



***2010***

***CONTRACTOR***

***SAFETY EXCELLENCE***

***AWARDS***

**May 21, 2010**

***Please read carefully, changes have been made in 2010!***

**GREATER BATON ROUGE INDUSTRY ALLIANCE (GBRIA)  
2010 CONTRACTOR SAFETY EXCELLENCE AWARDS**

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**GREATER BATON ROUGE INDUSTRY ALLIANCE (GBRIA)  
2010 CONTRACTOR SAFETY EXCELLENCE AWARDS**

**I. Purpose of the GBRIA Contractor Safety Excellence Awards Program**

The Contractor Safety Excellence Awards recognize commendable safety performance of industrial contractor firms. The awards are intended to convey a strong support by GBRIA industry members of contractor safety performance, recognizing that contractors have the primary responsibility for execution of on-site safety while working together with plants and construction project owners to ensure a safe workplace.

**II. Criteria for Nomination Evaluation**

The GBRIA Safety Award Selection Committee (participation on the committee is open to all GBRIA industry members, i.e. plants/facilities) will only consider contractors as eligible based on a complete nomination, which includes:

- a) Signed Nomination Submission Cover/Checklist (page 7 & 8) and all other nomination forms completed 100% (pages 8-13). *Missing information will disqualify the nomination.*
- b) A **GBRIA Evaluation of Contractor Safety, Health and Security Performance** (see Appendix 3) *Please remember that audits must be completed before nomination submission!* The audit must be completed either:
  - o By the GBRIA member plant/facility (owner) making the nomination or
  - o By a GBRIA approved independent auditor (submit request before July 23, 2010)
- c) Receipt of entire nomination packet by GBRIA by **August 6, 2010.**

**III. Award Categories**

Annual Safety Excellence Awards will be presented to qualified recipients in one of the following categories:

- a) **Manufacturing and Industrial Building Construction and Maintenance General Contractors** (construction and maintenance of industrial/manufacturing facilities)
- b) **Heavy Construction other than Building Construction Contractors** (site work, roads, bridges, sewer, power, etc.)
- c) **Construction and Maintenance Specialty Trade Contractors** (I&E, insulation, scaffolding, painting, HVAC, hydro blasting, chemical cleaning, etc.). Depending on nominations submitted, additional awards for hard and soft specialty contractors may be given.
- d) **Technical Support Contractors** (engineering, safety, inspection & testing, laboratory, control systems, contracted process work, etc.)

In each category, awards may be presented for **Small, Medium and Large** contractors based on the total hours worked company wide.

**GREATER BATON ROUGE INDUSTRY ALLIANCE (GBRIA)  
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**IV. Eligibility**

GBRIA member companies may nominate any contractor falling into categories a-d above whose services they are currently using or have used in the last year.

**V. Instructions for Completing the Nomination Forms**

Please fill in the nomination forms using Microsoft Word. Fill in the **grey fields**. The **yellow fields** are where a physical signature is required. Everything for the nomination can be completed electronically in this document **except** for the lines where initials and signatures are required. Nominations may be submitted electronically or on paper (see Filing Instructions).

**Part 1 (A & B) – Safety Statistics**

Complete the statistical data in Part 1-A (SITE STATISTICS) and Part 1-B (COMPANY STATISTICS) of the nomination form to provide the quantitative measure of safety performance. The data is requested for the past three (3) calendar years and can be taken directly from the OSHA/MSHA log. *Headquarters, regional office personnel and international locations should be excluded from the data.*

**Part 2 – Continuous Improvement and Unique Qualities**

Describe how the contractor has improved safety over the last three years and include any statistics available that support this improvement (except statistics provided in Part 1-A & 1-B of this nomination. Do not repeat those statistics). Describe any unique, innovative or special qualities or activities of the contractor's Safety Management Program that make the company successful in safety. **No more than two (2) single-spaced typewritten pages may be used to provide this information.** This information combined with the results of the on-site audit provides the qualitative measure of the contractor's safety performance.

**Part 3 – GBRIA Evaluation of Contractor SH&S Performance**

Complete a **GBRIA Evaluation of Contractor Safety, Health and Security Performance** (See Appendix 3). This must be completed either:

- By the GBRIA member plant/facility (owner) making the nomination or
- By a GBRIA approved independent auditor. *There is a cost associated with this option. See the Evaluation/Audit Cost Procedure in Appendix 2 (submit request before July 23, 2010).*

**GREATER BATON ROUGE INDUSTRY ALLIANCE (GBRIA)  
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**Part 4 – Nomination Letter of Recommendation**

The GBRIA member owner/plant nominator must complete a letter of recommendation describing the reasons why the contract firm should be considered for the award.

**Part 5 – Nomination Receipt Acknowledgement Form**

In order to ensure that your nomination has been received by GBRIA, please include this form and we will notify you of receipt.

**VI. Instructions and Schedule for Filing Nominations**

Completed nominations must be returned to GBRIA at 5800 One Perkins Place Dr., Suite 5-A, Baton Rouge, LA 70808 no later than **August 6, 2010**. *No contractor will be considered for a nomination if the packet is incomplete or received after the above date.*

- **If submitting on paper:**
  - 1) **Print this entire document after completing/filling in**
  - 2) **Obtain necessary signatures**
  - 3) **Deliver or mail to GBRIA**
  
- **If submitting electronically, email (or send CD):**
  - 1) **With this entire document completed and attached to an email or copied to a CD**
  - 2) **With scanned pages (to .pdf or picture format such as .jpg, .tif) that require signatures (pages 7, 8, 13, and 20) attached to email or copied to a CD**

**GREATER BATON ROUGE INDUSTRY ALLIANCE (GBRIA)  
2010 CONTRACTOR SAFETY EXCELLENCE AWARDS**

The 2010 GBRIA Contractor Safety Awards schedule is:

<b>May 2010</b>	<b>Call for Nominations is publicized to plants/owners and contractors.</b>
<b>May – August 2010</b>	<b>Plants/GBRIA conduct audits and nominations are prepared by plants with help of contractors.</b>
<b>August 6, 2010</b>	<b>Nominations due to GBRIA office.</b>
<b>September 2010</b>	<b>GBRIA Safety Award Selection Committee selects contractors for awards.</b>
<b>October 14, 2010</b>	<b>Awards Banquet – Winners Announced</b>

**VII. Nomination Forms**

Please complete all forms on the following pages 7-14 and Appendix 3.

**GREATER BATON ROUGE INDUSTRY ALLIANCE (GBRIA)  
2010 CONTRACTOR SAFETY EXCELLENCE AWARDS**

**NOMINATION SUBMISSION COVER/CHECKLIST AND SIGNATURES**

*This form certifies that your company is submitting this Award Nomination and that the **GBRIA member** plant/owner individuals signing below have checked the accuracy and truthfulness of the documents and information submitted to the best of their ability. Please note that the yellow highlighted fields on this page and pages 8, 13, and 20 require signatures or initials; all other fields can be filled in electronically.*

**Date:**

**Plant/Owner Company Name:**

**Nominates Contractor Company Name:**

<b>Documents Included/Completed</b>	<b>Plant/Owner Nominator Initials</b>	<b>For Internal Use Only</b>
Part 1-A, Site Statistics		_____
Part 1-B, Company Statistics		_____
Part 2, Continuous Improvement, Innovation and Unique Qualities		_____
Part 3, GBRIA Evaluation of Contractor SH&S Performance		_____
Part 4, Letter of Recommendation		_____
Part 5, Nomination Receipt Acknowledgement Form		_____

**Submitted by: PLANT (OWNER)**

**Plant Manager (or top site executive): Print Name \_\_\_\_\_**

**Signature: \_\_\_\_\_ Title:**

**Primary Contact or Safety Professional: Print Name \_\_\_\_\_**

**Signature: \_\_\_\_\_ Title:**

**Phone:      Fax:      E-mail**

**GREATER BATON ROUGE INDUSTRY ALLIANCE (GBRIA)  
2010 CONTRACTOR SAFETY EXCELLENCE AWARDS**

**NOMINATION SUBMISSION COVER/CHECKLIST AND SIGNATURES  
(Continued)**

And by: CONTRACTOR                      NAICS Code:

President/CEO/Designee: Print Name \_\_\_\_\_

**Signature:** \_\_\_\_\_                      **Title:**

Primary Contact or Safety Professional: Print Name \_\_\_\_\_

**Signature:** \_\_\_\_\_                      **Title:**

**Phone:**                                      **Fax:**                                      **E-mail**

**Address:**                                      **City:**                                      **State:**                      **Zip:**

And by: SUBCONTRACTOR                      NAICS Code:

President/CEO/Designee: Print Name \_\_\_\_\_

**Signature:** \_\_\_\_\_                      **Title:**

Primary Contact or Safety Professional: Print Name \_\_\_\_\_

**Signature:** \_\_\_\_\_                      **Title:**

**Phone:**                                      **Fax:**                                      **E-mail**

**Address:**                                      **City:**                                      **State:**                      **Zip:**

**GREATER BATON ROUGE INDUSTRY ALLIANCE (GBRIA)  
2010 CONTRACTOR SAFETY EXCELLENCE AWARDS**

**NOMINATION FORM - Part 1-A  
*SITE STATISTICS***

**Years Reported: (Report Last Three (3) Years)                      2009                      2008                      2007**

Total Site Hours Worked (Note 1)

Average Number of Employees

**Number of:** (From OSHA Log)

- a. Fatalities (Note 2)
- b. Lost Work Day Cases                      (Note 3)  
    Lost Work Day Rate                      (Note 3)
- c. Total OSHA Recordable Cases (Note 4)  
    Total OSHA Recordable Rate (Note 4)
- d. Insurance Experience Modifier (EMR)  
    Loss Ratio if self insured
- e. Number of OSHA Citations
- f. No. of Worker's Compensation Claims

Select the Bureau of Labor Statistics (BLS) industry average Total Case Incident Rate (TCIR) for the most current published data. Indicate which year's BLS data you used to calculate your rates below.

BLS TCIR Average for NAICS:

Indicate Year Used:

Total OSHA Recordable Rate (i.e. TCIR) Percent Above/Below BLS Rate:

$$\frac{(\text{BLS Industry Average} - \text{TCIR for 2009}) \times 100}{\text{BLS Industry Average}}$$

Percent TCIR Above/Below BLS National Average (Do not round):

Above / Below  
Please Circle One

**NOTES:**

1. Site assigned personnel only (omit headquarters, regional offices and international personnel)
2. If there are mitigating circumstances, please feel free to present details surrounding the case.
3. OSHA Classification "Lost Workday Case - Away From Work"
4. OSHA Total Recordable Injuries/Illness

**GREATER BATON ROUGE INDUSTRY ALLIANCE (GBRIA)  
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**NOMINATION FORM - Part 1-B  
*COMPANY STATISTICS***

**Years Reported: (Report Last Three (3) Years)                      2009                      2008                      2007**

Total Hours Worked (Note 1)

Average Number of Employees

**Number of:** (From OSHA Log)

- a. Fatalities (Note 2)
- b. Lost Work Day Cases                      (Note 3)  
    Lost Work Day Rate                      (Note 3)
- c. Total OSHA Recordable Cases (Note 4)  
    Total OSHA Recordable Rate (Note 4)
- d. Insurance Experience Modifier (EMR).  
    Loss Ratio if self insured
- e. Number of OSHA Citations
- f. No. of Worker's Compensation Claims

Select the Bureau of Labor Statistics (BLS) industry average Total Case Incident Rate (TCIR) for the most current published data. Indicate which year's BLS data you used to calculate your rates below.

BLS TCIR Average for NAICS:

Indicate Year Used:

Total OSHA Recordable Rate (i.e. TCIR) Percent Above/Below BLS Rate:

$$\frac{(\text{BLS Industry Average} - \text{TCIR for 2009}) \times 100}{\text{BLS Industry Average}}$$

Percent TCIR Above/Below BLS National Average (Do not round):

Above / Below  
Please Circle One

**NOTES:**

1. Companywide assigned personnel (omit headquarters, regional offices and international personnel)
2. If there are mitigating circumstances, please feel free to present details surrounding the case.
3. OSHA Classification "Lost Workday Case - Away From Work"
4. OSHA Total Recordable Injuries/Illness

**GREATER BATON ROUGE INDUSTRY ALLIANCE (GBRIA)  
2010 CONTRACTOR SAFETY EXCELLENCE AWARDS**

**NOMINATION FORM - PART 2  
*CONTINUOUS IMPROVEMENT, INNOVATION AND UNIQUE QUALITIES***

Describe how the contractor has improved safety over the last three years and include any statistics available that support this improvement (except statistics provided in Part 1-A & 1-B of this nomination. *Do not repeat those statistics*). Describe any unique, innovative or special qualities or activities of the contractor's Safety Management Program that make the company successful in safety. Use the list below as a reference guide of topics that could be included.

- a) **Proactive steps taken in safety due to current workforce shortages and influx of new employees**
- b) **New innovative safety programs implemented in the last 3 years and their success/results**
- c) **First aid cases**
- d) **Management accountability and commitment**
- e) **Written safety and health programs**
- f) **Orientation of new employees**
- g) **Site safety meetings**
- h) **Disciplinary action for unsafe work practices**
- i) **Safety work permit systems for hazardous areas/work & confined spaces**
- j) **Incident reporting/accident investigation & maintenance of accident statistics**
- k) **Program for monitoring subcontractor safety programs**
- l) **Workers compensation claims reporting and management program**
- m) **Injury case management**
- n) **Employee security background screening process**
- o) **Use of Behavioral Safety based principles**
- p) **Awards received in the past year**

**Descriptions:** (No more than **two (2)** single-spaced typewritten pages may be used to provide this information.) Please provide information about continuous improvement and unique qualities below.

Continuous Improvement – \_\_\_\_\_

Unique Qualities - \_\_\_\_\_

**GREATER BATON ROUGE INDUSTRY ALLIANCE (GBRIA)  
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**NOMINATION FORM – PART 3**

***GBRIA EVALUATION OF CONTRACTOR SAFETY, HEALTH AND SECURITY PERFORMANCE***

*Please mark the appropriate box with an X:*

The nominated contractor has a current audit on file with GBRIA (if you would like GBRIA to conduct the audit, please call Chassidy Irwin at (225) 769-0596 or email [chassidy@gbria.org](mailto:chassidy@gbria.org)).

Our plant has conducted the audit of the contractor using the enclosed audit form.  
The lead auditor that completed the audit is:

Name:

Title:

Phone:

Email:

Address (if different from the plant):

**Complete Appendix 3 – GBRIA Evaluation of Contractor Safety, Health and Security  
Performance**

**GREATER BATON ROUGE INDUSTRY ALLIANCE (GBRIA)  
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**NOMINATION FORM - PART 4**  
***NOMINATING COMPANY'S LETTER OF RECOMMENDATION***

State the reason your company believes the contractor should be considered for the GBRIA Contractor Safety Excellence Award. Define the specific contributions the contractor has made to your site's safety program and the performance the contractor has achieved at your site. Include other information you consider applicable (**Limit to one page**).

This area will elongate as long as needed...

Person writing nomination letter: Print name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone number: \_\_\_\_\_

**GREATER BATON ROUGE INDUSTRY ALLIANCE (GBRIA)  
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**NOMINATION FORM - PART 5  
*GBRIA CONTRACTOR SAFETY EXCELLENCE AWARD NOMINATION RECEIPT  
ACKNOWLEDGMENT FORM***

**Contractor nomination packet was sent to GBRIA:**

**Date**

**By GBRIA Member Company**

**Site Location**

**For Contractor Company Nominated**

**Send acknowledgement receipt of nomination packet to the following:**

**Name**

**Email**

**Phone No.**

*Upon receipt of nomination packet GBRIA will acknowledge  
date received via email.*

**\*\*IF YOU DO NOT RECEIVE CONFIRMATION FROM GBRIA WITHIN  
TEN (10) DAYS AFTER MAILING PACKET PLEASE FOLLOW UP WITH  
Chassidy Irwin at 225-769-0596 or [chassidy@gbria.org](mailto:chassidy@gbria.org).\*\***

**Form A-3**  
**GBRIA Evaluation of Contractor Safety and Health Performance**  
**Appendix 1**  
***GENERAL GUIDELINES***

All nominations must be submitted to the GBRIA Office by **August 6, 2010**.

The Safety Excellence Awards Selection Committee will evaluate nominations to determine eligibility.

Contractors will only be nominated for **one** award classification, based on the classifications described in the Award Categories on page 3 (categories a-d) and size as determined by total company-wide personnel work hour category.

Nominees must ensure that the appropriate personnel are available for interviews at the time of the **GBRIA Evaluation of Contractor Safety, Health and Security Performance**.

No final information regarding the Contractor Safety Excellence Award audits will be discussed with contractors before the Safety Awards Banquet. All findings are strictly reserved for the Contractor Safety Excellence Award Selection Committee until after the Awards Banquet. Results will only be released with the announcement of the winners in each category at the Awards Banquet.

Completed nominations must be returned to GBRIA at 5800 One Perkins Place Dr., Suite 5-A, Baton Rouge, LA 70808 no later than **August 6, 2010**. No contractor will be considered for a nomination if the packet is incomplete or received after the above date.

- **If submitting on paper:**
  - 1) **Print this entire document after completion**
  - 2) **Obtain necessary signatures**
  - 3) **Deliver or mail to GBRIA.**
  
- **If submitting electronically, email (or send CD) with:**
  - 1) **This entire document completed**
  - 2) **Scanned signature pages 7, 8, 13 and 20.**

**SEND COMPLETED NOMINATION PACKET TO**

Greater Baton Rouge Industry Alliance, Inc.  
5800 One Perkins Place Dr., Suite 5-A  
Baton Rouge, LA 70808 or  
e-mail: [chassidy@gbria.org](mailto:chassidy@gbria.org)

**Form A-3**  
**GBRIA Evaluation of Contractor Safety and Health Performance**

Appendix 2  
***EVALUATION AUDIT FEE PROCEDURE***

All plants requesting contractor audit(s) (contractors may also request their own audit) will be invoiced as follows:

- A. **First Time Audits** - A single plant requesting a first-time audit of a contractor will be invoiced nine hundred fifty dollars (\$950) plus any travel expenses incurred if the audit takes place 50 miles or more outside of the GBRIA area. If any other, plant requests a copy of the audit within the next year, a credit to the original requestor for \$380 will be issued against future audits.

Multiple plants (2 or more) requesting a first-time contractor audit will be invoiced for three hundred eighty dollars (\$380).

- B. **Update/Recurring Audits** - Plants who are the sole requestor of a contractor update or recurring audit will be invoiced for eight hundred fifty dollars (\$850) plus any travel expenses incurred if the audit takes place 50 miles or more outside of the GBRIA area.

Multiple plants (2 or more) requesting a contractor update/recurring audit will be invoiced three hundred eighty dollars (\$380).

- C. **Audits on File** - Plants requesting a contractor audit already on file will be invoiced three hundred eighty dollars (\$380.00).

- D. **Corrective Action Report (CAR) Audits** – Plants requesting an audit of a CAR will be invoiced for \$550 plus any travel expenses incurred if the audit takes place 50 miles or more outside of the GBRIA area.

Contractors may request and pay for their own audit, however as part of the recognition of this awards program we strongly encourage plants to pay for the audit. The fee to a contractor for an audit is \$950.

# Form A-3

## GBRIA Evaluation of Contractor Safety and Health Performance

### Introduction

This evaluation is a cooperative effort of the participating members of the Greater Baton Rouge Industry Alliance, Inc. (GBRIA). The evaluation was developed to help GBRIA member companies meet federal and state regulations and individual company policies mandating verification of certain minimum standards for contractors. This audit is primarily applicable to construction contract services and may not cover all elements required of contractors who also operate a process. The intent and goal of this program is for each contract company to be audited every three years pursuant to OSHA 29 CFR 1910.119(h)(2)(I) or other safety, health and security standard required by industrial sites, with industrial member plants sharing the audit results. The auditors use the criteria contained in this form during the safety and health performance audits. The form is also used as part of the GBRIA Contractor Safety Excellence Awards evaluation. ***Contractors should use this form as a tool to prepare for the auditor's visit.*** The auditor will seek to verify performance against these criteria by obtaining objective evidence to support compliance. Unless stated otherwise, written documentation is needed as objective evidence to corroborate all items listed in point categories 6 and 9.

### Disclaimer

GBRIA has agreed, as a trade organization, to facilitate the centralization of the audit process, serving only as a conduit between the member plants requesting the audits and the safety consultants performing the audits. GBRIA serves only as a repository for such information and has no role in the inspection or audit process and does not attempt to speak to the strength or validity of the audits. The findings and recommendations of the audits conducted for GBRIA are presented below, along with the regulatory reference applicable to each finding. The scope of the audit consists of an evaluation of the contractor's compliance with OSHA safety regulations as specifically identified by the questionnaire and protocol provided to the auditor(s). Neither GBRIA, the auditors, the auditors' firm, their employees, nor any person acting on their behalf or otherwise in furtherance of their activities in performing this audit assumes or makes:

any warranty or representation, expressed or implied with respect to the accuracy, completeness, or usefulness of the information, method, or process contained herein,

any liability with respect to consequential damages related to or arising directly or indirectly out of the use of any information, apparatus, or process disclosed herein.

GBRIA and auditor(s) have made every reasonable effort to perform the work herein in a manner consistent with high professional standards, however the work is dependent on the accuracy of information provided by audited firms. ***The responsibility for use and implementation of the findings and recommendations contained herein rests entirely with plants and/or contractors requesting audits.***

**Form A-3**  
**GBRIA Evaluation of Contractor Safety and Health Performance**

**General Information**

Company Name: \_\_\_\_\_ Audit Date: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Representative: \_\_\_\_\_

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

Company Representative's Email: \_\_\_\_\_

Type of Work: \_\_\_\_\_ NAICS Code: \_\_\_\_\_

**Form A-3**  
**GBRIA Evaluation of Contractor Safety and Health Performance**

<b>Scoring Summary</b>			
	<b>Score</b>		<b>Score</b>
a) Management Commitment	/	m) Skilled Crafts Assessment and Training	/
b) Management Policy Statement on Safety	/	n) Medical Monitoring Practices	/
c) Responsibility for Safety Defined	/	o) Safe Work Practices	/
d) Safety Budget	/	p) Safety Toolbox Meetings	/
e) Safety Program Goal Setting	/	q) Job Site Safety Inspections	/
f) Management Supervisory Meetings	/	r) Incident / Accident Investigation	/
g) Pre-Planning for Job Site Safety	/	s) Personal Protective Equipment	/
h) Employee Participation	/	t) Safety Performance Audit	/
i) New Employee Orientation	/	u) Substance Abuse Policy	/
j) Safety Rules	/	v) Record Keeping	/
k) Employee Safety Training	/	w) Background Screening	/
l) Supervisory Training	/		
<b>Total Score</b>		<b>Total Possible</b>	<b>Percentage</b>

<b>Finding &amp; Recommendation Summary</b>			
<b>Number</b>	<b>Section</b>	<b>F/R</b>	<b>Finding or Recommendation Description</b>
1			
2			

**Form A-3**  
**GBRIA Evaluation of Contractor Safety and Health Performance**


**This audit was conducted by:**

<b>GBRIA Auditor:</b>	
Print Name: _____	Date: _____
Signature: _____	
<b>Plant Representative Auditor (if any):</b>	
Print Name: _____	
Title: _____	Signature: _____
Phone #: _____	Email: _____
<b>Main Contractor Company Contact for Audit:</b>	
Print Name: _____	
Title: _____	Signature: _____
Phone #: _____	Email: _____
<b>Employees Participating In Audit/Interviews –</b> Employees expected to participate in the audit include up to 5 people including the safety supervisor, management representatives, and field or shop personnel.	
Name: _____	Title: _____
Name: _____	Title: _____
Name: _____	Title: _____
Name: _____	Title: _____
Name: _____	Title: _____

## GBRIA Evaluation of Contractor Safety and Health Performance

<b>A. Management Commitment 1910.119(h)(2)(i)</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>N/A</b>	<b>Section A Sub-Score</b>
<b>1.</b>	Management participates in the safety program	Management participates in the safety program	Management wants and supports safety but does not participate	Not Included		
<b>2.</b>	Sets objectives for safety	Requires feedback on the safety program		Management has a hands-off approach		
<b>3.</b>	Requires feedback on the safety program			Leaves safety to safety coordinator or supervisory personnel		
<b>4.</b>	Safety is a part of company-wide performance appraisals					
<b>5.</b>	Management holds periodic meetings with the owner's management to discuss safety, health, and job performance. <b>1910.119(h)(3)(v)</b>					


## GBRIA Evaluation of Contractor Safety and Health Performance

<b>B. Management Policy Statement on Safety 1910.119(h)(2)(i)</b>	9	6	3	0	N/A	<b>Section B Sub-Score</b>
<b>1.</b>	Policy is in writing, employees have received a copy and can state knowledge of it	Policy exists and employees can state knowledge of it	Policy exists but is not known by employees	No Policy Exists		
<b>2.</b>	Known to all employees	Is in writing				
<b>3.</b>	Sets boundaries for the safety program	Is a part of the safety manual				
<b>4.</b>	Emphasizes top management commitment					
<b>5.</b>	Signed by CEO					


## GBRIA Evaluation of Contractor Safety and Health Performance

<b>C. Responsibility for Safety Defined 1910.119(h)(2)(i)</b>	9	6	3	0	N/A	<b>Section C Sub-Score</b>
<b>1.</b>	Safety responsibilities are in writing and are part of the safety manual	Responsibility for safety is defined for all levels of the firm	Safety coordinator has full responsibility for results of the safety program	Responsibility for safety has not been defined within the firm		
<b>2.</b>	Job descriptions for supervisors and management personnel include safety and health responsibilities	Is in writing	Supervisors look to safety coordinator to perform safety activities			
<b>3.</b>	A program is in place for evaluating the safety performance of sub-contractors prior to hire	Operating supervisors have key safety responsibilities				
<b>4.</b>	Organization includes certified (CIH, CSP) individuals dedicated full-time to health and safety	Has a full-time person dedicated to health and safety				


## GBRIA Evaluation of Contractor Safety and Health Performance

<b>D. Safety Budget 1910.119(h)(2)(i)</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>N/A</b>	<b>Section D Sub-Score</b>
<b>1.</b>	Management develops an annual safety budget and provides necessary funds	An annual safety allocation is established but not necessarily based on planned activities	Management provides funds for safety activities	There is no safety budget		
	<b>2.</b>	Budget is based on planned programs	The item is adjusted based on previous years' expenses	Money is taken from general funds as needed for safety		
		<b>3.</b>	Operating personnel are aware of the safety budget			


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<b>E. Safety Program Goal Setting 1910.119(h)(2)(i)</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>N/A</b>	<b>Section E Sub-Score</b>
<b>1.</b>	Goals and Objectives are set to be achieved through the Safety Program (based on needs or problems)	Goals and objectives are set for the safety program	Informal goals are set for accomplishment through the safety program	No goals or objectives are set for accomplishment through the safety program		
<b>2.</b>	A strategy is developed to accomplish the goals	The goals and objectives are written and published	Results are discussed at least annually			
<b>3.</b>	Feedback from those responsible for achieving results is required					
<b>4.</b>	Audits are conducted to measure performance					
<b>5.</b>	Both long-term and short-term goals are considered.					

## GBRIA Evaluation of Contractor Safety and Health Performance

<b>F. Management Supervisory Meetings 1910.119(h)(2)(i)</b>	9	6	3	0	N/A	<b>Section F Sub-Score</b>
<b>1.</b>	Weekly meetings are held by management with supervisors where safety is on the agenda	At least monthly meetings are held with supervisors where safety is on the agenda	Occasional meetings are held with supervisors where safety is on the agenda	No meetings are held with supervisory personnel by management where safety is an agenda item		
<b>2.</b>	Management gives an overview of safety activity	Supervisors give a status report on job site safety activities	Information is given to supervisors on safety			
<b>3.</b>	All first-aids and near misses are reviewed in addition to serious accidents	All serious accidents are reviewed	Serious accidents are sometimes reviewed			

## GBRIA Evaluation of Contractor Safety and Health Performance

<b>G.</b>	<b>Pre-Planning for Job Site Safety</b> 1910.119(h)(3)(ii) 1910.119(i)						<b>Section G Sub-Score</b>
		<b>9</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>N/A</b>	
<b>1.</b>	Pre-job safety planning is required at the bid stage	Pre-job safety planning is required prior to mobilization	No formal pre-job safety planning program but some planning is done	No pre-job safety planning is done			
<b>2.</b>	A checklist is used by the supervisor to assure that all exposures are considered	A checklist is used as a guide	No check list is used in pre-planning				
<b>3.</b>	Necessary equipment is provided and precautions are taken prior to or at the start of the job, not after problems have been encountered	Safety equipment and safety procedures are provided when needed					
<b>4.</b>	Job supervisors are trained in planning for safety	Training in pre-job safety planning is not required					
<b>5.</b>	Pre-job safety conferences conducted with sub-contractors						
<b>6.</b>	Pre-task safety assessments conducted (JSA's) by the crew performing the task						


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H. Employee Participation 1910.119(h)(2)(i) 1910.119(c)	9	6	3	0	N/A	Section H Sub-Score
<b>1.</b>	Employee participation program is in place	Training is provided for supervisors on facilitating employee participation	Employee participation is encouraged	No employee participation program		
<b>2.</b>	Procedures are set up for employees to participate in activities named in List H below	Employees are encouraged to participate in activities named in List H below	Information is given to supervisors on how to involve employees			
<b>3.</b>	Organization has program in place to enhance employee participation and ownership of the safety program					
	<b>List H:</b>	<b>Tool box talks, hazard recognition/ reporting, site inspections, safety rule development/ revision, new hire &amp; formal safety training, accident investigations, employee safety committees, behavioral safety and/or safety observation techniques</b>				

## GBRIA Evaluation of Contractor Safety and Health Performance

<b>I. New Employee Orientation 1910.119(h)(3)(ii)</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>N/A</b>	<b>Section I Sub-Score</b>
<b>1.</b>	Formal orientation program is in effect for all new or transferred employees	Job safety requirements are stressed	Orientations are given to employees but no training records are maintained	No orientation is given to a new employee		
<b>2.</b>	A record is maintained showing date, person conducting orientation and items covered <b>1910.119(h)(3)(iii)</b>	A record is maintained showing items covered <b>1910.119(h)(3)(iii)</b>	Orientation includes training on items named in List I			
<b>3.</b>	Management concern for safe job performance is stressed					
<b>4.</b>	Employee signs record sheet					
	<b>List I:</b>	<b>Safety rules, HAZCOM, Major Hazard Exposures of the Job, PPE, and Emergency Reporting Procedures</b>				


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<b>J. Safety Rules 1910.119(h)(3)(ii) 1910.119(h)(3)(iv)</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>N/A</b>	<b>Section J Sub-Score</b>
<b>1.</b>	All employees receive written safety rules	Rules are published	There are some general rules	There are no safety rules		
<b>2.</b>	All employees are aware of the rules and understanding has been verified	All employees are made aware of the rules	The rules are enforced most of the time			
<b>3.</b>	Rules are concise and easy to understand	Copies of the rules are posted at work sites	Rules have not been updated within the past two years			
<b>4.</b>	Rules are enforced equally among all employees	Supervisors enforce most of the rules				
<b>5.</b>	Rules are updated on a regular basis but not exceeding every 2 years					


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<b>K. Employee Safety Training 1910.119(h)(3)(i)</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>N/A</b>
<b>1.</b>	Based on training needs assessment, formal safety training is provided and documented for the areas outlined in List K1.	Some formal safety training is provided for topics in List K1 and is documented	Formal safety training, with verifiable records provided in hazard recognition	No formal safety training provided	
<b>2.</b>	Formal safety training audits conducted for all safety instructors	Formal training needs assessment conducted for workforce	Some informal safety training provided for topics in List K1 (at end of document)		
<b>3.</b>	Training comprehension/ understanding by employees is verified and documented	Informal safety training audits conducted for all safety instructors	Employees complete the ARSC Basic Orientation Plus safety course (or equivalent reciprocal course)		
<b>4.</b>	A process is in place for monitoring newly assigned workers, for example, a buddy system	Training comprehension/ understanding by employees is verified and documented			
<b>5.</b>	Training (and documentation) for contractor personnel involved in operating a process is equivalent to that provided to the employees of the client company <b>1910.119(g)(1)(i)</b>				

*(Section K continued on next page)*

## GBRIA Evaluation of Contractor Safety and Health Performance

<b>K. cont. Employee Safety Training 1910.119(h)(3)(i)</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>N/A</b>	<b>Section K Sub-Score</b>
<b>6.</b>	Refresher training is provided as required					
<b>7.</b>	In the space provided on List K2 at the end of the document, indicate the topics from list K2 for which training is provided as required by the job task or government regulation. Also indicate what method is used for verification of understanding.					


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<b>L. Supervisory Training 1910.119(h)(3)(i)</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>N/A</b>	<b>Section L Sub-Score</b>
<b>1.</b>	Supervisory training also includes: <ul style="list-style-type: none"> <li>• Conducting Meetings</li> <li>• Job Safety Analysis</li> <li>• Job Safety Planning</li> <li>• Train-the-Trainer</li> <li>• Behavior based safety including observations methods</li> </ul>	Most supervisors receive: <ul style="list-style-type: none"> <li>• First Aid/CPR</li> <li>• Hazard Recognition</li> <li>• Emergency Reporting Procedures</li> <li>• Supervisory Skills</li> <li>• Accident Investigation</li> <li>• Jobsite safety inspections</li> <li>• Human Relations</li> </ul>	<ul style="list-style-type: none"> <li>• Some supervisors are sent to outside training courses</li> <li>• Supervisory training includes ARSC Basic Orientation Plus</li> </ul>		The firm has no training for supervisors	
<b>2.</b>	Supervisors have access to a safety professional	Company has in-house facilities for training or uses outside training sources				
<b>3.</b>	Certified Occupational Safety Specialist (COSS) or similar course offered for professional development					


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M. Skilled Crafts Assessment and Training 1910.119(h)(3)(i)	9	6	3	0	N/A
1.	The contractor supports additional skills training and encourages employees to become certified in at least one craft.	The contractor has a skill assessment and evaluation program for each employee. If yes, which skill assessment and evaluation program is the contractor using? Detail on worksheet below.	The contractor has a skill assessment and evaluation program for some employees. If yes, which skill assessment and evaluation program is the contractor using? Detail on worksheet below.	No skill assessment program.	
2.		<p>On the worksheet provided below, name any documented skill assessments and any visible skill assessments (hands on observation) conducted for the crafts shown in list M1 (at the end of the document). Also indicate:</p> <ul style="list-style-type: none"> <li>• The method used for verification of understanding.</li> <li>• Any procedures in place to verify validity of the scores.</li> <li>• Any means to measure improvement.</li> </ul>			

*(Section M continued on next page)*

## GBRIA Evaluation of Contractor Safety and Health Performance

<b>M. cont. Skilled Crafts Assessment Worksheet 1910.119 (h)(3)(iii)</b>	<b>Documented Skill Assessments</b>	<b>Visible Skill Assessments/ Performance Verifications</b>	<b>Written assessment list is provided to instructor for visible assessments/ performance verifications?</b>	<b>Method for Verification of Understanding (Tests, skill sheets, resumes)</b>	<b>Score Validity Verification Procedure</b>	<b>Improvement Measurement Procedure</b>	<b>Type of certification or competency record on file for each field evaluator (education, resume, other)</b>


*(Section M continued on next page)*

## GBRIA Evaluation of Contractor Safety and Health Performance

<b>M. cont. Skilled Crafts Assessment and Training 1910.119(h)(3)(i)</b>	9	6	3	0	N/A	<b>Section M Sub-Score</b>
<b>3.</b>	Most employees have participated in contractor's job skill training program	Company has an upgrade or remediation program to help employees increase their skills and improve ability (list the number of employees in notes section)				
<b>4.</b>	Most employees have met NCCER cut score in skills assessment test.	Individual employee records are maintained to track the upgrade or remediation of the individual				
<b>5.</b>	Craft employees are required to take and complete "Wheels of Learning" or DOL Bureau of Apprenticeship training	Some employees have participated in contractor's job skill training program				
<b>6.</b>		Some employees have met NCCER cut score in skills assessment test.				

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N. Medical Monitoring Practices 1910.119(h)(2)(i)	9	6	3	0	N/A	Section N Sub-Score
<b>1.</b>	Based on medical needs, an ongoing medical surveillance program is provided for: a) Hearing Conservation (CFR 1910.95/ 1926.52) b) Respiratory Program (CFR 1910.134/ 1926.103) c) Asbestos(CFR 1910.1001/ 1926.58) d) Benzene (CFR 1910.1028/ 1926.1128) e) Lead (CFR 1910.1026/ 1926.62) f) Chromium	First aid providers are trained in CPR and blood-borne pathogens	Process is in place to provide emergency medical/first aid	No medical monitoring program is in place.		
<b>2.</b>	Procedure for accessing medical records is in place.		Adequate first aid supplies are available on site			


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<b>O. Safe Work Practices 1910.119(h)(2)(iv)</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>N/A</b>
<b>1.</b>	Audits are conducted to verify that all work permit systems are followed	The organization has written procedures for safe work practices for List O.	The organization has some written procedures for safe work practices for List O.	The organization does not have written procedures for safe work practices for List O.	
<b>2.</b>	A risk assessment has been performed on any identified hazards related to the services provided by the contractor and the facility owner has been informed	In the event of noncompliance, disciplinary action is taken			
<b>3.</b>		<p>If chemicals covered by the Hazard Communication Standard (29 CFR 1910.1200) are taken onto the owner's worksite:</p> <ul style="list-style-type: none"> <li>• A method/ system is in place that ensures notification of the owner regarding the chemicals</li> <li>• A method/ system is in place that ensures owners are provided MSDS sheets</li> <li>• A method/ system is in place to ensure against the accidental release of the chemicals</li> </ul>			

*(Section O continued on next page)*

## GBRIA Evaluation of Contractor Safety and Health Performance

O. cont. Safe Work Practices 1910.119(h)(2)(iv)	9	6	3	0	N/A	Section O Sub-Score
<b>List O</b> a) Hazardous Communication b) Lockout/Tagout Confined Space Entry c) Fall Protection d) Emergency Action Plan e) PPE (hard hats, safety glasses, respirator) f) Scaffold user g) Use and handling of fire equipment h) Powder actuated tools i) Power actuated tools j) First line breaks/ line equipment opening k) Workplace standard for electrical safety, NFPA 70E l) Hot work						


## GBRIA Evaluation of Contractor Safety and Health Performance

<b>P. Safety Toolbox Meetings 1910.119(h)(2)(i)</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>N/A</b>	<b>Section P Sub-Score</b>
<b>1.</b>	Meetings are held per task	Supervisors hold meetings per shift or daily	Safety coordinator or management conducts meetings weekly	No meetings held with employees		
<b>2.</b>	Conducted by supervisors	Records kept on attendance and topics presented	Management attends occasionally			
<b>3.</b>	Record kept on attendance and topic presented	Management attends occasionally				
<b>4.</b>	Employees actively participate					
<b>5.</b>	Management audits toolbox process					


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<b>Q. Job Site Safety Inspections 1910.119(h)(3)(ii)</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>N/A</b>
<b>1.</b>	Weekly job site inspections are made by the site supervisor	Monthly job site inspections are made by the supervisor	Informal job site inspections made occasionally by the supervisor with no reports submitted	No inspections are required	
<b>2.</b>	Critical safety items are identified and checked	A report on the results is filed	Workers are allowed to intervene when unsafe conditions or behaviors are observed		
<b>3.</b>	A report is submitted on the results of the inspection	Follow-up corrective action is completed most of the time			
<b>4.</b>	Discoveries are classified according to seriousness	Workers are encouraged to intervene when unsafe conditions or behaviors are observed			
<b>5.</b>	Target dates are set up for corrective follow-up action				
<b>6.</b>	Management periodically performs safety and health inspections of the worksite				
<b>7.</b>	A program is in place for employee recognition and reporting of workplace hazards and unsafe behaviors				

*(Section Q continued on next page)*

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Q. cont. Job Site Safety Inspections 1910.119(h)(3)(ii)	9	6	3	0	N/A	Section Q Sub-Score
<b>8.</b>	Workers are expected to intervene when unsafe conditions or behaviors are observed					
<b>9.</b>	The program includes a follow-up system to ensure correction of all reported unsafe conditions					


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<b>R. Incident / Accident Investigation 1910.119(h)(2)(i) 1910.119(m)</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>N/A</b>	<b>Section R Sub-Score</b>
<b>1.</b>	Incidents/accidents, including near misses, are investigated by the immediate supervisor	All incidents/accidents are investigated with a report written on serious incidents	Informal investigations are made with no written report	Incidents/accidents are not investigated to determine cause		
<b>2.</b>	All supervisors are trained in the techniques of incident/accident investigation	Supervisors are trained to conduct investigations	Some supervisory personnel know how to investigate an incident/accident			
<b>3.</b>	Reports are completed on all incidents/accidents that exceed a set cost	Management reviews all investigation reports	Information gained is not shared on other job sites			
<b>4.</b>	There is a management review of all serious incidents/accidents	Information on serious incidents are shared on other job sites	Safety personnel conduct most investigations			
<b>5.</b>	The root causes of all incidents/accidents are determined					
<b>6.</b>	Information learned is shared with all job sites					
<b>7.</b>	There is a follow-up system to assure corrective action is taken					


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<b>S. Personal Protective Equipment 1910.119(h)(3)(i)</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>N/A</b>	<b>Section S Sub-Score</b>
<b>1.</b>	Analysis made to determine PPE needs	PPE is provided (except shoes) and use is required	PPE is provided and its use is encouraged	Use of PPE is left to the discretion of each employee, resulting in rare use		
<b>2.</b>	Employees are aware of disciplinary consequences of not using PPE	Employees are trained in the use and maintenance of PPE	Some training is given in use and maintenance of PPE			
<b>3.</b>	Annual audits are made of the program	Employees are informed of PPE requirements for each job				
<b>4.</b>	Hazard assessments are conducted on PPE on a periodic basis (example: harness strength)					


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<b>T. Safety Performance Audit 1910.119(h)(2)(i)</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>N/A</b>	<b>Section T Sub-Score</b>
<b>1.</b>	Audits are conducted at least monthly to determine if safety work is effective	Quarterly audits are conducted to determine safety performance level	Semi-annual audits are conducted to determine safety performance level	No audit is made of safety performance		
<b>2.</b>	Where areas of concern are known, appropriate steps are taken to correct them, including more frequent audits.	Performance standards exist for more than half of the areas measured	Rating is given to each area audited			
<b>3.</b>	Performance standards exist for all areas measured	Results are discussed with individual supervisors				
<b>4.</b>	Performance rating becomes part of the overall rating of supervisors					
<b>5.</b>	Excellent performance as well as areas for improvement are discussed with individual supervisors					


## GBRIA Evaluation of Contractor Safety and Health Performance

U. Substance Abuse Policy 1910.119(h)(2)(i)	9	6	3	0	N/A	Section U Sub-Score
<b>1.</b>	The company keeps counseling and testing records	The company policy contains written rules regarding drug and alcohol use	The company has substance abuse verbiage in the company policy manual	The company has no policy regarding drugs or alcohol abuse		
<b>2.</b>	The company has an Employee Assistance Program	Substance abuse program is in place and also includes: a) Pre-employment screening - 100% tested b) DOT c) For Cause Testing	Supervisors are trained in hazards of drugs and alcohol on the job	The company has a policy but makes no effort to enforce the policy		
<b>3.</b>	The company is a member of a drug testing consortium such as NASAP or equivalent		Substance abuse program is in place and includes: a) Pre-employment screening b) Post Accident Testing c) Random Screening (indicate % tested)			


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<b>V. Record Keeping 1910.119(h)(3)(iii)</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>N/A</b>	<b>Section V Sub-Score</b>
<b>1.</b>	Records are also kept on: <ul style="list-style-type: none"> <li>• Training</li> <li>• Indoctrinations</li> <li>• Hazard Communication Program</li> <li>• Employee Absences</li> </ul>	Records are kept on: <ul style="list-style-type: none"> <li>• Inspections</li> <li>• Accident Investigations</li> <li>• First Aid Treatment</li> </ul>	OSHA Log 300 is maintained according to OSHA Requirements	No records are kept on safety related activities		


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W. Background Screening 1910.119(h)(2)(i)	9	6	3	0	N/A	Section W Sub-Score
<b>1.</b>	The contractor uses the Security Passport or equivalent	Social security numbers are verified through the contractor's own process or via the Safety Council	Contractors have I-9 forms on file for all employees	No background screens are required of employees		
<b>2.</b>	If equivalent process is used, describe in the notes section, i.e. which program					


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<b>List K1:</b>		Hazard Recognition		Hazard / Standard-specific OSHA topics	
		Heavy Equipment Safety		Trade-Specific safety i.e. Electrical Safety	
		First Aid/CPR			
<b>List K2:</b>	<b>Check Topics Trained</b>				<b>List Method of Verification of Understanding</b>
		Use and Care of Respirators			
		Use and Care of Hearing Protection			
		Use and Care of other Personal Protective Equipment			
		Fall Protection			
		Confined Space Entry			
		Confined Space Entry Attendant			
		Hazard Communication program, MSDS, Labeling, Handling			
		Use of Fire Extinguisher			
		Fire Watch			
		Housekeeping			
		Industrial Trucks (forklifts, aerial lifts, Uni-Loader/Bobcat)			
		Lockout/Tagout			
		Abrasive Blasting & Hydro-Blasting			
		Emergency Response Plan			
		Transportation of Hazardous Materials			
		Line/Equipment Opening			
		Scaffold/Scaffold user training			
		Power Actuated Tools			
		Powder actuated tools			
		Hot work			
		Excavating, shoring and trenching <ul style="list-style-type: none"> <li>o Competent Person Training</li> </ul>			
		HAZWOPER <ul style="list-style-type: none"> <li>o Awareness Level</li> <li>o Operations Level</li> <li>o Technician Level</li> </ul>			
		Other			

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List M1:	Skilled Crafts Assessment Training	List Method of Verification of Understanding
	Welding/Cutting, Heliarc Welding	
	Pipe fitter & sprinkler fitting	
	Backhoe Operator	
	Forklift Operator	
	Dozer Operator	
	Maintainer Operator	
	Rigging/Hoisting	
	Crane Operator (hydraulic)	
	Crane Operator (friction)	
	Rubber Tire Equipment	
	Rod buster	
	Cement/concrete finisher/brick masons	
	Insulator	
	Ironworker & sheet metal workers	
	Millwright	
	Machinist	
	Carpenters	
	Plumbers	
	Scaffold builders	
	Boilermakers/tank maintenance/tower work	
	Electrician (are high, medium, low voltages considered?)	
	Electronic Technician	
	Instrument fitters/techs	
	HVAC	
	Painter (are brush and spray painting considered?)	
	Blaster	
	Persons performing non-destructive testing	
	Craft Helpers	
	Other:	