

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.***

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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: _____

Workforce Statistics for Last 3 years

Corporate, Regional, or Site?			
If Site, which Site?			
	2006	2005	2004
Average number of employees			
Employee exposure hours			
Number of fatalities			
Lost work day cases			
Lost work day rate			
Total number of OSHA Recordable Cases			
Total Recordable Incidence Rate			
Insurance Experience Modifier (EMR). Loss Ratio if self-insured.			

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This audit was conducted by:

GBRIA Auditor:			
Print Name: _____	Date: _____		
Signature: _____			
Plant Representative Auditor (if any):			
Print Name: _____			
Title: _____	Signature: _____		
Phone #: _____	Email: _____		
Main Company Contact for Audit:			
Print Name: _____			
Title: _____	Signature: _____		
Phone #: _____	Email: _____		
Employees Participating In Audit/Interviews – 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: _____		

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

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C. Responsibility for Safety Defined 1910.119(h)(2)(i)	9	6	3	0	N/A	Section C Sub-Score
1.	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		
2.	Job descriptions for supervisors and management personnel include safety and health responsibilities	Is in writing	Supervisors look to safety coordinator to perform safety activities			
3.	A program is in place for evaluating the safety performance of sub-contractors prior to hire	Operating supervisors have key safety responsibilities				
4.	Organization includes certified (CIH, CSP) individuals dedicated full-time to health and safety	Has a full-time person dedicated to health and safety				

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G. Pre-Planning for Job Site Safety 1910.119(h)(3)(ii) 1910.119(i)						Section G Sub-Score
	9	6	3	0	N/A	
1.	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		
2.	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			
3.	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				
4.	Job supervisors are trained in planning for safety	Training in pre-job safety planning is not required				
5.	Pre-job safety conferences conducted with sub-contractors					
6.	Pre-task safety assessments conducted (JSA's) by the crew performing the task					

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K. Employee Safety Training 1910.119(h)(3)(i)	9	6	3	0	N/A
1.	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	
2.	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)		
3.	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)		
4.	A process is in place for monitoring newly assigned workers, for example, a buddy system	Training comprehension/ understanding by employees is verified and documented			
5.	Training (and documentation) for contractor personnel involved in operating a process is equivalent to that provided to the employees of the client company 1910.119(g)(1)(i)				

(Section K continued on next page)

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

(Section M continued on next page)

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

(Section M continued on next page)

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O. Safe Work Practices 1910.119(h)(2)(iv)	9	6	3	0	N/A
1.	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.	
2.	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			
3.		<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"> • A method/ system is in place that ensures notification of the owner regarding the chemicals • A method/ system is in place that ensures owners are provided MSDS sheets • A method/ system is in place to ensure against the accidental release of the chemicals 			

(Section O continued on next page)

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Q. Job Site Safety Inspections 1910.119(h)(3)(ii)	9	6	3	0	N/A
1.	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	
2.	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		
3.	A report is submitted on the results of the inspection	Follow-up corrective action is completed most of the time			
4.	Discoveries are classified according to seriousness	Workers are encouraged to intervene when unsafe conditions or behaviors are observed			
5.	Target dates are set up for corrective follow-up action				
6.	Management periodically performs safety and health inspections of the worksite				
7.	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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R. Incident / Accident Investigation 1910.119(h)(2)(i) 1910.119(m)	9	6	3	0	N/A	Section R Sub-Score
1.	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		
2.	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			
3.	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			
4.	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			
5.	The root causes of all incidents/accidents are determined					
6.	Information learned is shared with all job sites					
7.	There is a follow-up system to assure corrective action is taken					

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List K1:		Hazard Recognition		Hazard / Standard-specific OSHA topics	
		Heavy Equipment Safety		Trade-Specific safety i.e. Electrical Safety	
		First Aid/CPR			
List K2:	Check Topics Trained				List Method of Verification of Understanding
		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"> o Competent Person Training 			
		HAZWOPER <ul style="list-style-type: none"> o Awareness Level o Operations Level o Technician Level 			
		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:	