

OHSA and ASA-NM SHIP Partnership Verification Level Criteria

Company _____ SIC _____

Corporate Office Contact

Name _____
 Title _____
 Signature _____ Date _____

Eligibility: To determine at which level of the SHIP Partnership a contractor can qualify as a participant, the contractor must provide the ASA SHIP committee with evidence of meeting each requirement listed below. After one year, the contractor may renew his or her participation in the Partnership.

Self Evaluation by Participant

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

A. Employer Commitment. Review documents such as policy statements, company surveys or survey results on safety, employee suggestion letters, and financial records showing safety expenditures (e.g., cancelled checks or invoices).				
10	5	2	0	Score
Employer <input type="checkbox"/> participates in safety program <input type="checkbox"/> sets objectives for safety <input type="checkbox"/> requires feedback on program <input type="checkbox"/> provides necessary funds	Management <input type="checkbox"/> participates in safety program <input type="checkbox"/> requires feedback on safety program <input type="checkbox"/> provides funds for safety	Management <input type="checkbox"/> wants and supports safety but does not participate	Management <input type="checkbox"/> not included <input type="checkbox"/> has a hand-off approach (leaves safety to safety coordinator or supervisory personnel)	
Comments:				
B. Employer Policy Statement on Safety. Review documents, such as policy statements, safety manuals, and letters from management regarding safety.				
10	5	2	0	Score
Safety policy <input type="checkbox"/> is in writing <input type="checkbox"/> is known to all employees <input type="checkbox"/> is part of safety manual <input type="checkbox"/> defines purpose and scope of safety program <input type="checkbox"/> emphasizes employer approach <input type="checkbox"/> is signed and supported by top person(s) in company	Safety policy <input type="checkbox"/> exists/is in writing <input type="checkbox"/> has not been explained to employees, but is posted	<input type="checkbox"/> Safety policy exists but is not known by employees	<input type="checkbox"/> No policy exists	
Comments:				

C. Responsibility for Safety Defined. Review documents such as policy statements, safety manuals, policy and procedure manuals, company organizational chart, supervisors' and safety directors' job descriptions.				
20	10	5	0	Score
Responsibility for safety ___defined for everyone in company ___in writing and part of safety manual ___Supervisors/foremen have key responsibilities ___Designated Safety Manger/Director	Responsibility for safety ___defined for everyone in company ___is not in writing ___Supervisors/foremen have key responsibilities	___Responsibility for safety rests solely with designated safety coordinator ___Supervisory personnel to not assist with safety program implementation	___Responsibility for safety is not defined within the company	
Comments:				
D. Experience Modification Rate (EMR). Review documentation that supports company's EMR.				
10	5	2	0	Score
___EMR is below 0.85 for each of last three years ___Employer reviews the costs of accidents and how EMR affects company	___EMR is between 1.0 & 0.85 for each of last three years ___The cost of accidents is reported to the project manager	___EMR has decreased two of the last three years	___EMR is unknown ___EMR has increased each of the past three years	
Comments:				
E. Resources for Safety. Review company's annual budget or other supporting documents. (Note: Company may provide annotated budget information in order to preserve confidentiality.)				
10	5	2	0	Score
___Resource needs are established annually for safety ___Resource needs are based on planned programs	___An annual safety allocation is established but not necessarily based on planned activities ___The item is adjusted based on previous years' expenses	___Money for safety is taken from general funds as needed	___Adequate resources are not made available for safety.	
Comments:				
F. Safety Program Goal Setting. Review documents such as policy statements, meeting notes, safety performance documents, company Continuous Improvement Program documents, and goals of the safety director.				
10	5	2	0	Score
___Needs analysis is used to set safety program goals/objectives ___An action plan is developed to accomplish goals/objectives ___Feedback is required from those assigned tasks ___Long and short term goals are set	___Safety program goals and objectives are set annually ___Feedback is required from those assigned tasks	___Informal goals are set for accomplishment through the safety program ___Results are discussed at least annually	___No goals or objectives for the safety program are established	
Comments:				
G. Employer Supervisory Meetings. Review documents such as meeting agendas, notes and minutes where safety items are noted.				
10	5	2	0	Score
___Employer conducts bi-monthly supervisor meetings where safety is on the agenda ___Employer gives an overview of safety activity ___Serious accidents are reviewed	___At least quarterly supervisor meetings are held with supervisors where safety is on the agenda ___Supervisors give a status report on job site safety activities ___Serious accidents are reviewed	___Annual meetings are held with supervisors at which safety is on the agenda ___Supervisors are given safety information ___Serious accidents may be reviewed	___Employer holds no supervisor meetings at which safety is an agenda item	
Comments:				

H. Pre-Planning for Job-Site Safety. Review documents relating to job safety and/or job hazard analysis sheets, project check lists.				
10	5	2	0	Score
<p><input type="checkbox"/> Pre-job safety planning is required prior to mobilization</p> <p><input type="checkbox"/> A check list is used to assure all exposures are considered</p> <p><input type="checkbox"/> Necessary equipment is provided and precautions are taken prior to or at the start of the job, not after problems have been encountered</p> <p><input type="checkbox"/> Job supervisors are trained in planning for safety</p>	<p><input type="checkbox"/> Pre-job safety planning is required prior to mobilization</p> <p><input type="checkbox"/> Safety equipment and safety procedures are provided when needed</p> <p><input type="checkbox"/> Training in pre-job safety planning is not required</p> <p><input type="checkbox"/> A check list is used as a guide</p>	<p><input type="checkbox"/> No formal pre-job safety planning program but some planning is done</p> <p><input type="checkbox"/> No check list is used in pre-planning</p>	<p><input type="checkbox"/> No pre-job safety planning is done</p>	
Comments:				
I. Employee Participation. Review documents including copies of programs in safety manuals and/or employee policies and procedures manuals, training records, safety toolbox talks sign-in sheets, employee incentive programs, and employee suggestion boxes.				
10	5	2	0	Score
<p><input type="checkbox"/> Employee participation program in place</p> <p><input type="checkbox"/> Supervisors trained to facilitate employee participation</p> <p><input type="checkbox"/> Procedures set up for employees to participate in activities in tool box talks, hazard recognition/reporting, site inspections, safety rule development/revision, new hire & formal safety training, and accident investigations</p>	<p><input type="checkbox"/> Supervisors trained to facilitate employee participation</p> <p><input type="checkbox"/> Employees encouraged to participate in tool box talks, hazard recognition/reporting, site inspections, safety rule development/revision, new hire & formal safety training, and accident investigations</p>	<p><input type="checkbox"/> Employee participation is encouraged</p> <p><input type="checkbox"/> Information is given to supervisors on how to involve employees</p> <p><input type="checkbox"/> Employee suggestion/ comment program implemented</p>	<p><input type="checkbox"/> No employee participation program</p>	
Comments:				
J. New Employee Orientation. Review documents such as orientation agendas and program materials, SHIPs rosters, safety manuals and/or employee handbooks.				
10-15	5	2	0	Score
<p><input type="checkbox"/> Formal orientation program is in effect for all new or transferred employees</p> <p><input type="checkbox"/> Orientation includes training on safety rules, HAZCOM, major job hazard exposures, PPE, and emergency reporting procedures</p> <p><input type="checkbox"/> Employer concern for safe job performance is stressed</p> <p><input type="checkbox"/> Orientation is offered to non English speaking employees in their native language (Add 5 additional points)</p>	<p><input type="checkbox"/> Orientation that includes information on safety is given to new employees</p> <p><input type="checkbox"/> Documentation showing items covered is maintained</p> <p><input type="checkbox"/> Orientation includes training on safety rules, HAZCOM, major job hazard exposures, PPE, and emergency reporting procedures</p> <p><input type="checkbox"/> Job safety requirements are stressed</p>	<p><input type="checkbox"/> Orientation is given to employees but no training records are maintained</p>	<p><input type="checkbox"/> No orientation is given to new employees</p>	
Comments:				
K. Safety Rules. Review documents such as job-site rules, safety manuals, contracts, employee handbooks.				
10	5	2	0	Score
<p><input type="checkbox"/> Rules are in writing and are communicated to all employees</p> <p><input type="checkbox"/> Rules are enforced equally among all employees</p> <p><input type="checkbox"/> Rules are updated on a regular basis</p> <p><input type="checkbox"/> Subcontractors must follow safety rules.</p>	<p><input type="checkbox"/> Rules are in writing and are communicated to all employees</p> <p><input type="checkbox"/> Copies of rules are posted or available to all employees</p> <p><input type="checkbox"/> Supervisors enforce most of the rules</p>	<p><input type="checkbox"/> There are some general rules</p> <p><input type="checkbox"/> Rules are enforced most of the time</p> <p><input type="checkbox"/> Rules have not been updated within past two years</p>	<p><input type="checkbox"/> There are no safety rules</p>	
Comments:				

L. Employee Safety Training. Review the safety training records.				
15-20	10	5	0	Score
__Based on training needs assessment, formal safety training is provided and documented in areas such as hazard recognition, first aid/CPR, hazard/standard specific OSHA topics, heavy equipment safety, driving safety and trade specific safety (such as electrical safety) __Formal safety training conducted by competent or qualified safety instructors __Employee training comprehension/ understanding is verified and documented __Training is offered to non English speaking employees in their native language (Must include OSHA 10hr., Add 5 additional points)	__Some formal safety training provided and documented in areas such as first aid/CPR and hazard recognition, specifically; falls from elevation, stuck by, caught in/between and electrical hazards. __Formal training needs assessment conducted for workforce __Informal safety training conducted by competent or qualified safety instructors __Employee training comprehension/ understanding is verified and documented	__Formal safety training, with verifiable records provided in hazard recognition __Some informal safety training provided	__No formal safety training provided	
Comments:				
M. Toolbox Safety Meetings. Review documents such as copies of safety tool box talks and respective date and sign-in sheets.				
10	5	2	0	Score
__Meetings held weekly __Conducted by supervisors __Attendance and topic documentation kept __Employees participate	__Supervisors hold meetings at least monthly __ Attendance and topic documentation kept	__Employer conducts meetings with all employees less than once a month	__No meetings held with employees	
Comments:				
N. Inspections. Review inspection records.				
10	5	2	0	Score
__Weekly job site inspections are made by the site supervisor __Critical safety hazards are identified and checked __A report is submitted on the results of the inspection __Hazards are SHIPsified according to seriousness __Dates are set for assessed corrective action effectiveness	__Monthly job site inspections are made by an employer representative __A report on the results is filed __Follow-up corrective action is taken	__Informal job site inspections made occasionally by the site supervisor with no reports submitted	__No inspections are required	
Comments:				
O. Supervisory Training. Review documentation of supervisory training.				
15	10	5	0	Score
Supervisory training includes: __First Aid/CPR __Hazard Recognition __Emergency Reporting Procedures __OSHA 10 Hour or Greater __Conducting Meetings __Supervisory Skills __Accident Investigation __Job Safety Analysis __Job Safety Planning __Train-the-trainer __Job Site Safety Inspections	Most supervisors receive training in: __Hazard Recognition __First Aid/CPR __OSHA 10 hr. __Emergency Reporting Procedures __Human Relations __Supervisory Skills __Accident Investigation __Job Site Safety Inspections	__Some supervisors are sent to outside training courses	__The firm has no training for supervisors	

Attachment 3

___ Human Relations ___ Company has in-house facilities for training or has good outside training source ___ Professional development courses offered ___ Supervisors have access to a safety professional				
Comments:				
P. Accident Investigation. Review documents such as accident investigation and near miss forms, recommendation reports written following an accident investigation, materials company publishes following accidents, etc.				
10	5	2	0	Score
___ Accidents and near misses are investigated by site supervisor ___ All supervisors are trained in the techniques of accident investigation ___ Reports are completed for all accidents ___ Employer reviews all accidents ___ The basic causes of all accidents are determined ___ Information learned is shared with all job sites ___ There are follow-up steps to assure corrective action is taken	___ All accidents are investigated with a report written ___ Supervisors are trained to make investigations ___ Employer reviews all investigation reports ___ Information on "serious" incidents is shared with employees on all job sites	___ Informal investigations are made with no written report ___ Some supervisory personnel know how to investigate an accident ___ Information gained is not shared on other job sites ___ Persons other than the site supervisor conduct most investigations	___ Accidents are not investigated to determine cause	
Comments:				
Q. Use of Personal Protective Equipment (PPE). Review documents such as training agendas, safety manuals, safety policies, job-hazard analysis where PPE is identified, invoices, etc. At job site, concentrate on housekeeping, wearing of PPE, location of MSDS books.				
10	5	2	0	Score
___ Assessments made to determine PPE needs ___ Employees trained in use and maintenance of PPE ___ Approved PPE used ___ PPE provided for employees ___ Employees aware of disciplinary consequences of not using PPE ___ PPE needs assessed annually	___ PPE is provided and use is required ___ Employees trained in use and maintenance of PPE ___ Employees informed of PPE requirements for each job	___ PPE is provided and its use encouraged ___ Some training is given in use and maintenance of PPE	___ Use of PPE is left to the discretion of each employee, resulting in rare use	
Comments:				
R. Performance Audits. (Performance audits are not site inspections, but audits to evaluate segments (or all) of a safety program.) Review documents such as quality improvement materials, safety benchmarking reports, reports of an activity that was modified and its safety-related results.				
10	5	2	0	Score
___ Safety programs is reviewed at least semi-annually to determine if it is producing desired results ___ Criteria against which performance is measured are established ___ Results of performance review become part of overall rating of supervisors	___ Safety programs is reviewed annually to determine if it is producing desired results ___ Performance criteria exist for more than half of the areas measured ___ Results are discussed with individuals supervisors	___ Subjective review of safety activities made to judge if they are effective ___ Rating given to each area audited	___ No review of safety performance made	
Comments:				

S. Substance Abuse Policy. Review documents such as safety manuals and/or employee manuals that provide the policy, employee assistance program, etc.				
10	5	2	0	Score
___ Company policy contains strict rules regarding drug and alcohol use ___ Company does drug testing for pre-hire, post accident and for cause ___ Company keeps counseling and testing records ___ Company has an Employee Assistance Program	___ Company has substance abuse verbiage in company policy ___ Supervisors are trained in hazards of drugs and alcohol on the job	___ Company has policy but makes no effort to enforce policy	___ Company has no policy regarding drugs, or alcohol abuse	
Comments:				
T. Record-keeping. Review documents such as Summary OSHA 300 Logs, employee attendance records, and records of first aid cases.				
10	5	2	0	Score
Records are kept on: ___ Inspections ___ Training ___ Orientations ___ Accident Investigations ___ First Aid Treatment ___ OSHA Log-Forms 300 and 300A ___ Hazard Communication Program ___ Employee Absences	Records are kept on: ___ OSHA Log-Forms 300 and 300A ___ Accident Investigations ___ Inspections ___ First Aid Treatment	___ OSHA Log-Forms 300 and 300A are maintained according to OSHA requirements	___ No records are kept on safety related activities	
Comments:				

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

- ___ 1) Company provided evidence of construction site supervisors receiving training equivalent to the OSHA 10-hour construction safety course?
- ___ 2) Company provided evidence that designated safety personnel, through training and experience, are able to recognize work hazards and have the authority to take prompt corrective action? (Evidence of completion of training equivalent to the OSHA 30-hour Construction Safety course fulfills this requirement.)
- ___ 3) Company provided evidence of having written site specific safety plan (e.g., Pre-Task Plans, etc.)
- ___ 4) Company provided evidence of employee involvement in the safety and health program (e.g., participation in self-audits, tool box talks, site inspections, job hazard analyses, safety and health program reviews, safety training, and mishap investigations)?
- ___ 5) Company provided evidence of effective employee training for avoidance of hazards specific to the contractor's job site(s)?
- ___ 6) Company provided evidence of implementing a fall protection program using conventional fall protection (i.e., the use of personal fall arrest systems, safety net systems or guardrail systems, as defined in 29 CFR 1926.502, is required and enforced when employees of the contractor or its subcontractors are performing work in excess of 6 feet above a lower level)?
- ___ 7) Company provided evidence of having no willful violations and no repeated serious violations in the last three years?
- ___ 8) Company provided evidence of having no fatalities or catastrophes in the last three years that resulted in serious, willful or repeat citations related to the incident?

Comments: _____

Date Received by Committee: _____

Date Reviewed by Committee: _____

Level Assigned: _____

Review Committee Present: (Name & Signature)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____

Date Applicant Contacted: _____

Spoke to: _____