



# 2011 ABC of WI Safety Award Application

## SECTION 1: COMPANY INFORMATION

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

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

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

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

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

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

This application and data:  Represents entire company  Represents specific location, dept. or div.

Is this IDENTICAL STEP application being submitted to other ABC chapters?  Yes  No

If Yes, which chapters? \_\_\_\_\_

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

Work Type: Residential   % Commercial   % Industrial   %

Percentage of work performed:

<100 miles of HQ   % Within 101-250 miles   % >250 miles   %

Percentage of your contract work: Self-performed   % Sub-Contracted   %

## SECTION 2: SAFETY PERFORMANCE DATA

Refer to your 2011 OSHA FORM 300A for items (a) through (h)

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

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

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

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

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

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

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

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 (EMR or "mod factor" - call insurance company)

Number of federal/state OSHA inspections in 2011

Number of Federal/State OSHA final citations issued (after settlements) in 2011

For calendar year 2009, 2010 or 2011 have you had any employee fatalities corporate-wide that resulted in an OSHA citation?  Yes  No

Length of safety orientation (in minutes)

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

Do you have a substance abuse program that includes a drug/alcohol screening process?  Yes  No

**Safety Awards will be presented at the Construction Workers Safety Conference: February 8, 2012, Glacier Canyon Lodge, WI Dells**

## SECTION 3: 20 KEY COMPONENTS SAFETY SELF-ASSESSMENT

Use the enclosed self-assessment worksheet to calculate scores

- A. Employer Involvement
- B. Employer Policy Statement on Safety
- C. Responsibility for Safety
- D. Trailing Indicators
- E. Resources for Safety
- F. Safety Program Goal Setting
- G. Employer Supervisory Meetings
- H. Pre-planning for Jobsite Safety
- I. Employee Participation
- J. New employee Orientation
- K. Safety Rules
- L. Employee Safety Training
- M. Toolbox Safety Meetings
- N. Inspections
- O. Supervisory Training Topics
- P. Incident Investigation
- Q. Use of Personal Protective Equipment (PPE)
- R. Safety Program Performance Review
- S. Substance Abuse Program
- T. Recordkeeping & Documents
- TOTAL

Are you part of ABC's AQC Program?  Yes  No

**All Applicants must include a copy of their 2011 OSHA Form 300A with application.**

### Criteria:

- ✓ Must be a member of ABC in good standing
- ✓ Entry form must be fully completed

## SECTION 4: COMPANY AND ABC CHAPTER CERTIFICATION

Print Name: \_\_\_\_\_

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

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

To be filled out by ABC Chapter:

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

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

**Return by Tuesday, Jan. 31, 2012 to:**  
ABC of WI - 5330 Wall St. - Madison, WI 53718  
or FAX: 608-244-2401

## 20 Key Components of Safety Self-Assessment Worksheet

Twenty key components of company safety programs are listed below (see letters A through T). 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 submittal sheet's "20 Key Components" section.

### A. EMPLOYER COMMITMENT

12	8	4	0
<ul style="list-style-type: none"> <li>• Employer participates in the safety program</li> <li>• Sets objective for safety</li> <li>• Requires feedback on program</li> <li>• Provides necessary funds</li> <li>• Safety is a part of company-wide performance appraisals</li> </ul>	<ul style="list-style-type: none"> <li>• Company management participates in safety program</li> <li>• Requires feedback on safety program</li> <li>• Provides funds for safety</li> </ul>	<ul style="list-style-type: none"> <li>• Company management wants and supports safety but does not participate</li> <li>• Provides funds for safety activities</li> </ul>	<ul style="list-style-type: none"> <li>• Not included</li> <li>• Has a hands-off approach</li> <li>• Leaves safety to safety coordinator or supervisory personnel</li> </ul>

**Sub-Score for Section A:** \_\_\_\_\_

### B. EMPLOYER POLICY STATEMENT ON SAFETY

6	4	2	0
<ul style="list-style-type: none"> <li>• Is in writing</li> <li>• Known to all employees</li> <li>• Is part of safety manual</li> <li>• Defines purpose and scope of safety program</li> <li>• Emphasizes employer approach</li> <li>• Signed &amp; supported by top person(s) in company</li> </ul>	<ul style="list-style-type: none"> <li>• Policy exists</li> <li>• Is in writing</li> <li>• Has not been explained to employees but is posted</li> <li>• Authorizes loss prevention activities</li> </ul>	<ul style="list-style-type: none"> <li>• Policy exists but is not known by employees</li> </ul>	<ul style="list-style-type: none"> <li>• No policy exists</li> </ul>

**Sub-Score for Section B:** \_\_\_\_\_

### C. RESPONSIBILITY FOR SAFETY DEFINED

9	6	3	0
<ul style="list-style-type: none"> <li>• Responsibility for safety defined for everyone in company</li> <li>• Is in writing and is part of safety manual</li> <li>• Supervisors/foremen have key responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Responsibility for safety defined for everyone in company</li> <li>• Is not in writing</li> <li>• Supervisors/foremen have key responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Responsibility for safety rests solely with a designated safety coordinator</li> <li>• Supervisory personnel do not assist with safety program implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Responsibility for safety has not been defined within the company</li> </ul>

**Sub-Score for Section C:** \_\_\_\_\_

### D. EXPERIENCE MODIFICATION RATE (EMR) OR LOSS RATIO (LR)

6	4	2	0
<ul style="list-style-type: none"> <li>• EMR each of the past three years &amp; the current year is below 0.85 (EMR) or (LR) is 40% or less</li> <li>• Employer reviews the costs of accidents and the impact of the EMR/LR on the company</li> </ul>	<ul style="list-style-type: none"> <li>• EMR/LR each of the past 3 years and current year is between 1.0 &amp; 0.85 (EMR) or (LR) is 50% or less</li> <li>• The cost of accidents are reported to the employer</li> </ul>	<ul style="list-style-type: none"> <li>• EMR/LR has decreased 2 of the past 3 years</li> </ul>	<ul style="list-style-type: none"> <li>• EMR/LR is unknown</li> <li>• EMR has increased each of the past three years</li> </ul>

**Sub-Score for Section D:** \_\_\_\_\_

### E. RESOURCES FOR SAFETY

6	4	2	0
<ul style="list-style-type: none"> <li>• Resources are established annually for safety</li> <li>• Resources are based on planned programs</li> <li>• Estimates are made on savings contributed by safety program</li> <li>• Employees are aware of safety budget</li> </ul>	<ul style="list-style-type: none"> <li>• An annual safety allocation is established but not necessarily based on planned activities</li> <li>• The item is adjusted based on previous years' expenses</li> </ul>	<ul style="list-style-type: none"> <li>• Money is taken from general funds as needed for safety</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate resources are not made available for safety</li> </ul>

**Sub-Score for Section E:** \_\_\_\_\_



## F. SAFETY PROGRAM GOAL SETTING

9	6	3	0
<ul style="list-style-type: none"> <li>Needs analysis is used to set safety program goals/objectives</li> <li>An action plan is developed to accomplish goals &amp; objectives</li> <li>Feedback is required from those assigned tasks</li> <li>Audits are made to assess action plan effectiveness</li> <li>Long &amp; short term goals are set</li> </ul>	<ul style="list-style-type: none"> <li>Safety program goals and objectives are set annually</li> <li>Employees are aware of the goals and objectives</li> <li>Feedback is required from those assigned tasks</li> </ul>	<ul style="list-style-type: none"> <li>Informal safety program goals are established</li> <li>Results are discussed at least annually with employees</li> </ul>	<ul style="list-style-type: none"> <li>No safety program goals or objectives are set</li> </ul>

Sub-Score for Section F: \_\_\_\_\_

## G. EMPLOYER SUPERVISORY MEETINGS

9	6	3	0
<ul style="list-style-type: none"> <li>Employer conducts weekly supervisor meetings where safety is on the agenda</li> <li>Employer gives an overview of safety activity</li> <li>Serious accidents are reviewed</li> </ul>	<ul style="list-style-type: none"> <li>At least monthly supervisor meetings where safety is on the agenda</li> <li>Supervisors give a status report on job site safety activities</li> <li>Serious accidents are reviewed</li> </ul>	<ul style="list-style-type: none"> <li>Occasional supervisor meetings where safety is on the agenda</li> <li>Information is given to supervisors on safety</li> <li>Serious accidents are sometimes reviewed</li> </ul>	<ul style="list-style-type: none"> <li>Employer holds no supervisor meetings where safety is an agenda item</li> </ul>

Sub-Score for Section G: \_\_\_\_\_

## H. PRE-PLANNING FOR JOBSITE SAFETY

6	4	3	0
<ul style="list-style-type: none"> <li>Pre-job safety planning is required at the bid stage</li> <li>A check list is used to assure all exposures are considered</li> <li>Necessary equipment is provided and precautions are taken prior to or at the start of the job, not after problems have been encountered</li> <li>Job supervisors are trained in planning for safety</li> </ul>	<ul style="list-style-type: none"> <li>Pre-job safety planning is required prior to starting site work</li> <li>Safety equipment and safety procedures are provided when needed</li> <li>Training in pre-job safety planning is not required</li> <li>A check list is used as a guide</li> </ul>	<ul style="list-style-type: none"> <li>No formal pre-job safety planning program but some planning is done</li> <li>No check list is used in pre-planning</li> </ul>	<ul style="list-style-type: none"> <li>No pre-job safety planning is done</li> </ul>

Sub-Score for Section H: \_\_\_\_\_

## I. EMPLOYEE PARTICIPATION

9	6	3	0
<ul style="list-style-type: none"> <li>Employee participation program in place</li> <li>Supervisors trained to facilitate employee participation</li> <li>Procedures set up for employees to participate in activities (as in previous column) ranging from training to accident investigations</li> </ul>	<ul style="list-style-type: none"> <li>Supervisors trained to facilitate employee participation</li> <li>Employees encouraged to participate in: tool box talks, hazard recognition/reporting, site inspections, safety rule development/revision, new hire &amp; formal safety training, and accident investigations</li> </ul>	<ul style="list-style-type: none"> <li>Employee participation is encouraged</li> <li>Information is given to supervisors on how to involve employees</li> <li>Employee suggestion/comment program implemented</li> </ul>	<ul style="list-style-type: none"> <li>No employee participation program</li> </ul>

Sub-Score for Section I: \_\_\_\_\_

**J. NEW EMPLOYEE ORIENTATION**

6	4	2	0
<ul style="list-style-type: none"> <li>Formal orientation program is in effect for all new or transferred employees</li> <li>Records maintained showing date, person doing orientation and items covered</li> <li>Orientation includes training on: safety rules, HAZCOM, major job hazard exposures, PPE, and emergency reporting procedures</li> <li>Employer concern for safe job performance is stressed</li> <li>Employee signs record sheet</li> </ul>	<ul style="list-style-type: none"> <li>Orientation is given to new employees that includes information on safety</li> <li>Documentation is maintained showing topics covered</li> <li>Orientation includes training on: safety rules, HAZCOM, major hazard exposures of the job, PPE, and emergency reporting procedures</li> <li>Job safety requirements are stressed</li> </ul>	<ul style="list-style-type: none"> <li>Orientation is given to employees but no documentation is maintained</li> </ul>	<ul style="list-style-type: none"> <li>No orientation is given to new employees</li> </ul>

**Sub-Score for Section J: \_\_\_\_\_**

**K. SAFETY RULES**

9	6	3	0
<ul style="list-style-type: none"> <li>Rules are in writing and are communicated to all employees</li> <li>Rules are concise and easy to understand</li> <li>Rules are enforced equally among all employees</li> <li>Rules are updated on a regular basis</li> <li>Subcontractors must follow safety rules.</li> </ul>	<ul style="list-style-type: none"> <li>Rules are in writing and are communicated to all employees</li> <li>Copies of the rules are posted or are available to employees</li> <li>Supervisors enforce most of the rules</li> <li>Subcontractors must follow safety rules.</li> </ul>	<ul style="list-style-type: none"> <li>There are some general rules</li> <li>The rules are enforced most of the time</li> <li>Rules have not been reviewed or revised within past two years</li> </ul>	<ul style="list-style-type: none"> <li>There are no safety rules</li> </ul>

**Sub-Score for Section K: \_\_\_\_\_**

**L. EMPLOYEE SAFETY TRAINING**

12	8	4	0
<ul style="list-style-type: none"> <li>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, trade specific safety (such as electrical safety)</li> <li>Formal safety training conducted by competent or qualified safety instructors</li> <li>Employee training comprehension/understanding is verified and documented</li> </ul>	<ul style="list-style-type: none"> <li>Some formal safety training provided and documented in areas such as: first aid/CPR and hazard recognition</li> <li>Formal training needs assessment conducted for workforce</li> <li>Informal safety training conducted by competent or qualified safety instructors</li> <li>Employee training comprehension/understanding is verified and documented</li> </ul>	<ul style="list-style-type: none"> <li>Formal safety training, with verifiable records provided in: hazard recognition</li> <li>Some informal safety training provided for categories found in the far left column</li> </ul>	<ul style="list-style-type: none"> <li>No formal safety training provided</li> </ul>

**Sub-Score for Section L: \_\_\_\_\_**

**M. TOOLBOX SAFETY MEETINGS**

6	4	2	0
<ul style="list-style-type: none"> <li>Meetings held weekly</li> <li>Conducted by supervisors</li> <li>Attendance and topic documentation kept</li> <li>Employees participate</li> <li>Employer attends occasionally</li> </ul>	<ul style="list-style-type: none"> <li>Supervisors hold meetings at least monthly</li> <li>Attendance and topic documentation kept</li> </ul>	<ul style="list-style-type: none"> <li>Employer conducts meetings with all employees less than once a month</li> </ul>	<ul style="list-style-type: none"> <li>No meetings held with employees</li> </ul>

**Sub-Score for Section M: \_\_\_\_\_**



## N. INSPECTIONS

9	6	3	0
<ul style="list-style-type: none"> <li>Weekly job site inspections are made by the site supervisor</li> <li>Critical safety hazards are identified and corrected</li> <li>A report is submitted on the results of the inspection</li> <li>Hazards are classified according to seriousness</li> <li>Dates are set to assess corrective action effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>Monthly job site inspections are made by an employer representative</li> <li>A report on the results is filed</li> <li>Follow-up corrective action is taken</li> </ul>	<ul style="list-style-type: none"> <li>Informal job site inspections are made occasionally by the site supervisor with no reports submitted</li> </ul>	<ul style="list-style-type: none"> <li>No inspections are required</li> </ul>

Sub-Score for Section N: \_\_\_\_\_

## O. SUPERVISORY TRAINING

9	6	3	0
<ul style="list-style-type: none"> <li>Supervisory training includes:</li> <li>First Aid/CPR</li> <li>Hazard Recognition</li> <li>Emergency Reporting Procedures</li> <li>OSHA 10 Hour or greater</li> <li>Conducting Meetings</li> <li>Supervisory Skills</li> <li>Accident Investigation</li> <li>Job Safety Analysis</li> <li>Job Safety Planning</li> <li>Train-the-Trainer</li> <li>Jobsite Safety Inspections</li> <li>Human Relations:</li> <li>Company has in-house facilities for training or has good outside training source</li> <li>Professional development courses offered</li> <li>Supervisors have access to a safety professional</li> </ul>	<ul style="list-style-type: none"> <li>Most supervisors receive training in:</li> <li>Hazard Recognition</li> <li>First Aid/CPR</li> <li>Emergency Reporting Procedures</li> <li>Human Relations</li> <li>Supervisory Skills</li> <li>Accident Investigation</li> <li>Job Site Safety Inspections</li> </ul>	<ul style="list-style-type: none"> <li>Some supervisors are sent to outside training courses</li> </ul>	<ul style="list-style-type: none"> <li>The firm has no training for supervisors</li> </ul>

Sub-Score for Section O: \_\_\_\_\_

## P. ACCIDENT INVESTIGATION

9	6	3	0
<ul style="list-style-type: none"> <li>Accidents and near misses are investigated by site supervisor</li> <li>All supervisors are trained in the techniques of accident investigation</li> <li>Reports are completed for all accidents</li> <li>Employer reviews all accidents that exceed a set cost</li> <li>The basic causes of all accidents are determined</li> <li>Information learned is shared with employees on all jobsites</li> <li>There are follow-up steps to assure corrective action is taken</li> </ul>	<ul style="list-style-type: none"> <li>All accidents are investigated with a report written</li> <li>Supervisors are trained to make investigations</li> <li>Employer reviews investigation reports</li> <li>Information on "serious" incidents is shared with employees on all jobsites</li> </ul>	<ul style="list-style-type: none"> <li>Informal investigations are made with no written report</li> <li>Some supervisory personnel know how to investigate an accident</li> <li>Information gained is not shared with employees on other jobsites</li> <li>Persons other than the site supervisor conduct most investigations</li> </ul>	<ul style="list-style-type: none"> <li>Accidents are not investigated to determine cause</li> </ul>

Sub-Score for Section P: \_\_\_\_\_

**Q. USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)**

9	6	3	0
<ul style="list-style-type: none"> <li>• Assessment made to determine PPE needs</li> <li>• Employees trained in use and maintenance of PPE</li> <li>• Approved PPE used</li> <li>• PPE provided for employees</li> <li>• Employees aware of disciplinary consequences of not using PPE</li> <li>• PPE needs assessed annually</li> </ul>	<ul style="list-style-type: none"> <li>• PPE is provided and use is required</li> <li>• Employees trained in use and maintenance of PPE</li> <li>• Employees informed of PPE requirements for each job</li> </ul>	<ul style="list-style-type: none"> <li>• PPE is provided and its use encouraged</li> <li>• Some training is given in use and maintenance of PPE</li> </ul>	<ul style="list-style-type: none"> <li>• Use of PPE is left to the discretion of each employee, resulting in rare use</li> </ul>

**Sub-Score for Section Q: \_\_\_\_\_**

**R. PERFORMANCE REVIEW**

6	4	2	0
<ul style="list-style-type: none"> <li>• Safety program is reviewed semi-annually to determine if it is producing desired results</li> <li>• Criteria exist against which performance is measured</li> <li>• Results of performance review become part of overall rating of supervisors</li> <li>• Strong points and shortcomings are discussed with individual supervisors</li> </ul>	<ul style="list-style-type: none"> <li>• Safety program is reviewed annually to determine if it is producing desired results</li> <li>• Performance criteria exist for more than half of the areas measured</li> <li>• Results are discussed with individual supervisors</li> </ul>	<ul style="list-style-type: none"> <li>• Subjective review made of safety activities to judge if they are effective</li> <li>• Rating given to each area reviewed</li> </ul>	<ul style="list-style-type: none"> <li>• No review made of safety performance</li> </ul>

**Sub-Score for Section R: \_\_\_\_\_**

**S. SUBSTANCE ABUSE POLICY**

6	4	2	0
<ul style="list-style-type: none"> <li>• Company Policy contains strict rules regarding drug and alcohol use</li> <li>• Company does drug testing for pre-hire, post accident and for cause</li> <li>• Company keeps counseling and testing records</li> <li>• Company has an Employee Assistance Program</li> </ul>	<ul style="list-style-type: none"> <li>• Company has substance abuse verbiage in company policy</li> <li>• Supervisors are trained in hazards of drugs and alcohol on the job</li> </ul>	<ul style="list-style-type: none"> <li>• Company has policy but makes no effort to enforce policy</li> </ul>	<ul style="list-style-type: none"> <li>• Company has no policy regarding drugs, or alcohol abuse</li> </ul>

**Sub-Score for Section S: \_\_\_\_\_**

**T. RECORDKEEPING**

6	4	2	0
<ul style="list-style-type: none"> <li>• Records are kept on:</li> <li>• Inspections</li> <li>• Training</li> <li>• Indoctrination's</li> <li>• Accident Investigations</li> <li>• First Aid Treatment</li> <li>• OSHA Log-Forms 300 &amp; 300A</li> <li>• Hazard Communication</li> <li>• Program</li> <li>• Employee Absences</li> </ul>	<ul style="list-style-type: none"> <li>• Records are kept on:</li> <li>• OSHA Log-Forms 300 &amp; 300A</li> <li>• Accident Investigations</li> <li>• Inspections</li> <li>• First Aid Treatment</li> </ul>	<ul style="list-style-type: none"> <li>• OSHA Log – Forms 300 &amp; 300A are maintained according to OSHA Requirements</li> </ul>	<ul style="list-style-type: none"> <li>• No records are kept on safety related activities</li> </ul>

**Sub-Score for Section T: \_\_\_\_\_**

You have now completed the 20 Components of Safety Self Assessment. Transcribe your SUB-SCORES for Sections A through T onto your 2011 STEP Submittal Form.

