

ABC OF WESTERN WASHINGTON SAFETY ALLIANCE 2017 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 \$95; for non-Retro ABC members it is \$295.**

Disclaimer: ABC of Western Washington and its approved safety consultants do not warrant that your safety program and/or practices will meet all DOSH/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 (425) 646-8000, (800) 640-7789 or email Kayla Bennett at kayla@abcwestwa.org.

COMPANY NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE: _____ FAX: _____

E-MAIL: _____

SAFETY CONTACT PERSON: _____

COMPANY PRINCIPAL: _____

AMOUNT DUE: ABC Retro Member \$95 ABC Member \$295

METHOD OF PAYMENT:

Check Enclosed

Credit Card Number: _____ Exp. Date: _____ CV Code: _____

Authorized Signature: _____

Cardholder's Address: _____

PLEASE EMAIL OR MAIL YOUR COMPLETED APPLICATION TO:



Western Washington

ABC of Western Washington
1621 114th Ave SE, Suite 116, Bellevue, WA 98004
Phone: 425.646.8000 Email: kayla@abcwestwa.org



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, **an ABC safety consultant can 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: _____ Email: _____

<i>Key Components</i>	12		
<p>A. EMPLOYER INVOLVEMENT</p> <p>Verification: Ask management for a statement of corporate culture on safety.</p>	<ul style="list-style-type: none"> -Owner/CEO directly and actively participates in safety program -Instills personal accountability for safety throughout company -Tracks and annually reviews goals/objectives for safety -Solicits feedback on program and seeks ways to improve it -Commits reasonable resources (money, time, personnel, equipment, supplies, etc.) for program to achieve goals -Safety is a part of everyone's performance appraisals -Integrates safety into other facets of company operations 		<p>SUB-SCORE</p> <p>Reported score: _____</p> <p>Verification score: _____</p>
Comments:			

	6	4	
<p>B. <u>EMPLOYER POLICY STATEMENT ON SAFETY</u></p> <p>Verification: Ask to see policy statement and safety manual.</p>	<p>Is in writing and is signed and supported by owner/CEO</p> <p>-Explained to employees at time of new hire orientation</p> <p>-Explains value of safety in the company</p> <p>-Commits to protecting people and environment, continually improving program, involving employees and meeting regulatory obligations</p> <p>-States universal accountability for safety in company</p> <p>-Is posted or part of employee safety policy</p>	<p>Policy exists and is in writing</p> <p>-Not explained to employees, but most know of its existence</p> <p>-Explains employer's general commitment to a safe workplace</p> <p>-Is posted, part of employee safety policy or in company safety manual</p>	<p>SUB-SCORE</p> <p>Reported score: _____</p> <p>Verification score: _____</p>
<p>Comments:</p>			

	9	6	
<p>C. <u>RESPONSIBILITY FOR SAFETY</u></p> <p>Verification: Safety manual and review policy statement. Company policy & procedures manual. Company organization chart.</p>	<p>Responsibilities for safety defined for everyone in company (e.g.: hazard reporting and correction, injury reporting, expected participation, PPE use, abide by safety policy, etc.)</p> <p>-Is in writing and is part of employee safety policy</p> <p>-Explained to employees at time of new hire orientation</p> <p>-Supervisory personnel have additional responsibilities that are reviewed with them at time of hire or promotion</p> <p>-A policy to hold everyone accountable for safety is in place and is universally applied</p>	<p>-Responsibility for safety defined for everyone in company</p> <p>-Is in writing, but not necessarily in employee safety policy</p> <p>-Generally known to employees and supervisory personnel</p> <p>-Accountability for safety is not always universally applied</p>	<p>SUB-SCORE</p> <p>Reported score: _____</p> <p>Verification score: _____</p>
<p>Comments:</p>			

	6	4	2	
<p>D. TRAILING INDICATORS (REVIEW OF CLAIMS AND KEY SAFETY RATES)</p> <p>Verification: Insurance statements. Randomly interview managers.</p>	<p>-Key company personnel trained to know meaning and relevance of key safety rates and numbers (mod factor, loss ratio incidence rate, DART rate)</p> <p>-Mod factor each of the past three years and the current year is below 0.800 (0.900 for companies with fewer than 100 employees)</p> <p>-Employer regularly reviews claims, claim costs and claims trends to gauge impact on company and guide resource allocation</p>	<p>-Key company personnel are familiar with key safety rates and numbers, but may not fully understand meaning or relevance</p> <p>-Mod factor each of the past three years and the current year is below 0.900 (1.000 for companies with fewer than 100 employees)</p> <p>-Employer reviews claims with insurer as part of workers comp policy renewal process</p>	<p>-Key company personnel are not familiar with key safety rates and numbers</p> <p>-Mod factor is at/below 1.000 for current year and at least one of past two years, OR has decreased 2 of past 3 years</p>	<p>SUB-SCORE</p> <p>Reported score: _____</p> <p>Verification score: _____</p>
<p>Comments:</p>				

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<p>E. RESOURCES FOR SAFETY</p> <p>Verification: Company's annual budget. Company policy statement. Randomly interviews with managers.</p>	<p>-Reasonable resources (funds, time, personnel, equipment, supplies, etc.) are regularly budgeted or invested in safety</p> <p>-Return on safety investment is tracked to evaluate effectiveness of resource allocation and to guide future expenditure decisions</p> <p>-Resource availability and expectation is explained to supervisory personnel upon hire or promotion</p>	<p>-Reasonable resources are budgeted or invested in safety</p> <p>-Supervisory personnel are generally aware of company resources available for safety</p>		<p>SUB-SCORE</p> <p>Reported score: _____</p> <p>Verification score: _____</p>
<p>Comments:</p>				

	9	6		
F. <u>SAFETY PROGRAM GOAL SETTING</u> Verification: Company policy statement. Company documents on safety performance.	-Formal process in place to annually assess safety program needs and establish goals -Action plans are developed, documented and communicated to assure goals accomplished in a timely manner -Progression of action plans tracked, with status reports and feedback from those assigned tasks -Employer reviews goals, action plans and status reports to provide feedback, direction and support of initiatives -Process in place to evaluate degree of effectiveness action plan had in achieving end goal	-Safety program goals are established periodically and are documented, but not necessarily annually or following a formal process -A plan to achieve goals has been decided, but not documented -Status of action plan informally checked, but with no set frequency and with little follow-up or solicitation of feedback -Employer plays minor part in safety goal setting process -No process in place to gauge effectiveness of action plan in achieving end goal		SUB-SCORE Reported score: _____ Verification score: _____
Comments:				

	9	6		
G. <u>EMPLOYER SUPERVISORY MEETINGS</u> Verification: Meeting agendas.	-Employer conducts weekly supervisor meetings where safety is on the agenda -Meeting minutes taken and distributed for review -Meeting includes status report of site safety activities and pre-planning discussions -Review of “lessons learned” -Review of serious incidents	-At least monthly, employer conducts supervisor meetings where safety is on the agenda -Meeting includes status report of site safety activities -Review of serious incidents		SUB-SCORE Reported score: _____ Verification score: _____
Comments:				

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H. <u>PRE-PLANNING FOR JOB-SITE SAFETY</u> Verification: Job Safety and/or job hazard analysis sheets. Project check sheets. Employee randomly interviews.	<ul style="list-style-type: none"> -Supervisory and other key personnel are trained in pre-planning for safety -Safety pre-planning is integrated into the estimate, bid and pre-mobilization stages of projects -Check list(s) or similar document used to assure a consistent and comprehensive approach taken to exposure evaluation and resource needs -Plans regularly updated throughout life of project -Key components of pre-plan (including updates) are communicated with all site employees before implementation 			SUB-SCORE Reported score: _____ Verification score: _____
Comments:				

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I. <u>EMPLOYEE PARTICIPATION</u> Verification: Policies/Procedures Manual. Safety Manual. Training records. Randomly interview employees.	<ul style="list-style-type: none"> -Opportunities for employee participation in safety program are clearly identified (e.g.: safety surveys, hazard reporting, incident investigation, safety instruction, toolbox talks, policy development/auditing, new hire mentoring, committees, JSA development, pre-planning, etc.) -Supervisory personnel are informed of these opportunities and trained on how to actively solicit employee involvement -Participation opportunities explained to employees, along with expectation for active involvement -Participation opportunities evaluated to ensure they are meaningful, necessary resources are available (time, money, staff, equipment, etc.) and potential barriers are identified and eliminated 	<ul style="list-style-type: none"> -Opportunities for employees to participate in safety program exist, but are not specifically documented -Supervisors provided limited training in soliciting employee participation, but nonetheless encourage involvement -Employees may be aware of opportunities, but no specific participation expectations -Limited focus on identifying and eliminating potential barriers to participation 		SUB-SCORE Reported score: _____ Verification score: _____
Comments:				

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<p>J. <u>NEW EMPLOYEE ORIENTATION</u></p> <p>Verification: Review new employee orientation procedures and records.</p>	<ul style="list-style-type: none"> -Documented orientation process in place for all new or transferred employees (who gets orientation, when, how and by whom and topics to be covered) -Orientation topics include: <ul style="list-style-type: none"> -Explanation of employer safety commitment and expectations -Safety responsibilities -PPE expectations -Key workplace safety rules that pertain to site and/or major job hazard exposures -Hazard communication -Hazard, injury and emergency reporting procedures -Key safety skills demonstration (wearing harness, adjusting guards, PPE use, etc.) -New hires assigned a safety mentor until orientation process complete -New hire performance evaluation process established to give feedback to new hires on pre-determined frequency (30 and 60 days) -Records maintained showing dates, person(s) doing orientation, assigned mentor(s), topics covered and employee signature 	<ul style="list-style-type: none"> -Orientation is given to new employees, however process has not been “formalized” (exact process documented) -Orientation includes at a minimum: <ul style="list-style-type: none"> -PPE expectations -Key workplace safety rules that pertain to site and/or major job hazard exposures -Hazard communication -Hazard, injury and emergency reporting procedures -Process may or may not involve safety mentors -No new hire performance evaluation process -Record of orientation, with employee signature, maintained 	<p style="text-align: center;">SUB-SCORE</p> <p>Reported score: _____</p> <p>Verification score: _____</p>
<p>Comments:</p>			

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K. <u>SAFETY RULES</u> Verification: Review Safety Manual and/or Policy/Procedures Manual. Randomly interview employees.	<ul style="list-style-type: none"> -Rules are in writing and are part of employee safety policy -Explained to employees at time of new hire orientation -Clear, concise and easy to understand -Specific to trade and/or scope of work operations -Enforced equally among all employees -Regularly updated to reflect change in company policy and/or regulation -Subcontractors held equally responsible for safety rules 	<ul style="list-style-type: none"> -Rules are in writing and posted, but not necessarily in employee safety policy -Explained to employees at one time or another -Specific to trade and/or scope of work operations -Usually enforced equally among all employees -Periodically updated to reflect change in company policy and/or regulation -Subcontractors held equally responsible for safety rules 	<p style="text-align: center;">SUB-SCORE</p> <p>Reported score: _____</p> <p>Verification score: _____</p>
Comments:			

	12	8	
<p>L. <u>EMPLOYEE SAFETY TRAINING</u></p> <p>Verification: Review training records.</p>	<ul style="list-style-type: none"> -Based on annual safety training needs assessment (who needs what, when and who will train), an agenda is developed and instituted -Formal training topics include: <ul style="list-style-type: none"> -Recognition and control of hazards specific to trade/work tasks (e.g.: heavy equipment, lift operation, LOTO and arc flash, rigging, crane operation, confined space entry, temp traffic control, hot work, excavation safety, steel erection, blasting safety, noise, lead, asbestos, mold exposure, etc.) -First aid/CPR/AED -OSHA topics (e.g.: PPE, hazcom, electrical, scaffold, ladder/stairs, fire prevention and protection, tool safety, fall protection and prevention, etc.) -Driver safety -Environmental compliance -Pertinent DOT compliance and CDL annual training -Conducted by competent/qualified safety instructors -Employee training comprehension and understanding is verified and documented (e.g.: test, skills assessment, etc.) -Records kept of all training – date, attendees, topics covered and trainer 	<ul style="list-style-type: none"> -Safety training needs are determined each year, but a formal assessment and training agenda are not necessarily used -Formal training topics include: <ul style="list-style-type: none"> -Recognition and control of hazards specific to trade/work tasks (e.g.: heavy equipment, lift operation, LOTO and arc flash, rigging, crane operation, confined space entry, temp traffic control, hot work, excavation safety, steel erection, blasting safety, noise, lead, asbestos, mold exposure, etc.) -First aid/CPR/AED -OSHA topics (e.g.: PPE, hazcom, electrical, scaffold, ladder/stairs, fire prevention and protection, tool safety, fall protection and prevention, etc.) -Conducted by competent/qualified safety instructors -Employees only retrained as required (OSHA) and when visibly lacking safety skills 	<p style="text-align: center;">SUB-SCORE</p> <p>Reported score: _____</p> <p>Verification score: _____</p>
<p>Comments:</p>			

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M. <u>TOOL BOX SAFETY MEETINGS</u> Verification: Review Tool Box meeting records. Randomly interview employees.	<ul style="list-style-type: none"> -Regularly held at least weekly -Attendance and topic documentation kept -Supervisor actively solicits employee participation (ex: volunteer to present talk, share experience, Q&A, etc.) -Employees participate -Owner/CEO occasionally attends 	<ul style="list-style-type: none"> -Regularly held at least monthly -Attendance and topic documentation kept -Employees encouraged to participate 		SUB-SCORE Reported score: _____ Verification score: _____
Comments:				

	9	6		
N. <u>INSPECTIONS</u> Verification: Review inspection records. Random interviews with employees.	<ul style="list-style-type: none"> -Weekly job site inspections are made by the site supervisor -Inspection documented, along with assignment of responsibility and expected completion date -Potentially serious safety issues corrected immediately -Less serious safety issues corrected promptly -Follow-up process to confirm action taken and that it is producing expected results 	<ul style="list-style-type: none"> -Monthly job site inspections are made by site supervisor or an employer representative -Inspection documented, along with assignment of responsibility and expected completion date -Potentially serious safety issues corrected immediately -Less serious safety issues corrected promptly 		SUB-SCORE Reported score: _____ Verification score: _____
Comments:				

	9	6		SUB-SCORE
<p>O. <u>SUPERVISORY TRAINING TOPICS</u></p>	<ul style="list-style-type: none"> -All supervisory personnel receive training in: -Company safety policy -Employer’s supervisor safety expectations -First Aid/CPR/AED -OSHA-10 or greater -Competent person for trade/task-specific topics -Emergency response -Conducting effective meetings -Accident investigation -JSA (job safety analysis) -Job safety pre-planning -Jobsite safety inspection -Leadership and HR skills -Annual refresher training -Opportunities for professional development offered regularly -Supervisors have access to a safety professional -Training facilities conducive to learning and quality trainers are used 	<ul style="list-style-type: none"> -Supervisory personnel receive training in: -Company safety policy -Employer’s supervisor safety expectations -First Aid/CPR/AED -OSHA-10 or greater -Competent person for trade/task-specific topics -Emergency response -Accident investigation -Jobsite safety inspection -Supervisors have access to sources of safety information or knowledge -Competent trainers are used 		<p>Reported score: _____</p> <p>Verification score: _____</p>
<p>Comments:</p>				

	9	6		
<p>P. <u>INCIDENT INVESTIGATION</u></p> <p>Verification: Review accident investigation and/or near miss records. Random interviews with employees.</p>	<ul style="list-style-type: none"> -Supervisors trained in the techniques of accident investigation -Accidents and near misses are investigated promptly by site supervisor -Reports are completed for all accidents -Causal factors determined -Follow-up to assure corrective actions taken -“Lessons learned” shared with other jobsites -Employer reviews all accidents that exceed set cost/criteria 	<ul style="list-style-type: none"> -Supervisors receive a basic level of accident investigation training -Accidents are investigated by site supervisor -Reports are completed for all accidents -Remedial actions taken to prevent recurrence of similar accidents -Employer reviews only very serious accidents 		<p>SUB-SCORE</p> <p>Reported score: _____</p> <p>Verification score: _____</p>
<p>Comments:</p>				

	9	6		
<p>Q. <u>USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)</u></p> <p>Verification: Look at a physical job site and concentrate on housekeeping, wearing of PPE, location of MSDS books.</p>	<ul style="list-style-type: none"> -Written PPE policy -Annual documented assessment of PPE needs -Process instituted by which suitability and effectiveness of PPE is evaluated by field personnel -Employees informed of PPE requirements for each job -Employees trained in PPE selection/approval, inspection, use and care -Company PPE policy consistently and universally enforced 	<ul style="list-style-type: none"> -Written PPE policy -Employees informed of PPE requirements for each job -Employees trained in PPE selection/approval, inspection, use and care -Company PPE policy usually enforced 		<p>SUB-SCORE</p> <p>Reported score: _____</p> <p>Verification score: _____</p>
<p>Comments:</p>				

	6	4		
R. SAFETY PROGRAM PERFORMANCE REVIEW Verification: Review audit reports. Randomly interview employees.	Owner/CEO reviews safety program performance every six months -Emphasis of review is on whether or not program is producing expected results and on where opportunities for improvement exist -Defined criteria exist against which performance is measured (e.g.: safety surveys conducted, trainings held, incidence rates, loss ratios, progress toward annual goals, safety meetings, OSHA inspection record, prevention of recurring incidents/hazards, employee participation, etc.) -Results are documented -Results become part of safety staff and/or supervisor evaluations -Following each review, meeting conducted with safety staff and/or supervisory personnel to discuss results and expectations	-Owner/CEO is involved in an annual review of safety program to determine if it is producing expected results -Some criteria exist against which performance is measured -Process is generally not documented -Results do not weight significantly on safety staff and/or supervisor evaluations -Results are eventually discussed with safety staff and/or supervisory personnel		SUB-SCORE Reported score: _____ Verification score: _____
Comments:				

	6	4	
<p>S. <u>SUBSTANCE ABUSE POLICY</u></p> <p>Verification: Safety manuals and/or employee manuals that provide the policy, employee assistance program, etc.</p>	<ul style="list-style-type: none"> -Employee safety policy contains strict rules regarding drug and alcohol use -Drug/alcohol testing for pre-hire, post accident and reasonable suspicion -Policy actively enforced -Supervisory personnel trained in workplace substance abuse -Employee substance abuse prevention education initiatives -Company has an Employee Assistance Program -Company keeps counseling and testing records 	<ul style="list-style-type: none"> -Company has substance abuse verbiage in employee safety policy -No drug/alcohol testing, or "for cause" only -Company makes effort to enforce policy -Supervisors are trained in hazards of drugs and alcohol on the job 	<p>SUB-SCORE</p> <p>Reported score: _____</p> <p>Verification score: _____</p>
<p>Comments:</p>			

	6	4	
<p>T. <u>RECORD KEEPING AND DOCUMENTS</u></p> <p>Verification: Review OSHA 300 Log. Randomly review employee records.</p>	<p>Company maintains accurate and up-to-date records and documents for:</p> <ul style="list-style-type: none"> -OSHA injury and illness records (reports, #300 log and #300A summary log) -Safety training, including verification of learning (test, skills evaluation, etc.) -OSHA-required written programs -Employee safety policy -Accident investigations -Site inspections/surveys, including verification of action taken -Safety orientations -Safety pre-planning -Loss runs -Employee exposure and monitoring data and reports -Job safety analysis (JSA) -Safety committee/meeting minutes 	<p>Company maintains records and documents for:</p> <ul style="list-style-type: none"> -OSHA injury and illness records (reports, #300 log and #300A summary log) -Safety training -OSHA-required written programs -Employee safety policy -Accident investigations -Safety inspections/surveys 	<p>SUB-SCORE</p> <p>Reported score: _____</p> <p>Verification score: _____</p>
<p>Comments:</p>			

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: _____

Office use only:

Date initially received by ABC _____

Date assigned a verifier by ABC _____

Date returned to ABC by verifier: _____

Application was: **Accepted** **Rejected**

Date of notification to applicant: _____
