

# ABC OF WESTERN WASHINGTON SAFETY ALLIANCE 2010 Application

As part of ABC's continuing effort to provide safety education, training and support to its members, the ABC of Western Washington Safety Committee has developed and implemented the ABC Safety Alliance program. Our goal is to increase overall safety awareness and proficiency while providing a tool by which member safety programs can be measured for completeness, effectiveness and compliance.

ABC Safety Alliance is a completely voluntary program that allows our members to work in concert with ABC-approved safety consultants to assess their overall safety programs while increasing the effectiveness of plans, policies and procedures. As always, our primary goal is to protect the health and safety of all persons by insuring that employers are providing a safe work environment for their employees, subcontractors, suppliers or anyone else visiting their jobsites or workplace.

This comprehensive and aggressive program will assist your company in complying with the established industry and construction safety standards. **The annual fee for this program for ABC Retro members is \$85; for non-Retro ABC members it is \$285.**

***Disclaimer: ABC of Western Washington and its approved safety consultants do not warrant that your safety program and/or practices will meet all WISHA/OSHA regulations.***

Please complete the following information and submit it, along with your application fee to the ABC Safety Department. Once your application has been received, we will contact you to schedule your audit. If you have any questions please call, or e-mail, the ABC SAFETY DEPARTMENT at 425/646-8000, 800/640-7789 e-mail address is [ann@abcwestwa.org](mailto:ann@abcwestwa.org).

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY / STATE / ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SAFETY CONTACT PERSON: \_\_\_\_\_

COMPANY PRINCIPAL: \_\_\_\_\_

AMOUNT DUE:  ABC Retro Member \$85  ABC Member \$285

METHOD OF PAYMENT:

Check Enclosed

Credit Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_

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

Cardholder's Address: \_\_\_\_\_

PLEASE FAX OR MAIL YOUR COMPLETED APPLICATION TO:



Western Washington

ABC of WESTERN WASHINGTON  
SAFETY DEPARTMENT  
399 - 114<sup>th</sup> Avenue NE, BELLEVUE, WA. 98004  
Phone (425) 646-8000 Fax (425) 455-5701  
(aj:/wd2000/safety/2010ABC Safety Alliance Application) 10/28/04



## ABC SAFETY ALLIANCE FORM INSTRUCTIONS FOR PARTICIPATING IN ABC SAFETY ALLIANCE

Complete each of the 21 key components on the left side of the page. If you do not meet the rated criteria for each key component, give yourself a zero in the sub-score column. If you score a zero in component A and/or component H you **do not** qualify for the ABC Safety Alliance. Applicant must score a minimum of 120 points to qualify the first year and a minimum of 130 points to qualify each succeeding year. If you do not qualify at the 120 points, **the ABC Vice President of Safety will work with you** to improve your safety process.

A member of the ABC Safety Alliance verification team will verify the score submitted by the ABC Safety Alliance applicant and conduct an onsite job walk. Under each heading is a suggestion of location to find information that will support applicant's score. Verifier may use other information that is not listed to conduct verification. Upon verification of each item, verifier will identify the score in the sub-score section.

Participation in the ABC Safety Alliance is completely voluntary.

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

Company Contact: \_\_\_\_\_

<b>Key Components</b>	12			
<p><b>A. <u>MANAGEMENT COMMITMENT</u></b></p> <p><b>Verification:</b> Ask management for a statement of corporate culture on safety.</p>	<ul style="list-style-type: none"> <li>• Management participates in the safety program</li> <li>• Sets objectives for safety</li> <li>• Requires feedback on program</li> <li>• Budgets and provides necessary funds</li> <li>• Safety is a part of company-wide performance appraisals</li> </ul>			<p>SUB-SCORE</p>  <p>Reported score: _____</p> <p>Verification score: _____</p>
<p>Comments:</p>   				

	6	4	
<p>B. <u>MANAGEMENT POLICY STATEMENT ON SAFETY</u></p> <p><b>Verification:</b> Ask to see policy statement and safety manual.</p>	<ul style="list-style-type: none"> <li>• Is in writing</li> <li>• Known to all employees</li> <li>• Is part of safety manual</li> <li>• Set boundaries for safety program</li> <li>• Emphasizes management approach</li> <li>• Signed by CEO</li> </ul>	<ul style="list-style-type: none"> <li>• Policy exists</li> <li>• Is in writing</li> <li>• Has not been explained to employees but is posted</li> <li>• Authorizes loss prevention activities</li> </ul>	<p>SUB-SCORE</p> <p>Reported score: _____</p> <p>Verification score: _____</p>
<p>Comments:</p>			

	9	6	
<p>C. <u>RESPONSIBILITY FOR SAFETY DEFINED</u></p> <p><b>Verification:</b> Safety manual and review policy statement. Company policy &amp; procedures manual. Company organization chart.</p>	<ul style="list-style-type: none"> <li>• Responsibility for safety defined for all levels of the firm</li> <li>• Is in writing and is part of safety manual</li> <li>• Operating supervisors have key responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Responsibility for safety defined for a levels of the firm</li> <li>• Is not in writing</li> <li>• Operating supervisors have key responsibilities</li> </ul>	<p>SUB-SCORE</p> <p>Reported score: _____</p> <p>Verification score: _____</p>
<p>Comments:</p>			

	6	4	2	
<p>D. <u>EXPERIENCE MODIFICATION RATE (EMR) OR LOSS RATIO (LR)</u></p> <p>Verification: Insurance statements. Randomly interview managers.</p>	<ul style="list-style-type: none"> <li>EMR has decreased each of the past three years &amp; the current year is below 0.85 (EMR) or (LR) is 40% or less</li> <li>Management reviews the costs of accidents and the impact of the EMR/LR on the company</li> </ul>	<ul style="list-style-type: none"> <li>EMR/LR has decreased each of the past 3 years and current year is between 1.0 &amp; 0.85 (EMR) or (LR) is 50% or less</li> <li>The cost of accidents are reported to the project manager</li> </ul>	<ul style="list-style-type: none"> <li>EMR/LR has decreased 2 of the past 3 years</li> </ul>	<p>SUB-SCORE</p> <p>Reported score: _____</p> <p>Verification score: _____</p>
<p>Comments:</p>				

	6	4		
<p>E. <u>SAFETY BUDGET</u></p> <p>Verification: Company's annual budget. Company policy statement. Randomly interviews with managers.</p>	<ul style="list-style-type: none"> <li>An annual safety budget is established</li> <li>Budget is based on planned programs</li> <li>Estimates are made on savings contributed by safety program</li> <li>Operating personnel aware of safety budget</li> </ul>	<ul style="list-style-type: none"> <li>An annual safety allocation is established but not necessarily based on planned activities</li> <li>The item is adjusted based on previous years' expenses</li> </ul>		<p>SUB-SCORE</p> <p>Reported score: _____</p> <p>Verification score: _____</p>
<p>Comments:</p>				

	9	6		
<b>F. <u>SAFETY PROGRAM GOAL SETTING</u></b>  <b>Verification:</b> Company policy statement. Company documents on safety performance.	<ul style="list-style-type: none"> <li>Goals and objectives are set to be achieved through the Safety Program (based on needs or problems)</li> <li>A strategy is developed to accomplish the goals</li> <li>Feedback from those responsible for achieving results is required</li> <li>Audits are made to measure performance</li> <li>Both long-term and short-term goals are considered</li> </ul>	<ul style="list-style-type: none"> <li>Goals and objectives are set for the safety program</li> <li>The goals and objectives are published</li> <li>Feedback is required from those involved</li> </ul>		SUB-SCORE  Reported score: _____  Verification score: _____
<b>Comments:</b>				

	9	6		
<b>G. <u>MANAGEMENT SUPERVISORY MEETINGS</u></b>  <b>Verification:</b> Meeting agendas.	<ul style="list-style-type: none"> <li>Weekly meetings are held by management with supervisors where safety is on the agenda</li> <li>Management gives an overview of safety activity</li> <li>Serious accidents are reviewed</li> </ul>	<ul style="list-style-type: none"> <li>At least monthly meetings are held with supervisors where safety is on the agenda</li> <li>Supervisors give a status report on job site safety activities</li> <li>Serious accidents are reviewed</li> </ul>		SUB-SCORE  Reported score: _____  Verification score: _____
<b>Comments:</b>				

	6			
<p>H. <u>PRE-PLANNING FOR JOB-SITE SAFETY</u></p> <p>Verification: Job Safety and/or job hazard analysis sheets. Project checksheets. Employee randomly interviews.</p>	<ul style="list-style-type: none"> <li>• Pre-job safety planning is required at the bid stage</li> <li>• A checklist is used by the supervisor to assure that all exposures are considered</li> <li>• Necessary equipment is provided and precautions are taken prior to or at the start of the job, not after problems have been encountered</li> <li>• Job supervisors are trained in planning for safety</li> </ul>			<p>SUB-SCORE</p> <p>Reported score: _____</p> <p>Verification score: _____</p>
<p>Comments:</p>				

	9	6		
<p>I. <u>EMPLOYEE PARTICIPATION</u></p> <p>Verification: Policies/Procedures Manual. Safety Manual. Training records. Randomly interview employees.</p>	<ul style="list-style-type: none"> <li>• Employee participation program in place</li> <li>• Training provided for supervisors on facilitating employee participation</li> <li>• Procedures set up for employees to participate in activities (as in previous column) ranging from training to accident investigations</li> </ul>	<ul style="list-style-type: none"> <li>• Training provided for supervisors on facilitating employee participation</li> <li>• Employees encouraged to participate in: tool box talks, hazard recognition/reporting, site inspections, safety rule development/revision, new hire &amp; formal safety training, and accident investigations</li> </ul>		<p>SUB-SCORE</p> <p>Reported score: _____</p> <p>Verification score: _____</p>
<p>Comments:</p>				

	6	4		
<b>J. <u>NEW EMPLOYEE ORIENTATION</u></b>  <b>Verification:</b> <b>Review new employee orientation procedures and records.</b>	<ul style="list-style-type: none"> <li>• Formal orientation program is in effect for all new or transferred employees</li> <li>• A record is maintained showing date, person doing orientation and items covered</li> <li>• Orientation includes training on: safety rules, HAZCOM, major hazard exposures of the job, PPE, and emergency reporting procedures</li> <li>• Management concern for safe job performance is stressed</li> <li>• Employee signs record sheet</li> </ul>	<ul style="list-style-type: none"> <li>• Orientation is given to new employees that includes information on safety</li> <li>• A record is maintained showing items covered</li> <li>• Orientation includes training on: safety rules, HAZCOM, major hazard exposures of the job, PPE, and emergency reporting procedures</li> <li>• Job safety requirements are stressed</li> </ul>		<b>SUB-SCORE</b>  <b>Reported score: _____</b>  <b>Verification score: _____</b>
<b>Comments:</b>				

	9	6		
<b>K. <u>SAFETY RULES</u></b>  <b>Verification:</b> <b>Review Safety Manual and/or Policy/Procedures Manual.</b> <b>Randomly interview employees.</b>	<ul style="list-style-type: none"> <li>• Rules are published</li> <li>• All employees are aware of the rules</li> <li>• Rules are concise and easy to understand</li> <li>• Rules are enforced equally among all employees</li> <li>• Rules are updated on a regular basis</li> <li>• Subcontractors must follow safety rules.</li> </ul>	<ul style="list-style-type: none"> <li>• Rules are published</li> <li>• Copies of the rules are posted at work sites</li> <li>• All employees are made aware of the rules</li> <li>• Supervisors enforce most of the rules</li> <li>• Subcontractors must follow safety rules.</li> </ul>		<b>SUB-SCORE</b>  <b>Reported score: _____</b>  <b>Verification score: _____</b>
<b>Comments:</b>				

	12	8	
<p>L. <u>EMPLOYEE SAFETY TRAINING</u></p> <p><b>Verification:</b> Review training records.</p>	<ul style="list-style-type: none"> <li>Based on training needs assessment, formal safety training is provided and documented in areas such as: hazard recognition, first aid/CPR, hazard/ standard specific OSHA topics, heavy equipment safety and trade specific safety such as electrical safety</li> <li>Formal safety training audits conducted for all safety instructors</li> <li>Training comprehension/ understanding by employees is verified and documented</li> </ul>	<ul style="list-style-type: none"> <li>Some formal safety training provided and documented in areas such as: first aid/CPR and hazard recognition</li> <li>Formal training needs assessment conducted for workforce</li> <li>Informal safety training audits conducted for all safety instructors</li> <li>Training comprehension/ understanding by employees is verified and documented</li> </ul>	<p>SUB-SCORE</p> <p>Reported score: _____</p> <p>Verification score: _____</p>
<p><b>Comments:</b></p>			

	6	4	
<p>M. <u>SAFETY TOOL BOX MEETINGS</u></p> <p><b>Verification:</b> Review Tool Box meeting records. Randomly interview employees.</p>	<ul style="list-style-type: none"> <li>Meetings held weekly</li> <li>Conducted by supervisors</li> <li>Record kept on attendance and topic presented</li> <li>Employees participate</li> <li>Management attends occasionally</li> </ul>	<ul style="list-style-type: none"> <li>Supervisors hold meetings at least monthly</li> <li>Records kept on attendance and topics presented</li> </ul>	<p>SUB-SCORE</p> <p>Reported score: _____</p> <p>Verification score: _____</p>
<p><b>Comments:</b></p>			



	9	6		
O. <u>SUPERVISORY TRAINING</u>	<ul style="list-style-type: none"> <li>• <b>Supervisory training includes:</b> <ul style="list-style-type: none"> <li>◇ <b>First Aid/CPR</b></li> <li>◇ <b>Hazard recognition</b></li> <li>◇ <b>Emergency reporting procedures</b></li> <li>◇ <b>OSHA 10 Hour or greater</b></li> <li>◇ <b>Conducting meetings</b></li> <li>◇ <b>Supervisory skills</b></li> <li>◇ <b>Accident investigation</b></li> <li>◇ <b>Job Safety Analysis</b></li> <li>◇ <b>Job safety planning</b></li> <li>◇ <b>Train-the-Trainer</b></li> <li>◇ <b>Job site safety inspections</b></li> <li>◇ <b>Human Relations</b></li> </ul> </li> <li>• <b>Company has in-house facilities for training or has good outside training source</b></li> <li>• <b>NCCER Safety Management Academy or similar course offered for professional development</b></li> <li>• <b>Supervisors have access to a safety professional</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Most supervisors receive training in:</b> <ul style="list-style-type: none"> <li>◇ <b>Hazard recognition</b></li> <li>◇ <b>First Aid/CPR</b></li> <li>◇ <b>Emergency reporting procedures</b></li> <li>◇ <b>Human Relations</b></li> <li>◇ <b>Supervisory skills</b></li> <li>◇ <b>Accident investigation</b></li> <li>◇ <b>Job site safety Inspections</b></li> </ul> </li> </ul>		<p style="text-align: center;">SUB-SCORE</p> <p>Reported score: _____</p> <p>Verification score: _____</p>

Comments:

	9	6	
<p>P. <u>ACCIDENT INVESTIGATION</u></p> <p><b>Verification:</b> Review accident investigation and/or near miss records. Random interviews with employees.</p>	<ul style="list-style-type: none"> <li>• Accidents, including near misses, are investigated by the immediate supervisor</li> <li>• All supervisors are trained in the techniques of accident investigation</li> <li>• Reports are completed on all accidents that exceed a set cost</li> <li>• There is a management review of all "serious" accidents</li> <li>• The basic causes of all accidents are determined</li> <li>• Information learned is shared with all job sites</li> <li>• There is a follow-up system to assure corrective action is taken</li> </ul>	<ul style="list-style-type: none"> <li>• All accidents are investigated with a report written on serious incidents</li> <li>• Supervisors are trained to make investigations</li> <li>• Management reviews all investigation reports</li> <li>• Information on "serious" incidents are shared on other job sites</li> </ul>	<p>SUB-SCORE</p> <p>Reported score: _____</p> <p>Verification score: _____</p>
<p>Comment:</p>			

	9	6	
<p>Q. <u>USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)</u></p> <p><b>Verification:</b> Look at a physical job site and concentrate on housekeeping, wearing of PPE, location of MSDS books.</p>	<ul style="list-style-type: none"> <li>• Analysis made to determine PPE needs</li> <li>• Employees trained in use and maintenance of PPE</li> <li>• Approved PPE used</li> <li>• PPE provided for employees, except shoes</li> <li>• Employees aware of disciplinary consequences of not using PPE</li> <li>• Annual audit made of program</li> </ul>	<ul style="list-style-type: none"> <li>• PPE is provided (except shoes) and use is required</li> <li>• Employees trained in use and maintenance of PPE</li> <li>• Employees informed on PPE requirements for each job</li> </ul>	<p>SUB-SCORE</p> <p>Reported score: _____</p> <p>Verification score: _____</p>
<p>Comments:</p>			

	6	4	
<b>R. <u>PERFORMANCE AUDIT</u></b>  <b>Verification:</b> <b>Review audit reports.</b> <b>Randomly interview employees.</b>	<ul style="list-style-type: none"> <li>• Audits are made at least semi-annually to determine if safety work is effective</li> <li>• Performance standards exist by which to measure performance</li> <li>• Performance rating becomes part of overall rating of supervisors</li> <li>• Strong points and shortcomings are discussed with individual supervisors</li> </ul>	<ul style="list-style-type: none"> <li>• Annual audits are made to determine safety performance level</li> <li>• Performance standards exist for more than half of the areas measured</li> <li>• Results are discussed with individuals supervisors</li> </ul>	<b>SUB-SCORE</b>  <b>Reported score: _____</b>  <b>Verification score: _____</b>
<b>Comments:</b>			

	6	4	
<b>S. <u>SUBSTANCE ABUSE POLICY</u></b>  <b>Verification:</b> <b>Safety manuals and/or employee manuals that provide the policy, employee assistance program, etc.</b>	<ul style="list-style-type: none"> <li>• Company policy contains strict rules regarding drug and alcohol use</li> <li>• Company does drug testing for pre-hire, post accident and for cause</li> <li>• Company keeps counseling and testing records</li> <li>• Company has an Employee Assistance Program</li> </ul>	<ul style="list-style-type: none"> <li>• Company has substance abuse language in company policy</li> <li>• Supervisors are trained in hazards of drugs and alcohol on the job</li> </ul>	<b>SUB-SCORE</b>  <b>Reported score: _____</b>  <b>Verification score: _____</b>
<b>Comments:</b>			

	6	4		
<b>T. <u>RECORD KEEPING</u></b>  <b>Verification:</b> <b>Review OSHA 300 Log.</b> <b>Randomly review</b> <b>employee records.</b>	<ul style="list-style-type: none"> <li>• <b>Records are kept on:</b> <ul style="list-style-type: none"> <li>◇ <b>Inspections</b></li> <li>◇ <b>Training</b></li> <li>◇ <b>Indoctrinations</b></li> <li>◇ <b>Accident Investigations</b></li> <li>◇ <b>First Aid Treatment</b></li> <li>◇ <b>OSHA 300 Log</b></li> <li>◇ <b>Hazard Communication Program</b></li> <li>◇ <b>Employee Absences</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Records are kept on:</b> <ul style="list-style-type: none"> <li>◇ <b>OSHA 300 Log</b></li> <li>◇ <b>Accident Investigations</b></li> <li>◇ <b>Inspections</b></li> <li>◇ <b>First Aid Treatment</b></li> </ul> </li> </ul>		<b>SUB-SCORE</b>  <b>Reported score: _____</b>  <b>Verification score: _____</b>

Comments:

	4	2		
<b>U. <u>ERGONOMICS</u></b>  <b>Verification:</b> <b>Does company need to</b> <b>comply at date of review.</b> <b>Review Caution Zone</b> <b>Job/Hazard Zone Job</b> <b>checklists. Employee</b> <b>education. Hazard</b> <b>reduction.</b>	<ul style="list-style-type: none"> <li>• <b>Records are kept on:</b> <ul style="list-style-type: none"> <li>◇ <b>Read and understand Ergonomics Rule</b></li> <li>◇ <b>Know company's compliance date</b></li> <li>◇ <b>Completed Caution Zone analysis</b></li> <li>◇ <b>Completed employee education</b></li> <li>◇ <b>Completed Hazard Zone analysis</b></li> <li>◇ <b>Taken steps to reduce Hazard Zone Jobs</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Records are kept on:</b> <ul style="list-style-type: none"> <li>◇ <b>Read and understand Ergonomics Rule</b></li> <li>◇ <b>Know company's compliance date</b></li> <li>◇ <b>Completed Caution Zone analysis</b></li> </ul> </li> </ul>		<b>SUB-SCORE</b>  <b>Reported score: _____</b>  <b>Verification score: _____</b>

Comments:

**Specific training.**

Construction site supervisors have OSHA 10-Hour construction safety course or equivalent?	Yes, OSHA 10-Hour.	Equivalent training course(s):
Designated safety personnel have OSHA 30-Hour construction safety course or equivalent?	Yes, OSHA 30-Hour.	Equivalent training course(s):

Total Reported Score \_\_\_\_\_

Verifiers Score \_\_\_\_\_

**Verifier's Signature:** \_\_\_\_\_

**Verifier's Company:** \_\_\_\_\_

**Date Verification Completed:** \_\_\_\_\_

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*Office use only:*

**Date initially received by ABC** \_\_\_\_\_

**Date assigned an verifier by ABC** \_\_\_\_\_

**Date returned to ABC by verifier:** \_\_\_\_\_

**Application was**    Accepted    Rejected

**Date of notification to applicant:** \_\_\_\_\_

# FLOWCHART OF ABC SAFETY ALLIANCE REVIEW PROCESS

