul>	<ul style="list-style-type: none"> <li>There are no safety rules</li> </ul>

## 12. EMPLOYEE SAFETY TRAINING

12	8	4	0
<ul style="list-style-type: none"> <li>Based on annual safety training needs assessment, a database is developed and instituted (i.e., who needs what, when and who will train)</li> <li>Formal training topics include, but are not limited to: <ul style="list-style-type: none"> <li>Recognition and control of hazards specific to trade/work tasks (e.g., heavy equipment, lift operation, LOTO and arc flash, rigging, crane operation, confined space entry, temp traffic control, hot work, excavation safety, steel erection, blasting safety, noise, lead, asbestos, mold exposure, etc.)</li> <li>First Aid/CPR/AED</li> <li>OSHA topics (e.g., PPE, hazcom, electrical, scaffold, ladder/stairs, fire prevention and protection, tool safety, fall protection and prevention, etc.)</li> <li>Driver safety</li> <li>Environmental compliance</li> <li>Pertinent DOT compliance and CDL annual training</li> </ul> </li> <li>Training is conducted by competent/qualified safety instructors</li> <li>Employee training comprehension and understanding is verified and documented (e.g., test, skills assessment, etc.)</li> <li>Records are kept of all training – date, attendees, topics covered and trainer</li> </ul>	<ul style="list-style-type: none"> <li>Safety training needs are determined each year, but a formal assessment and database are not necessarily used</li> <li>Formal training topics include: <ul style="list-style-type: none"> <li>Recognition and control of hazards specific to trade/work tasks (e.g., heavy equipment, lift operation, LOTO and arc flash, rigging, crane operation, confined space entry, temp traffic control, hot work, excavation safety, steel erection, blasting safety, noise, lead, asbestos, mold exposure, etc.)</li> <li>First Aid/CPR/AED</li> <li>OSHA topics (e.g., PPE, hazcom, electrical, scaffold, ladder/stairs, fire prevention and protection, tool safety, fall protection and prevention, etc.)</li> </ul> </li> <li>Training is conducted by competent/qualified safety instructors</li> <li>Employees are only retrained as required by OSHA and when they visibly lacking safety skills</li> </ul>	<ul style="list-style-type: none"> <li>Informal or on-the-job safety training is arranged as needed</li> <li>There is no established training matrix or database</li> <li>Limited or no training documentation is kept</li> </ul>	<ul style="list-style-type: none"> <li>No formal safety training is provided</li> </ul>

## 13. TOOLBOX SAFETY MEETINGS

6	4	2	0
<ul style="list-style-type: none"> <li>Pre-shift toolbox meetings are held daily</li> <li>Employees actively lead talks</li> <li>The highest-level supervisors are present and participate</li> <li>The owner/CEO occasionally attends and participates</li> </ul>	<ul style="list-style-type: none"> <li>Toolbox talks are held regularly—at least weekly</li> <li>Attendance and topic documentation is kept</li> <li>Supervisors actively solicit employee participation (e.g., volunteer to present talk, share experience, Q&amp;A, etc.)</li> <li>Employees participate occasionally</li> <li>The highest-level supervisors are present and participate</li> <li>The owner/CEO occasionally attends</li> </ul>	<ul style="list-style-type: none"> <li>Attendance and topic are documented and maintained</li> <li>Employees are encouraged to participate</li> </ul>	<ul style="list-style-type: none"> <li>Toolbox meetings not held or held only occasionally (less than once per month)</li> </ul>

## 14. INSPECTIONS

9	6	3	0
<ul style="list-style-type: none"> <li>Monthly jobsite safety inspections are conducted by key project managers</li> <li>Weekly jobsite safety inspections are conducted by the site supervisor/site superintendent</li> <li>Daily jobsite safety inspections are conducted by foremen</li> <li>Inspection is documented, along with assignment of responsibility and expected completion date</li> <li>Potentially serious safety issues are corrected immediately</li> <li>Less serious safety issues are corrected promptly</li> <li>Follow-up process to confirm action taken and that it is producing expected results</li> </ul>	<ul style="list-style-type: none"> <li>Quarterly jobsite safety inspections are conducted by key project managers</li> <li>Monthly jobsite inspections are conducted by the site supervisor or an employer representative</li> <li>Inspection is documented, along with assignment of responsibility and expected completion date</li> <li>Potentially serious safety issues are corrected immediately</li> <li>Less serious safety issues are corrected promptly</li> </ul>	<ul style="list-style-type: none"> <li>Informal jobsite inspections (walk-through) are made by the site supervisor</li> <li>There is no documentation or follow-up</li> <li>Safety issues are corrected, in a timely, unspecified manner</li> </ul>	<ul style="list-style-type: none"> <li>No inspections conducted</li> </ul>

## 15. SUPERVISORY TRAINING TOPICS

9	6	3	0
<ul style="list-style-type: none"> <li>All supervisory personnel receive training in: <ul style="list-style-type: none"> <li>Company safety policy</li> <li>Employer's supervisor safety expectations</li> <li>First Aid/CPR/AED</li> <li>OSHA 30</li> <li>Competent person for trade/task-specific topics</li> <li>Emergency response procedures</li> <li>Completing an incident investigation</li> <li>Conducting a jobsite safety inspection</li> <li>Creating a job safety analysis</li> <li>Leadership and HR skills</li> <li>Conducting effective meetings</li> </ul> </li> <li>Opportunities for professional development are offered and employees participate in annual refresher safety training</li> <li>Supervisors have access to a safety subject matter expert (SME)</li> <li>Dedicated training facilities are available with competent/qualified trainers</li> </ul>	<ul style="list-style-type: none"> <li>All Supervisory personnel receive training in: <ul style="list-style-type: none"> <li>Company safety policy</li> <li>Employee supervisor safety expectations</li> <li>First Aid/CPR/AED</li> <li>OSHA 10</li> <li>Competent person for trade/ task-specific topics</li> <li>Emergency response procedures</li> <li>Completing an incident investigation</li> <li>Conducting a jobsite safety inspection</li> <li>Competent/qualified trainers are used</li> </ul> </li> <li>Supervisors have access to sources of safety information or knowledge</li> <li>Annual refresher training is available</li> </ul>	<ul style="list-style-type: none"> <li>Supervisory personnel receive safety training in: <ul style="list-style-type: none"> <li>Company safety policy</li> <li>Employer's supervisor safety expectations</li> <li>First Aid/CPRAED</li> <li>OSHA 10</li> <li>Competent person for trade/ task-specific topics</li> <li>Emergency response</li> <li>Completing an incident investigation</li> <li>Conducting a jobsite safety inspection</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>There is no specific training program for supervisory personnel</li> </ul>

## 16. INCIDENT INVESTIGATION

9	6	3	0
<ul style="list-style-type: none"> <li>Employer reviews all incidents and good catches</li> <li>Supervisors are trained in the techniques of incident investigation and good catch recognition</li> <li>Incidents and good catches are investigated promptly by key project management and safety department employees (when appropriate)</li> <li>Reports are completed for all incidents and good catches</li> <li>Causal factors are determined and documented</li> <li>Documented follow-up assures corrective actions taken</li> <li>Root cause analysis is conducted for all triggered events</li> <li>Incident and good catch outcomes are openly shared across the organization to improve overall safety performance</li> </ul>	<ul style="list-style-type: none"> <li>Supervisors receive a basic level of incident investigation and good catch training</li> <li>Incidents and good catches are investigated by a site supervisor</li> <li>Reports are completed for all incidents and good catches</li> <li>Remedial actions are taken to prevent recurrence of similar incidents or good catches</li> <li>Employer reviews only very serious incidents or good catches</li> <li>Notification of incidents communicated to all stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Supervisors receive little or no Incident investigation training</li> <li>Incidents and good catches are usually investigated by a supervisor, but may be investigated by someone else</li> <li>Reports are not always completed and communicated</li> <li>Little or no attempt to identify causal factors or take corrective actions is made</li> <li>“Lessons learned” are not shared openly across the organization</li> </ul>	<ul style="list-style-type: none"> <li>Incidents and good catches are not investigated to determine causal factors</li> </ul>

## 17. USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

9	6	3	0
<ul style="list-style-type: none"> <li>Company has a written PPE policy</li> <li>Company conducts an annual, documented needs assessment of PPE</li> <li>Company continually invests in new and updated PPE, as needed</li> <li>Processes are instituted by which the suitability and effectiveness of PPE is evaluated by field personnel</li> <li>Employees are informed of PPE requirements for each job</li> <li>Employees are trained, prior to use, in PPE selection, inspection, use and care</li> <li>PPE refresher training is conducted at least annually</li> <li>Company PPE policy is consistently and universally enforced</li> </ul>	<ul style="list-style-type: none"> <li>The company has a written PPE policy</li> <li>Employees are informed of PPE requirements for each job</li> <li>Employees are trained in PPE selection, inspection, use and care</li> <li>Company PPE policy is consistently and universally enforced</li> </ul>	<ul style="list-style-type: none"> <li>A PPE policy exists, but is rarely enforced without pressure from controlling contractors or owners</li> <li>PPE is provided, and its use encouraged</li> <li>Some training on PPE use is provided</li> <li>Company PPE policy is enforced inconsistently</li> </ul>	<ul style="list-style-type: none"> <li>No PPE policy exists</li> <li>Use of PPE is left to the discretion of each employee</li> </ul>

## 18. SAFETY PROGRAM PERFORMANCE REVIEW

6	4	2	0
<ul style="list-style-type: none"> <li>Executive leadership reviews the safety program performance biannually</li> <li>The emphasis of the review is on whether the program is producing expected results and where opportunities for improvement exist</li> <li>Defined criteria exist against which performance is measured (e.g., safety surveys conducted, trainings held, incidence rates, loss ratios, progress toward annual goals, safety meetings, OSHA inspection record, prevention of recurring incidents/hazards, employee participation, etc.)</li> <li>Results are documented</li> <li>Results impact safety staff and supervisor annual performance evaluations</li> <li>Following each review, meetings are conducted with safety staff and supervisory personnel to discuss results and expectations</li> </ul>	<ul style="list-style-type: none"> <li>Executive leadership reviews the safety program annually</li> <li>Some criteria exist against which performance is measured</li> <li>Process is generally not documented</li> <li>Results do not significantly affect safety staff and/or supervisor evaluations</li> <li>Results are eventually discussed with safety staff and/or supervisory personnel</li> </ul>	<ul style="list-style-type: none"> <li>No regular (pre-determined frequency) reviews of safety program performance</li> <li>Limited executive leadership involvement—mainly left to someone else (safety administrator, insurance company, etc.)</li> <li>Subjective review of safety activities – mainly serves as a “year in review” and not an assessment of performance and improvement opportunity</li> <li>Results may or may not be reviewed with supervisory personnel</li> </ul>	<ul style="list-style-type: none"> <li>No review of safety program performance</li> </ul>

## 19. SUBSTANCE ABUSE PROGRAM

6	4	2	0
<ul style="list-style-type: none"> <li>The company's safety policy contains strict rules regarding drug and alcohol use</li> <li>The policy includes random drug/alcohol testing and for pre-hire and reasonable suspicion</li> <li>The policy is consistent and actively enforced</li> <li>Supervisory personnel are trained in workplace substance abuse recognition</li> <li>Employee substance abuse prevention education initiatives are offered</li> <li>The company has an employee assistance program</li> <li>The company keeps counseling and testing records</li> <li>Subcontractors are contractually required to have programs equal to or exceeding the general contractors</li> </ul>	<ul style="list-style-type: none"> <li>The company has substance abuse verbiage in the employee safety policy</li> <li>No drug/alcohol testing, or it's “for cause” only</li> <li>The company makes effort to enforce policy</li> <li>Supervisors are trained in hazards of drugs and alcohol on the job</li> <li>Subcontractors are contractually required to have “for cause” and/or post-incident in their policy</li> </ul>	<ul style="list-style-type: none"> <li>The company has substance abuse verbiage in its safety manual</li> <li>Drug/alcohol testing is inconsistent</li> <li>Company makes no or little effort to enforce the policy</li> <li>Subcontract language does not include compliance with policy</li> </ul>	<ul style="list-style-type: none"> <li>The company has no policy regarding workplace substance abuse</li> </ul>

## 20. RECORDKEEPING AND DOCUMENTS

6	4	2	0
<ul style="list-style-type: none"> <li>The company maintains accurate and up-to-date records and documents for: <ul style="list-style-type: none"> <li>- OSHA injury and illness records (reports, 300 logs and 300A summary log)</li> <li>- Safety training, including verification of learning (test, skills evaluation, etc.)</li> <li>- OSHA-required written programs</li> <li>- Employee safety policy</li> <li>- Incident investigations and good catches (aka, near misses)</li> <li>- Site inspections/surveys, including verification of action taken</li> <li>- Safety orientations</li> <li>- Safety pre-planning</li> <li>- Loss runs</li> <li>- Employee exposure and monitoring data and reports</li> <li>- Job safety analysis or task specific planning forms</li> <li>- Safety committee/meeting minutes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The company maintains records and documents for: <ul style="list-style-type: none"> <li>- OSHA injury and illness records (reports, 300 logs and 300A summary log)</li> <li>- Safety training</li> <li>- OSHA-required written programs</li> <li>- Employee safety policy</li> <li>- Incident investigations and good catches (aka near misses)</li> <li>- Safety inspections/surveys</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The company maintains minimal records, which may or may not be up to date: <ul style="list-style-type: none"> <li>- OSHA injury and illness records (reports, 300 logs and 300A summary log)</li> <li>- Basic safety policy</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>No records are kept for safety-related activities or policies</li> </ul>

## 21. TASK-SPECIFIC PLANNING PROCESS

6	4	2	0
<ul style="list-style-type: none"> <li>A policy has been established and is consistently used across the company</li> <li>The policy is annually reviewed by executive leadership</li> <li>All personnel are trained in using the process</li> <li>Each task is reviewed separately, and the process is complete when outcomes are explained to the employees and employees confirm understanding of the work hazards and mitigation process.</li> <li>Change of conditions require work to be stopped, the process is reviewed and altered to complete the work safely</li> <li>Process includes the following <ul style="list-style-type: none"> <li>- Define the scope of work</li> <li>- Analyze the hazards</li> <li>- Develop and implement hazard controls</li> <li>- Perform work within the established controls</li> <li>- Provide feedback for continuous improvements</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>A policy exists and is utilized on site</li> <li>Supervisory personnel have received training on completing the task-specific planning</li> <li>The plan is completed prior to the start of onsite operations</li> <li>When conditions change the plan is reviewed for corrections</li> <li>Safety resources are available to assist teams with plan</li> <li>Employees have read, understood and signed off on the plan</li> </ul>	<ul style="list-style-type: none"> <li>A policy exists but is not consistently utilized on site</li> <li>A plan exists but is only completed for high-hazard/risk operations</li> <li>Forms are not reviewed after the work is completed</li> </ul>	<ul style="list-style-type: none"> <li>No plan exists</li> </ul>

## 22. BEHAVIOR-BASED SAFETY (BBS) OBSERVATIONS

6	4	2	0
<ul style="list-style-type: none"> <li>Observation program is written and the entire company, including executive leadership, has been trained in the process</li> <li>Observations are conducted at least daily</li> <li>Data is analyzed weekly and trends are communicated throughout the organization</li> <li>Program allows employees to submit observations anonymously</li> <li>Executive leadership participates in the process, conducting at least one observation per month</li> <li>Site management reviews data weekly and modifies work practices to reduce trends</li> <li>BBS data shared with site personnel weekly</li> </ul>	<ul style="list-style-type: none"> <li>An observation program is written, and the field has been trained in the process</li> <li>Observations are conducted, collected and analyzed monthly</li> <li>The program allows employees to submit observations anonymously</li> <li>Executive leadership reviews the data monthly</li> <li>Site management reviews data monthly and modifies work practices to reduce trends</li> <li>BBS data is shared with site personnel biweekly</li> </ul>	<ul style="list-style-type: none"> <li>An observation program is in place but is not a formal policy or procedure</li> <li>Observations are conducted at least monthly</li> <li>Participation by employees is encouraged</li> <li>Site management reviews data bi-monthly</li> <li>BBS data is shared with site personnel monthly</li> </ul>	<ul style="list-style-type: none"> <li>No BBS process is in place</li> </ul>

## 23. LEADING INDICATORS

6	4	2	0
<ul style="list-style-type: none"> <li>Owner/CEO reviews leading indicator data</li> <li>Leading Indicators are defined; are not post injury related</li> <li>Leading indicator data is collected daily and inputted into a format (e.g., spreadsheet, safety app) for analysis</li> <li>Site management reviews leading indicator data weekly</li> <li>Leading indicator data is analyzed for trends against previous week(s)</li> <li>Construction site management reviews leading indicator data weekly and adjust work practices accordingly</li> <li>Company has identified a minimum of four leading indicators</li> </ul>	<ul style="list-style-type: none"> <li>Leading indicators are defined; are not post-injury related</li> <li>Leading indicator data is collected weekly and inputted into a format (e.g., spreadsheet, safety app) for analysis</li> <li>Site management reviews leading indicator data monthly</li> <li>Company has identified a minimum of two leading indicators that are not injury related</li> </ul>	<ul style="list-style-type: none"> <li>Leading indicator data is collected monthly</li> <li>Company has identified a leading indicator that is not injury related</li> </ul>	<ul style="list-style-type: none"> <li>No process in place to track leading indicators</li> </ul>

## 24. FIRE ELIMINATION PLAN

6	4	2	0
<ul style="list-style-type: none"> <li>Company has a comprehensive fire elimination plan (FEP) that includes the following, at a minimum: <ul style="list-style-type: none"> <li>If general contractor, all tiered contractors are contractually bound to follow the FEP</li> <li>Training on the selection, use and maintenance of portable fire extinguishers</li> <li>Hot work recognition, training and permitting to include a 30-minute fire watch</li> <li>Only approved flammable and combustible containers are used or allowed onsite</li> <li>Frequent and consistent disposal of combustible material (housekeeping)</li> <li>Evacuation, assembly point and head count procedures are published, posted and communicated</li> <li>Compressed gas is handled, stored and used per manufacturer's recommendations</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Company has fire elimination plan (FEP) that includes the following, at a minimum: <ul style="list-style-type: none"> <li>Training on the selection, use and maintenance of portable fire extinguishers</li> <li>Hot work recognition, training and permitting to include a 30-minute fire watch</li> <li>Evacuation, assembly point and head count procedures are published, posted and communicated</li> <li>Compressed gas is handled, stored and used per manufacturer's recommendations</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Company has fire elimination plan (FEP) that includes the following, at a minimum: <ul style="list-style-type: none"> <li>Annual toolbox topic and demonstration of how to use a fire extinguisher</li> <li>Informally communicated, but not documented, evacuation and head count procedures</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>No FEP exists</li> </ul>