

## SPRS (Effective January 1, 2017)

The Safety Program Review Score Sheet (SPRS) is a list of policies that will be evaluated based on what the CCS Board of Directors believes to be a guide for the optimal safety program. Certain sections are required of every contractor while others are triggered by the type of work you perform based on how you answered the series of questions on your application. There are mandatory criteria within each section along with best practices. **You must have all of the mandatory elements in your safety program in order to be “CCS Safety Certified” or “CCS Safety Qualified”. Missing just one required element will cause you to fail and be listed as a “participant” only.**

Green indicates mandatory criteria (must be met to be “CCS Safety Certified” or “CCS Safety Qualified”)

Blue indicates best practices (Must have a minimum of 50% to be “CCS Safety Certified”)

### Section 1: Management Leadership & Employee Participation

#### **A. PRESIDENT/OWNER STATEMENT IS WRITTEN (Mandatory)**

01. IS PART OF THE SAFETY MANUAL/PROGRAM.

02. SIGNED BY PRESIDENT.

03. PART OF EMPLOYEE SAFETY ORIENTATION.

#### **B. SAFETY & HEALTH GOALS & OBJECTIVES ARE DEFINED (Mandatory)**

01. GENERAL SAFETY RULES ARE WRITTEN.

02. COMPANY COMMUNICATES WRITTEN SAFETY & HEALTH GOALS AND PROGRESS WITH ALL EMPLOYEES.

03. MEASURES ARE USED TO TRACK AND UPDATE GOAL PROGRESS ON AN ANNUAL BASIS.

#### **C. MANAGEMENT SAFETY RESPONSIBILITIES ARE DEFINED (Mandatory)**

01. MANAGEMENT SAFETY RESPONSIBILITIES ARE SUMMARIZED FOR EACH JOB DESCRIPTION.

02. A SAFETY BUDGET IS BUILT INTO EACH BID.

03. A NON-DOT SAFE DRIVING/DISTRACTED DRIVING POLICY HAS BEEN ESTABLISHED.

#### **D. EMPLOYEE SAFETY RESPONSIBILITIES ARE DEFINED (Mandatory)**

01. PROCEDURES IN PLACE FOR EMPLOYEES TO COMMUNICATE SAFETY HAZARDS.

02. EMPLOYEE SAFETY RESPONSIBILITIES ARE DEFINED AND IN WRITING.

03. EMPLOYEES SHALL NOT CONDUCT TASKS IN WHICH THEY HAVEN'T BEEN TRAINED.

04. METHOD FOR EMPLOYEES TO COMMUNICATE SAFETY IMPROVEMENT SUGGESTIONS.

#### **E. SUBCONTRACTOR SAFETY RESPONSIBILITIES ARE DEFINED (Required Question #1)**

01. SUBCONTRACTORS ARE REQUIRED TO DESIGNATE AN ONSITE SAFETY REPRESENTATIVE.

02. SUBCONTRACTORS TO PROVIDE A SDS FOR ALL HAZARDOUS MATERIALS BROUGHT ONSITE AND A CENTRAL LOCATION FOR SDS IS ESTABLISHED AT EACH JOBSITE.

03. SUBCONTRACTORS TO PROVIDE A PROJECT SPECIFIC SAFETY PLAN PRIOR TO BEGINNING WORK.

04. SUBCONTRACT AGREEMENT CONTAINS PROVISIONS REGARDING SAFETY.

05. WEEKLY TOOL BOX TALKS WILL BE GIVEN BY SUBCONTRACTORS.

06. THE ONSITE SAFETY REPRESENTATIVE HAS OSHA 10-HOUR CONSTRUCTION TRAINING.

#### **F. SAFETY DIRECTOR (COORDINATOR) IS DESIGNATED (Mandatory)**

01. THE SAFETY DIRECTOR REPORTS TO UPPER MANAGEMENT.

02. A DEFINED WRITTEN POLICY REFLECTS THE SAFETY ROLE, AUTHORITY, AND RESPONSIBILITY OF THE SAFETY DIRECTOR.

03. THE SAFETY DIRECTOR HAS RECEIVED OSHA 30-HOUR CONSTRUCTION TRAINING OR BCSP CERTIFICATION.

04. SAFETY DIRECTOR HAS A PERSONAL "SAFETY MANAGEMENT STATEMENT."
05. SAFETY DIRECTOR IS A FULL TIME COMPANY EMPLOYEE WHOSE PERFORMANCE IS REVIEWED ANNUALLY AND BASED ON SPECIFIC CRITERIA. (E.G. SPECIFIC GOALS)
06. SAFETY DIRECTOR RECEIVES TRAINING NECESSARY TO ACCOMPLISH DESIGNED TASKS AS DETAILED IN THEIR JOB RESPONSIBILITIES. (E.G. CONFINED SPACE ENTRY, NOISE MONITORING, FORKLIFT TRAINING, ETC.)
07. SAFETY DIRECTOR HAS RECEIVED OSHA CONSTRUCTION 500 TRAINING.

## **Section 2: Workplace Analysis**

### **A. A SELF INSPECTION PROGRAM IS DEFINED (Mandatory)**

01. MONTHLY INSPECTIONS AND CORRECTIVE ACTIONS ARE REQUIRED TO BE DOCUMENTED.
02. SAFETY DIRECTOR OR OTHER DESIGNATED COMPETENT PERSON PERSONALLY CONDUCTS INSPECTIONS.
03. SAFETY INSPECTION ITEMS ARE REVIEWED USING A SPECIFIC SELF INSPECTION FORM. (PROVIDED IN SAFETY PROGRAM)
04. INNOVATIVE INSPECTION PROCESS IS PERFORMED. (I.E. BEHAVIORAL, LEADING INDICATOR, CREW-BASED, ETC.)
05. SAFETY INSPECTION TRAINING IS REQUIRED. INDIVIDUALS CONDUCTING INSPECTIONS ARE TRAINED, CERTIFIED, OR HAVE ADEQUATE EXPERIENCE IN THE CONSTRUCTION INDUSTRY.
06. A DATABASE OF INSPECTION RESULTS IS ESTABLISHED AND REQUIRED TO BE GIVEN TO THE SAFETY DIRECTOR TO ANALYZE.
07. CORRECTIVE ACTIONS ARE ASSIGNED AND TRACKED TO COMPLETION.
08. SAFETY INSPECTION RESULTS ARE REVIEWED BY UPPER MANAGEMENT.
09. A DESIGNATED PERSON CONDUCTS DOCUMENTED WEEKLY JOBSITE SAFETY INSPECTIONS.
10. MANAGEMENT WILL REVIEW INSPECTION DATA (TRENDS) AND USE THIS INFORMATION TO UPGRADE EMPLOYEE TRAINING.

### **B. JOB HAZARD ANALYSIS (JHA) PROCEDURES ARE DEFINED (Mandatory)**

01. HAZARD ANALYSIS DEFINES HAZARDOUS OPERATIONS BY PHASE OF WORK, CORRECTIVE ACTION OR PREVENTATIVE ACTION.
02. JHAS ARE COMPLETED ON A DEFINED SCHEDULE.
03. JOBS/ACTIVITIES ARE ANALYZED WHEN AN ACCIDENT OCCURS AND REVIEWED.
04. JHAS ARE COMPLETED ON A COMPANY "JHA FORM."
05. SAFE TO WORK PROCESSES ARE USED TO REVIEW THE PURCHASE OF ANY NEW EQUIPMENT TO ENSURE ADEQUATE PROCEDURES ARE ESTABLISHED AND TRAINING IS CONDUCTED.
06. PRIOR TO BIDDING NEW JOBS, THE COMPLETION OF A PRE-JOB PLANNING PROCESS IS USED TO EVALUATE UNIQUE SAFETY ISSUES ON THE JOB.
07. INDIVIDUALS CONDUCTING THE JHAS ARE TRAINED IN HOW JHAS ARE DONE.

### **C. INCIDENT REPORTING PROCEDURES ARE DEFINED (Mandatory)**

01. REPORTING PROCEDURES ARE DESIGNED TO FIND THE INCIDENT CAUSE AND PROMPT CORRECTIVE MEASURES.
02. ALL PERSONNEL ARE TO BE FAMILIAR WITH THE INCIDENT REPORTING PROCEDURE.
03. ALL INCIDENTS ARE REPORTED USING A COMPANY SPECIFIC FORM AND THEN FORWARDED TO MANAGEMENT TO CONDUCT AN INCIDENT ANALYSIS.
04. PROCEDURES TO FOLLOW IN CASE OF PERSONAL INJURY, PROPERTY DAMAGE OR CHEMICAL SPILL.
05. COMPANY IS PROPERLY MAINTAINING OSHA RECORD KEEPING FORMS.
06. INJURED EMPLOYEE AND WITNESS STATEMENTS ARE TAKEN.

07. ALL INCIDENT INFORMATION WILL BE IN A COMPANY DATABASE TO SORT FOR TRENDS.
08. CORRECTIVE ACTION IS TAKEN AND “LESSONS LEARNED” REPORTED TO ALL LEVELS OF MANAGEMENT AND ALL EMPLOYEES.
09. ALL INCIDENTS (INCLUDING NEAR MISSES) ARE INVESTIGATED WITHIN 24 HOURS OF OCCURRENCE.
10. CONTRACTOR HAS PROCESS TO TRACK FIRST AID.
11. CONTRACTOR HAS PROCESS FOR REPORTING NEAR MISSES AND NON-INJURY INCIDENTS.
12. AN EARLY RETURN-TO-WORK (LIGHT DUTY) PROGRAM IS PRESENT.
13. FUNCTIONAL JOB DESCRIPTIONS FOR EACH JOB CLASSIFICATION TO ASSIST WITH LIGHT DUTY RESTRICTIONS (E.G. LIFTING, BENDING REQUIREMENTS, ETC.)
14. PROCEDURES TO FOLLOW IN COORDINATION BETWEEN INJURED, SAFETY DIRECTOR, AND HEALTHCARE PROVIDER.
15. INJURED EMPLOYEES SHALL NOT TRANSFER THEMSELVES TO MEDICAL FACILITY.
16. AN OCCUPATIONAL MEDICAL FACILITY HAS BEEN DESIGNED AND IS POSTED FOR EACH JOBSITE.
17. DISCIPLINARY ACTION FOR FAILURE TO COMPLY WITH OCCUPATIONAL MEDICAL REQUIREMENTS.
18. EMPLOYEE MEDICAL RESTRICTIONS ARE COMMUNICATED TO MANAGEMENT, JOB SUPERINTENDENT AND WORKERS COMPENSATION PROVIDER.
19. THE MEDICAL FACILITY TO PROVIDE CONTRACTOR WITH DATA AND COORDINATION OF RETURN TO WORK & JOB RESTRICTIONS.

### **Section 3: Hazard Preventions**

#### **A. DISCIPLINARY POLICIES & PROCEDURES ARE DEFINED (Mandatory)**

01. VIOLATIONS OF SAFETY POLICIES RESULT IN DISCIPLINARY ACTIONS (E.G. RETRAINING, VERBAL, WRITTEN, ETC.)
02. ALL DISCIPLINARY ACTIVITY SHALL BE DOCUMENTED.
03. DISCIPLINARY POLICIES ARE PART OF THE NEW HIRE ORIENTATION.
04. PERSONNEL GIVEN AUTHORITY AND RESPONSIBILITY FOR DISCIPLINARY ACTION (E.G. WHO CAN DISCIPLINE, ETC.) ARE CLEARLY IDENTIFIED.

#### **B. SUBSTANCE ABUSE PROGRAM MEETS OR EXCEEDS THE CCS SUBSTANCE ABUSE PROGRAM OR RECIPROCAL PROGRAM PROTOCOL (Mandatory)**

01. A BASIC POLICY OF COMPANY’S POSITION ON SUBSTANCE/ALCOHOL ABUSE.
02. A SUBSTANCE ABUSE POLICY INCORPORATES ALL GUIDELINES STATED IN THE CCS SUBSTANCE ABUSE POLICY. (REFER TO CCS SUBSTANCE ABUSE POLICY CHECKLIST)
03. REASONABLE CAUSE TESTING WITH DOCUMENTATION.
04. POST ACCIDENT TESTING POLICY THAT FOLLOWS OSHA RECORDKEEPING GUIDELINES.
05. JOB SUPERINTENDENT AND FOREMAN ARE TRAINED IN DRUG AND ALCOHOL AWARENESS ON THE JOBSITE.
06. EMPLOYEE ASSISTANCE PROGRAM IS AVAILABLE.
07. RANDOM DRUG TESTING CONDUCTED.

#### **C. PERSONAL PROTECTIVE EQUIPMENT POLICIES & PROCEDURES ARE DEFINED (Mandatory)**

01. WHAT PPE THE COMPANY WILL PROVIDE EMPLOYEES AND WHAT (IF ANY) THE EMPLOYEE WILL PROVIDE. (E.G. WORK BOOTS, HARD HATS, SAFETY GLASSES, GLOVES, ETC.)
02. TRAINING ON THE PROPER USE OF PPE IS PROVIDED.
03. JOBSITE PERSONNEL ARE REQUIRED TO WEAR AND MAINTAIN THE PPE, AND AS REQUIRED BY COMPANY POLICY OR JOBSITE REQUIREMENT.
04. THE PPE PROGRAM IS AUDITED EVERY YEAR.
05. WRITTEN WORKPLACE HAZARD ASSESSMENTS TAKE PLACE FOR ALL JOBS, PROCESSES OR PHASES OF

ACTIVITY THAT APPLIES TO ASSIGNED WORK.

06. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.

07. FORMAL PROCESS EXISTS TO SOLICIT FEEDBACK FROM EMPLOYEES ON THE USEFULNESS AND SELECTION OF PPE.

08. RESPONSIBILITY OF THE PPE PROGRAM IS WITH THE SAFETY DIRECTOR OR OTHER DESIGNATED PERSON.

**D. A HAZARD COMMUNICATION PROGRAM IS DETAILED & INCLUDES SDS INSTRUCTIONS (Mandatory)**

01. LOCATION OF SDS IS COMMUNICATED TO EMPLOYEES.

02. REQUIREMENT FOR LABELING WORKPLACE (SECONDARY) CONTAINERS IS ESTABLISHED.

03. SDS' ARE REQUIRED FOR EACH HAZARDOUS CHEMICAL PRESENT.

04. ALL EMPLOYEES RECEIVE TRAINING.

05. SAFETY DIRECTOR OR DESIGNATED PERSON HAS THE RESPONSIBILITY FOR THE ADMINISTRATION OF THE HAZCOM PROGRAM AND TRAINING.

06. A WRITTEN HAZCOM PROGRAM IS PRESENT ON ALL JOBSITES.

07. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.

08. PROCEDURES TO FOLLOW TO ENSURE THAT ANY NEW MATERIAL PURCHASED WILL HAVE A SDS AND HOW THE SDS BINDER WILL BE UPDATED.

09. WORK SITE LABELING SYSTEM FOR NEW/MISSING LABELS ON CONTAINERS IS ESTABLISHED.

10. A CHEMICAL EXPOSURE ASSESSMENT POLICY IS IN PLACE AND REVIEWED WITH EMPLOYEES.

**E. AN EMERGENCY ACTION PLAN (EAP) IS DEFINED (Mandatory)**

01. JOB SPECIFIC EAP PROCEDURES & EQUIPMENT ARE DEVELOPED PRIOR TO THE START OF A PROJECT.

02. EAP IS IN WRITING AND PERSONNEL RESPONSIBILITIES ARE DEFINED AND DISCUSSED AT ORIENTATION.

03. DISPLAY EVIDENCE THAT AN EAP MOCK DRILL IS CONDUCTED EVERY SIX (6) MONTHS.

04. EAP PROCEDURES ARE REVIEWED AND CHANGES DOCUMENTED ANNUALLY.

05. FIRST RESPONDERS ARE IDENTIFIED AND TRAINED IN CPR AND FIRST AID.

06. EAP CHECKLIST AND TRAINING IS PROVIDED TO ALL JOB SUPERINTENDENTS TO ASSURE PROPER EAPS ARE FOLLOWED.

07. HEPATITIS B VACCINATION, POST EXPOSURE EVALUATION AND FOLLOW-UP.

08. CLEAN-UP AND DISPOSAL OF INFECTIOUS MATERIALS.

09. MEDICAL RECORDKEEPING FOR BLOODBORNE PATHOGEN EXPOSURE.

10. BLOODBORNE PATHOGEN TRAINING OF EMPLOYEES.

11. COMMUNICATION OF BLOODBORNE PATHOGEN HAZARDS TO EMPLOYEES.

12. PROVISIONS FOR OCCUPATIONAL EXPOSURE TO BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS.

13. BLOODBORNE PATHOGENS ARE ELEMENTS OF THE SELF INSPECTION FORM.

14. EXPOSURE CONTROL PLAN IS ACCESSIBLE TO EMPLOYEES AND UPDATED AT LEAST ANNUALLY (ORAS CHANGES DICTATE).

15. JOBSITES ARE PROVIDED WITH BLOODBORNE PATHOGEN KITS.

16. AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS) ON SITE AND PERSONNEL TRAINED ON USE.

17. A WORKPLACE VIOLENCE POLICY IS IN PLACE AND REVIEWED WITH EMPLOYEES.

18. A HEAT AND COLD STRESS POLICY IS IN PLACE AND REVIEWED WITH EMPLOYEES.

**F. A POLICY ON ASBESTOS AWARENESS IS WRITTEN (Required Question #6)**

01. INSTRUCTIONS ON HOW TO AVOID CONTACT OR DISTURBING ASBESTOS CONTAINING MATERIAL(ACM) AND REPORT TO SUPERVISION.

02. EXAMPLES OF ACM.

03. HEALTH HAZARDS OF ASBESTOS.

04. PHYSICAL PROPERTIES OF ASBESTOS.

05. AWARENESS TRAINING IS PROVIDED TO ALL THOSE WHO COULD BE EXPOSED TO ACM.

**G. A POLICY ON ASBESTOS ABATEMENT IS WRITTEN (Required Question #7)**

01. HOUSEKEEPING.

02. HYGIENE FACILITIES AND PRACTICES.

03. COMPETENT PERSON OBLIGATIONS.

04. RECORDKEEPING.

05. PROVISION OF PROTECTIVE CLOTHING.

06. PROVISION OF RESPIRATORY PROTECTION INCLUDING SELECTION, FIT TESTING AND MEDICAL EVALUATION.

07. MEASURES TAKEN TO MONITOR EMPLOYEE EXPOSURE LEVELS.

08. MEASURES TAKEN TO NOTIFY OTHER EMPLOYERS ONSITE OF REGULATED AREAS.

09. EXPLANATION OF ENGINEERING CONTROLS AND WORK PRACTICES.

10. ESTABLISHMENT OF REGULATED AREAS.

11. ANNUAL TRAINING IS CONDUCTED.

12. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.

**H. A POLICY ON COMPRESSED CYLINDER HANDLING/STORAGE IS DETAILED (Required Question #8)**

01. REFERENCE TO GENERAL SAFETY HANDLING AND TRANSPORTING.

02. PROPER SEPARATION OF FUEL GAS CYLINDERS FROM OXYGEN IN STORAGE.

03. PROPER STORAGE.

04. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.

05. DETAILED EXPLANATION OF PROPER USE, STORAGE AND HANDLING OF CYLINDERS.

06. CYLINDER LABELING.

07. PRECAUTIONS FOR RELEASING UNWANTED PRESSURE.

08. PROPER USE OF GAUGES.

**I. A POLICY ON CONFINED SPACE ENTRY IS DETAILED (Required Question #9)**

01. EMPLOYEES RECEIVE CONFINED SPACE ENTRY AWARENESS TRAINING.

02. SYSTEM FOR THE PREPARATION, ISSUANCE, USE, SUSPENSION, AND CANCELLATION OF ENTRY PERMITS.

03. CERTIFIED TRAINING OF ALL ENTRY TEAM MEMBERS (IE. ENTRANT, ATTENDANT, SUPERVISOR).

04. PROPER MAINTENANCE OF ENTRY DOCUMENTATION FOR ONE YEAR.

05. MEASURES TO SELECT EITHER A RESCUE TEAM THAT HAS BEEN EVALUATED TO HAVE APPROPRIATE CAPABILITIES OR TRAIN EMPLOYEES TO PERFORM RESCUE.

06. PROVISIONS FOR PPE EQUIPMENT.

07. PROVISIONS FOR COMMUNICATION(S).

08. PROVISIONS FOR VENTILATING EQUIPMENT.

09. PROVISIONS FOR CONTINUOUS ATMOSPHERIC MONITORING WHENEVER POSSIBLE.

10. PROCEDURES AND MEASURES TO IDENTIFY AND EVALUATE THE HAZARDS BEFORE ENTERING.

11. MEASURES TO PREVENT UNAUTHORIZED ENTRY.

12. MEASURE TO ENSURE TRAINED COMPETENT PERSON HAS BEEN DESIGNATED BY THE EMPLOYER.

13. PROVISION FOR COMMUNICATION AND COORDINATION OF DESIGNATED CONTROLLING CONTRACTOR.

14. PROVIDES AN EARLY WARNING SYSTEM THAT CONTINUOUSLY MONITORS FOR NON-ISOLATED ENGULFMENT HAZARDS.

15. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.

16. MEASURES TO COORDINATE WITH OTHER EMPLOYERS WHEN WORKING SIMULTANEOUSLY.

17. DUTIES AND RESPONSIBILITIES OF A CONFINED SPACE ENTRY TEAM MEMBER.

18. ATTENDANTS ARE FIRST AID AND CPR TRAINED.

19. COORDINATION WITH RESCUE PERSONNEL PRIOR TO JOB STARTING.

20. ANNUAL REFRESHER TRAINING PROVIDED FOR COMPETENT PERSON.

**J. A POLICY ON ELECTRICAL SAFETY IS DEFINED (Mandatory)**

01. GENERAL ELECTRICAL SAFETY RULES, REQUIREMENTS REGARDING THE USE OF FLEXIBLE CORDS AND GROUND FAULT CIRCUIT INTERRUPTERS.

02. GENERAL ELECTRIC SAFETY TRAINING REQUIRED FOR ALL FIELD PERSONNEL.

03. POLICY FOR EXPOSURE TO ENERGIZED PARTS. (WHERE APPLICABLE)

04. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.

**K. A POLICY ON LIVE ELECTRICAL SAFETY IS DEFINED (Required Question #10)**

01. PROCEDURES DEFINE HOW TO PERFORM LIVE WORK.

02. EMPLOYEES RECEIVE NFPA 70E TRAINING.

03. COMPANY PROVIDES REQUIRED PPE.

04. PROGRAM DEFINES FREQUENCY OF VOLTAGE GLOVE TESTING.

05. EMPLOYEES HAVE CPR AND AUTOMATED EXTERNAL DEFIBRILLATOR (AED) CERTIFICATION.

**L. A FALL PROTECTION PLAN IS DETAILED (Required Question #11)**

01. INSPECTION OF EQUIPMENT AND MATERIALS USED FOR FALL PROTECTION.

02. TRAINING PROVISIONS INCLUDING WRITTEN CERTIFICATION FOR ALL EMPLOYEES EXPOSED.

03. REQUIREMENTS FOR FALL PROTECTION ON WALKING/WORKING SURFACES GREATER THAN 6 FT.(GENERAL INDUSTRY IS 4 FT.)

04. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.

05. DEVELOPMENT OF SITE SPECIFIC FALL PROTECTION PLANS.

06. MEASURES TO PROVIDE RETRAINING AS NEEDED.

07. PERFORMANCE CRITERIA OF EQUIPMENT USED.

08. EXPLANATION OF FALL PROTECTION OPTIONS: GUARDRAILS, NETS OR PERSONAL FALL ARREST.

09. TRAINED, DESIGNATED PERSON CONDUCTS ANNUAL, DOCUMENTED INSPECTION OF ALL EQUIPMENT.

**M. A POLICY ON FIRE PREVENTION IS DETAILED (Required Question #8 & #23)**

01. PROPER STORAGE, LABELING, CONTAINMENT, AND USE OF FLAMMABLE LIQUIDS.

02. MEASURES TO INSPECT ALL PORTABLE EXTINGUISHERS ON A MONTHLY BASIS AND CERTIFICATION ONCE PER YEAR.

03. PROVISIONS FOR PORTABLE FIRE EXTINGUISHERS WHERE NEEDED.

04. TRAINING OF DESIGNATED PERSONNEL IN THE USE OF FIRE EXTINGUISHERS.

05. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.

06. PRE JOB PLANNING INCLUDES A REVIEW OF POSSIBLE FIRE HAZARDS.

07. MEASURES FOR MAINTAINING CLEARANCE OF OUTSIDE FIRE HYDRANTS.

**N. A POLICY ON HAND/POWER TOOL SAFETY IS DETAILED (Required Question #3)**

01. ALL TOOLS WILL BE DOUBLE INSULATED OR PROPERLY GROUNDED.

02. PROVISION FOR IDENTIFICATION AND REMOVAL FROM SERVICE OF ANY DEFECTIVE TOOL.

03. GUARDING REQUIREMENTS.

04. TOOLS INSPECTED PRIOR TO USE.

05. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.

06. HAZARD ASSESSMENT SHALL DICTATE PROPER USE.

07. DETAILED PROCEDURE FOR TAGGING DEFECTIVE TOOLS AND VERIFICATION OF REPAIR PRIOR TO RETURNING TOOL TO SERVICE.

**O. A HEARING CONSERVATION PLAN IS DETAILED (Required Question #12)**

01. ALL TEST RESULTS MADE AVAILABLE TO EFFECTED EMPLOYEES.

02. ANNUAL TRAINING PROGRAM FOR ALL EMPLOYEES EXPOSED TO NOISE AT OR ABOVE AN 8-HOURTIME WEIGHTED AVERAGE OF 85 DBA.

03. PROVISION FOR REQUIRED RECORDKEEPING.

04. BASELINE AUDIOGRAM CONDUCTED WITHIN 6 MONTHS OF EMPLOYEE NOISE LEVEL EXPOSURE.
05. AUDIOMETRIC TESTING TO BE PERFORMED BY A LICENSED OR CERTIFIED AUDIOLOGIST, OTOLARYNGOLOGIST, OR PHYSICIAN.
06. EMPLOYEE NOTIFICATION OF SOUND LEVELS ABOVE THE ACTION LEVEL.
07. DESIGNATION OF PERSON RESPONSIBLE TO ADMINISTER THE PROGRAM.
08. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.
09. PRIMARY FOCUS TO REDUCE NOISE LEVELS THROUGH ENGINEERING AND ADMINISTRATIVE MEANS.
10. MEASURES TO REEVALUATE NOISE LEVELS WHEN NEW EQUIPMENT IS PURCHASED OR SET UP IS CHANGED.
11. PROVISIONS FOR SUPPLYING PROTECTION TO VISITORS OR OTHER COMPANY'S EMPLOYEES IN THE AREA OF HIGH NOISE.
12. PROVISIONS FOR PROVIDING AT LEAST 2 TYPES OF HEARING PROTECTION FOR EMPLOYEES EXPOSED TO AN 8-HOUR TIME WEIGHTED AVERAGE OF 85 DBA.

**P. A POLICY ON HOUSEKEEPING IS DETAILED. (Mandatory)**

01. GENERAL CONSIDERATIONS OF KEEPING A CLEAN JOBSITE.
02. MAINTAINING CLEAR AISLE WAYS, WORK AREAS, AND STAIRWAYS.
03. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.
04. PROPER PROCEDURES FOR HANDLING DISPOSAL OF HAZARDOUS WASTE.
05. PROVISIONS OF CONTAINERS FOR REMOVAL OF DEBRIS.

**Q. A POLICY ON LADDER SAFETY IS DETAILED. (Required Question #4)**

01. TRAINING OBLIGATIONS INCLUDING NATURE OF FALL HAZARDS, CORRECT PROCEDURES IN USING LADDERS, PROPER CONSTRUCTION, MAXIMUM LOADS, ETC.
02. COMMON WORK RULES REGARDING PROPER TYPE, USE AND LIMITATIONS OF LADDERS.
03. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.
04. CORRECT TYPES OF LADDERS FOR VARIOUS JOB FUNCTIONS.

**R. A POLICY ON LEAD AWARENESS IS DETAILED (Required Question #13)**

01. INSTRUCTIONS ON HOW TO AVOID CONTACT OR DISTURBING LEAD CONTAINING MATERIAL AND REPORT TO SUPERVISION.
02. HEALTH HAZARDS OF LEAD EXPOSURE.
03. AWARENESS TRAINING IS PROVIDED TO ALL THOSE WHO COULD BE EXPOSED TO LEAD.

**S. POLICY ON LEAD HANDLING/REMOVAL IS WRITTEN (Required Question #14)**

01. HOUSEKEEPING.
02. HYGIENE FACILITIES AND PRACTICES.
03. COMPETENT PERSON OBLIGATIONS.
04. RECORDKEEPING.
05. PROVISION OF PROTECTIVE CLOTHING.
06. PROVISION OF RESPIRATORY PROTECTION INCLUDING SELECTION, FIT TESTING AND MEDICAL EVALUATION.
07. MEASURE TAKEN TO MONITOR EMPLOYEE EXPOSURE LEVELS.
08. MEASURES TAKEN TO NOTIFY OTHER EMPLOYERS ONSITE OF REGULATED AREAS.
09. EXPLANATION OF ENGINEERING CONTROLS AND WORK PRACTICES.
10. ESTABLISHMENT OF REGULATED AREAS.
11. EMPLOYEE INFORMATION AND ANNUAL TRAINING CONDUCTED.
12. PROVIDING SIGNAGE.
13. MEDICAL REMOVAL.
14. MEDICAL SURVEILLANCE AND EXAMINATIONS.
15. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.
16. MAINTENANCE OF TRAINING RECORDS TO TRACK REFRESHER OBLIGATIONS.

**T. A POLICY ON LOCKOUT/TAGOUT IS DETAILED (Required Question #15)**

01. ANNUAL (MINIMUM) INSPECTION PROCEDURE IS REQUIRED TO ENSURE THE PROCEDURES AND REQUIREMENTS OF THE LOCKOUT/TAGOUT POLICY ARE BEING FOLLOWED (NOTING PERSON RESPONSIBLE TO COMPLETE THIS ACTIVITY).
02. REQUIREMENT FOR EMPLOYEE TRAINING, DOCUMENTATION, AND RETRAINING FOR NEW JOBS, EQUIPMENT OR PROCESS.
03. PROCEDURES FOR SERVICING AND MAINTENANCE OF MACHINES/EQUIPMENT IN WHICH UNEXPECTED ENERGIZATION (OR START UP) OF THE MACHINES/EQUIPMENT, OR RELEASE OF STORED ENERGY COULD CAUSE INJURY.
04. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.
05. DETAILED TRAINING OF "AUTHORIZED" AND "AFFECTED" EMPLOYEES.
06. SPECIFIC WRITTEN LOCKOUT/TAGOUT PROCEDURES FOR EACH PIECE OF EQUIPMENT.
07. DETAILED PROCEDURES FOR EACH STEP OF LOCKOUT/TAGOUT.

**U. POLICIES ON AERIAL LIFTS/AERIAL WORK PLATFORMS/SCISSOR LIFTS ARE DETAILED (Required Question #16)**

01. MEASURES TO INSPECT EQUIPMENT AND HOW DOCUMENTATION WILL OCCUR.
02. TRAINING OF OPERATOR PRIOR TO USE AND CERTIFICATION TRAINING IF APPLICABLE.
03. FALL PROTECTION REQUIREMENTS FOR USE OF AERIAL LIFTS.
04. SCISSOR LIFT/MANLIFT RE-EVALUATION OF OPERATOR SKILLS EVERY THREE YEARS.
05. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.
06. SERVICING PROCEDURES INCLUDE IMMEDIATE REMOVAL FROM OPERATION UPON FIRST NOTICE OF DEFICIENCY AND TAGGED OUT.
07. PROCEDURES FOR SAFE USE OF EQUIPMENT AND ACCESSORIES.

**V. A POLICY ON POWER INDUSTRIAL TRUCKS/VEHICLES IS DETAILED (Required Question #17)**

01. MEASURES TO INSPECT EQUIPMENT DAILY AND HOW DOCUMENTATION WILL OCCUR.
02. TRAINING OF OPERATOR PRIOR TO USE AND CERTIFICATION TRAINING IF APPLICABLE (E.G.FORKLIFT, ROUGH TERRAIN FORKLIFT)
03. RE-EVALUATION OF OPERATOR SKILLS EVERY THREE YEARS.
04. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.
05. SERVICING PROCEDURES INCLUDE IMMEDIATE REMOVAL FROM OPERATION UPON FIRST NOTICE OF DEFICIENCY AND TAGGED OUT.
06. PROCEDURES FOR SAFE USE OF EQUIPMENT AND ATTACHMENTS. (E.G. WHEEL CHOCKS, ETC.)

**W. A POLICY ON POWDER ACTUATED TOOLS IS DETAILED (Required Question #18)**

01. PROPER GUARDING.
02. PROPER PPE. (E.G. EYE, FACE, HEARING, ETC.)
03. REQUIRING CERTIFICATION TRAINING OF AUTHORIZED OPERATORS.
04. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.
05. POSTING OF WARNING SIGNS.
06. SET SCHEDULE FOR MAINTENANCE.
07. PROVISION FOR DAILY TESTING PRIOR TO LOADING POWDER ACTUATED TOOLS.
08. RESTRICTION OF USE IN EXPLOSIVE OR FLAMMABLE ATMOSPHERES.
09. CONSIDERATIONS OF MATERIALS BEING DRIVEN INTO.

**X. A POLICY ON TRENCHING/EXCAVATION SAFETY IS DEFINED (Required Question #19)**

01. ADEQUATE BARRIER PROTECTION FOR EXCAVATIONS.
02. PROPER INSTALLATION/REMOVAL OF SHORING SYSTEM SUPPORTS (IF APPLICABLE).
03. REQUIREMENTS OF PROTECTIVE SYSTEMS. (E.G. SLOPING/BENCHING, SHIELDING, SHORING, ETC.)
04. DETERMINATION OF SOIL TYPE BY VISUAL/MANUAL TESTING.
05. FALL PROTECTION.



06. STABILITY OF ADJACENT STRUCTURES.
07. PROTECTION FROM HAZARDS ASSOCIATED WITH WATER ACCUMULATION.
08. EXPOSURE TO VEHICULAR TRAFFIC.
09. COMPETENT PERSON INSPECTION – EVERYDAY PRIOR TO START OF WORK, AFTER RAINSTORM OR OTHER HAZARD INCREASING OCCURRENCE.
10. IDENTIFICATION OF POSSIBLE HAZARDOUS ATMOSPHERES.
11. PROPER ACCESS AND EGRESS.
12. MEASURES TO INSURE COMPETENT PERSON IS TRAINED IN EXCAVATION AND TRENCHING ACTIVITIES.
13. SAFE HANDLING OF UNDERGROUND UTILITIES.
14. DEVELOPMENT OF SITE SPECIFIC SAFETY PLAN FOR EXCAVATION/TRENCHING ACTIVITY.
15. SPECIFIC OUTLINE OF TRAINING REQUIREMENTS FOR “COMPETENT PERSON.”
16. ANNUAL REFRESHER TRAINING FOR ALL “COMPETENT PERSONS.”
17. COMPLETION OF A DAILY EXCAVATION/TRENCH INSPECTION LOG IS PART OF PROCEDURE.

**Y. A POLICY ON RESPIRATORY PROTECTION IS DETAILED (Required Question #7, #14 and #20)**

01. AFFECTED EMPLOYEES RECEIVE TRAINING ON USE, STORAGE, CLEANING AND INSPECTION OF PROVIDED RESPIRATOR.
02. DESIGNATED PERSON RESPONSIBLE FOR THE RESPIRATORY PROGRAM.
03. QUANTITATIVE/QUALITATIVE TESTING ANNUALLY.
04. TYPES OF RESPIRATORS REQUIRED.
05. PROCEDURES FOR SELECTION, MEDICAL EVALUATIONS, FIT TESTING, PROPER USE, CLEANING AND EMPLOYEE ANNUAL REFRESHER.
06. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.
07. PROVISIONS FOR “VOLUNTARY USE” OF DUST MASKS.
08. PROGRAM IS EVALUATED ANNUALLY FOR EFFECTIVENESS.

**Z. A POLICY ON SCAFFOLDING SAFETY AWARENESS IS DETAILED (Required Question #21)**

01. GENERAL WORK PRACTICES ARE OUTLINED.
02. AWARENESS LEVEL TRAINING IS PERFORMED.

**AA. A POLICY ON SCAFFOLDING ERECTION SAFETY IS DETAILED (Required Question #22)**

01. MEASURES TO ENSURE TRAINED “COMPETENT PERSON” OVERSEES SCAFFOLD USE, ERECTION, AND DISMANTLING.
02. FALLING OBJECT PROTECTION (E.G. TOE BOARDS, MESH)
03. FALL PROTECTION.
04. USE.
05. ACCESS.
06. CRITERIA FOR SUPPORTED SCAFFOLDS AND/OR SUSPENSION SCAFFOLDS.
07. SCAFFOLD PLATFORM CONSTRUCTION.
08. CAPACITY.
09. SCAFFOLD TAGGING SYSTEM.
10. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.
11. FALL PROTECTION PLAN FOR EMPLOYEES ERECTING OR DISMANTLING SUPPORTED SCAFFOLDS.
12. REFRESHER TRAINING (ANNUAL) PROVIDED FOR COMPETENT PERSONS.
13. SPECIFIC OUTLINE OF TRAINING REQUIREMENTS FOR “COMPETENT PERSONS”.

**BB. A POLICY ON WELDING AND CUTTING SAFETY IS DETAILED (Required Question #23)**

01. PROPER GROUNDING, CABLES, SPLICES AND CONNECTORS FOR ARC WELDING EQUIPMENT.
02. STORAGE OF OXYGEN CYLINDERS SEPARATE FORM FUEL GAS CYLINDERS OR COMBUSTIBLES BY 20 FEET OR ½ HOUR FIRE RATED BARRIER.
03. SECURING CYLINDERS IN UPRIGHT POSITION.

04. PROPER TRANSPORTING, MOVING AND STORING COMPRESSED GAS CYLINDERS.
05. INSTRUCTION OF EMPLOYEES IN THE GENERAL SAFE MEANS OF WELDING AND CUTTING.
06. INSTRUCTION OF EMPLOYEES IN SAFE USE OF FUEL GAS.
07. USE OF PPE EQUIPMENT.
08. FIRE PROTECTION CONSIDERATIONS. (E.G. SAFE AREA AND SUITABLE FIRE EXTINGUISHING EQUIPMENT)
09. RESPONSIBILITIES OF A DESIGNATED FIRE WATCH.
10. HOT WORK PERMIT SYSTEM FOR OPERATIONS IN POTENTIALLY HAZARDOUS ENVIRONMENTS.
11. PROPER VENTILATION ESPECIALLY FOR METALS OF TOXIC SIGNIFICANCE AND CONFINED SPACES.
12. REQUIRED USE OF FLASHBACK ARRESTORS.
13. DAILY INSPECTION OF CYLINDERS, GAUGES, HOSES, AND TORCHES FOR DEFECTS BEFORE USE.

**CC. POLICIES/PROCEDURES ARE COMMUNICATED IN THE LANGUAGE(S) UNDERSTOOD BY THE EMPLOYEES (Required Question #2)**

01. SIGNAGE IS WRITTEN IN LANGUAGE UNDERSTOOD BY EMPLOYEE.
02. POLICIES ARE TRANSLATED INTO THE LANGUAGE OF THE WORKFORCE.
03. TOOL BOX TALKS ARE TRANSLATED INTO LANGUAGES UNDERSTOOD BY EMPLOYEES.
04. AVAILABLE BILINGUAL SUPERVISOR TO ASSIST IN INTERPRETATION WHEN NECESSARY. (E.G. VISIT TO DOCTOR, CLINIC, ACCIDENT INVESTIGATION, ETC.)
05. EVIDENCE OF COMPREHENSION BY MEANS OF TESTING/DOCUMENTATION.
06. NEW HIRED ORIENTATION IS PRESENTED BY BILINGUAL INSTRUCTOR.
07. ACCOMMODATIONS ARE MADE FOR EMPLOYEES UNABLE TO READ OR WRITE ENGLISH.

**DD. A CRANE PROGRAM IS DEFINED (Required Question #24)**

01. TRAINING OF PERSONS RESPONSIBLE FOR USE AND MAINTENANCE OF CRANES AND RIGGING.
02. FIRE PROTECTION EQUIPMENT REQUIREMENTS.
03. PRE-LIFT MEETING IS CONDUCTED.
04. MEASURES TO AVOID OVERHEAD POWER LINES.
05. SIGNAL PERSON MUST BE QUALIFIED.
06. DOCUMENTED INSPECTION OF EQUIPMENT BEFORE AND DURING USE.
07. REQUIREMENTS FOR ANNUAL INSPECTIONS OF THE HOISTING MACHINERY BY A COMPETENT OR QUALIFIED PERSON.
08. A LIFT PLAN IS ESTABLISHED AND COMMUNICATED.
09. FALL PROTECTION REQUIRED DURING ASSEMBLY/DISASSEMBLY.
10. ASSIGN AN ASSEMBLY/DISASSEMBLY DIRECTOR (THEY MUST BE QUALIFIED).
11. A PROGRAM IS IN PLACE TO ASSESS, VERIFY, AND DOCUMENT GROUND CONDITIONS.
12. CRANE OPERATORS ARE CERTIFIED BY A NATIONALLY RECOGNIZED AGENCY. (I.E. NCCO)
13. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.
14. METHODS TO MAINTAIN MAINTENANCE RECORDS OF EQUIPMENT.
15. DOCUMENT PRE LIFT MEETING.

**EE. A RIGGING PROGRAM IS DEFINED (Required Question #25)**

01. ALL RIGGING PERFORMED BY QUALIFIED RIGGER.
02. QUALIFIED RIGGER TRAINING INCLUDES: LOAD WEIGHT, CENTER OF GRAVITY, KNOWLEDGE OF VARIOUS TYPES OF SLINGS, ETC.
03. TAG ALL WIRE ROPE SLINGS.
04. INSPECTION OF RIGGING MATERIAL PRIOR TO USE. (DOCUMENTED PER SHIFT)
05. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.
06. MONTHLY DOCUMENTED INVENTORY & INSPECTIONS OF RIGGING EQUIPMENT.

**FF. A SILICA POLICY IS DEFINED (Required Question #26)**

01. EXAMPLES OF SILICA CONTAINING MATERIAL.

02. HEALTH HAZARDS OF SILICA.
03. PROVISIONS FOR AWARENESS TRAINING FOR ALL EMPLOYEES THAT MAY BE EXPOSED TO SILICA.
04. PROPER CONTROL METHODS BEING USED TO REDUCE EXPOSURE.
05. PROVISION FOR RESPIRATORY PROTECTION INCLUDING SELECTION, FIT TESTING, AND MEDICAL EVALUATION.
06. ESTABLISHED RESTRICTED ACCESS TO WORK AREA.
07. ESTABLISH A MONITORING PROGRAM OUTLINING THE FREQUENCY OF MONITORING SESSIONS.
08. ESTABLISH A MEDICAL SURVEILLANCE PROGRAM.
09. MEDICAL RECORDS AND MONITORING RECORDS ARE MAINTAINED FOR 30 YEARS.
10. HOUSEKEEPING.

## **Section 4: Safety & Health Training**

### **A. A NEW HIRE ORIENTATION PROGRAM IS DETAILED (Mandatory)**

01. NEW HIRE ORIENTATION (NHO) IS CONDUCTED FOR ALL EMPLOYEES PRIOR TO CONDUCTING WORK.
02. METHODS TO MAINTAIN NHO RECORDS.
03. ORIENTATION COVERS RESPONSIBILITIES, DISCIPLINARY PROCEDURES, HAZARD IDENTIFICATION, INCIDENT REPORTING PROCEDURES, SUBSTANCE ABUSE, EMERGENCY ACTION PLAN, AND BLOOD BORNE PATHOGEN AWARENESS.
04. MAJORITY (IF NOT ALL) OF ORIENTATION IS PRESENTED IN A FORUM WHERE EMPLOYEE CAN GIVE AND RECEIVE FEEDBACK.
05. SLIDES, VISUAL AIDS, OR COMPUTER BASED SOFTWARE ARE USED TO ENHANCE PRESENTATION OF MATERIAL.
06. SITE SPECIFIC SAFETY ORIENTATION IS ALSO GIVEN BY TRAINED JOBSITE SUPERVISORS.
07. COMMUNICATION POLICY IS PROVIDED FOR TECHNOLOGY ON JOBSITES. (I.E. CELL PHONES, SMART PHONES, ETC.)
08. A CONDENSED WRITTEN COMPANY SAFETY HANDBOOK IS GIVEN TO ALL EMPLOYEES.

### **B. TOOL BOX TALK POLICIES & PROCEDURES ARE DEFINED (Mandatory)**

01. METHODS TO MAINTAIN A RECORD OF TOPIC AND NAMES OF EMPLOYEES IN ATTENDANCE.
02. A TOOL BOX TALK IS GIVEN TO ALL EMPLOYEES ON A MONTHLY BASIS.
03. TOOL BOX TALKS OFTEN COVER VARIOUS WRITTEN COMPANY POLICIES.
04. TOOL BOX TALKS APPLY TO THE SITE SPECIFIC CONCERNS FOR THE WORK WEEK.
05. TOOL BOX TALKS ARE GIVEN TO ALL EMPLOYEES ON EACH JOBSITE ON A WEEKLY BASIS.

### **C. MANAGEMENT SAFETY TRAINING POLICIES & PROCEDURES ARE DEFINED (Mandatory)**

01. ALL PROJECT MANAGERS, JOB SUPERINTENDENTS, AND FOREMAN WILL BE TRAINED ON THE COMPANY'S SPECIFIC SAFETY POLICY.
02. JOB SUPERINTENDENTS AND FOREMAN HAVE ATTENDED THE OSHA 10-HOUR CONSTRUCTION CLASS WITHIN THE PAST FIVE YEARS.
03. PRESIDENT TO ATTEND THE OSHA 10-HOUR CONSTRUCTION CLASS.
04. PROJECT MANAGERS HAVE ATTENDED THE OSHA 10-HOUR CONSTRUCTION CLASS WITHIN THE PAST FIVE YEARS.
05. ALL PROJECT MANAGERS HAVE SAFETY TRAINED SUPERVISOR CONSTRUCTION (STSC) CERTIFICATION.
06. ALL JOB SUPERINTENDENTS HAVE SAFETY TRAINED SUPERVISOR CONSTRUCTION (STSC) CERTIFICATION.
07. ALL FOREMEN HAVE SAFETY TRAINED SUPERVISOR CONSTRUCTION (STSC) CERTIFICATION.