

ASAC Safety Program Self Assessment

The ASAC Safety Program Self Assessment is a tool provided to ASAC members to evaluate their safety program and practices. Based on the results of the Self Assessment, subcontractor businesses can target areas of strength and needed improvement to develop and manage an effective safety program.

The ASAC Safety Program Self Assessment is a key component to the ASAC Annual Excellence In Safety Awards Application and when used in conjunction with industry safety professionals is a valuable tool in risk management.

Safety education is one of the six goals of the association. Goal 4, Education, directs ASAC in developing resources that support member's construction and business management objectives.

Goal 4: Education

Provide management and safety education to the construction industry.



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American Subcontractors Association of Colorado Safety Program Self Assessment

Enter the Sub-Score for each of the focus areas, determine from each focus area where improvement needs to be made. Prioritize focus areas where improvement is needed and set goals and strategies. Call ASAC if you need assistance or have questions.

- A. ___ Employer Commitment
- B. ___ Employer Policy Statement
- C. ___ Responsibility for Safety Defined
- D. ___ EMR or Loss Ratio
- E. ___ Resources for Safety
- F. ___ Safety Program Goal Setting
- G. ___ Employer Supervisory Meetings
- H. ___ Pre-Planning for Jobsite Safety
- I. ___ Employee Participation
- J. ___ New Employee Orientation
- K. ___ Safety Rules
- L. ___ Use of PPE
- M. ___ Employee Safety Training
- N. ___ Toolbox Safety Meetings
- O. ___ Inspections
- P. ___ Substance Abuse Policy
- Q. ___ Supervisory Training
- R. ___ Accident Investigation
- S. ___ Performance Review
- T. ___ Recordkeeping

_____ **TOTAL SCORE FOR SECTIONS A-T**

**American Subcontractors Association of Colorado
Safety Program Self Assessment**

The ASAC Focused Safety Scorecard measures company safety programs in twenty (20) focused areas. Each focus area contains columns that describe four levels of safety performance. Select the column that BEST describes your company's performance. The score (number above the column) should be circled then written in the box labeled "SUB-SCORE." Transfer the SUB-SCORE to the Submittal Cover Sheet Part 3 ASAC Focused Safety Scorecard.

A. EMPLOYER COMMITMENT

12	8	4	0
<ul style="list-style-type: none"> *Employer participates in the safety program * Sets objective for safety * Requires feedback on program * Provides necessary funds * Safety is a part of company -wide performance appraisals. 	<ul style="list-style-type: none"> *Company management participates in safety program *Requires feedback on safety program *Provides funds for safety 	<ul style="list-style-type: none"> *Company management wants and supports safety but does not participate *Provides funds for safety activities 	<ul style="list-style-type: none"> *Not included *Has a hands-off approach *Leaves safety to safety coordinator or supervisory personnel

_____ SUB-SCORE FOR SECTION A

B. EMPLOYER POLICY STATEMENT ON SAFETY

6	4	2	0
<ul style="list-style-type: none"> *Is in writing *Known to all employees *Is part of safety manual *Defines purpose and scope of safety program *Emphasizes employer approach *Signed & supported by top person(s) in company 	<ul style="list-style-type: none"> *Policy exists *Is in writing *Has not been explained to employees but is posted *Authorizes loss prevention activities 	<ul style="list-style-type: none"> *Policy exists but is not known by employees 	<ul style="list-style-type: none"> *No policy exists

_____ SUB-SCORE FOR SECTION B

C. RESPONSIBILITY FOR SAFETY DEFINED

9	6	3	0
<ul style="list-style-type: none"> *Responsibility for safety defined for everyone in company *Is in writing and is part of safety manual *Supervisors/foremen have key responsibilities 	<ul style="list-style-type: none"> *Responsibility for safety defined for everyone in company *Is not in writing *Supervisors/foremen have key responsibilities 	<ul style="list-style-type: none"> *Responsibility for safety rests solely with a designated safety coordinator *Supervisory personnel do not assist with safety program implementation 	<ul style="list-style-type: none"> *Responsibility for safety has not been defined within the company

_____ SUB-SCORE FOR SECTION C

D. EXPERIENCE MODIFICATION RATE (EMR) OR LOSS RATIO (LR)¹

6	4	2	0
*EMR each of the past 3 years & the current year is below 0.85 (EMR) or (LR) is 40% or less *Employer reviews the costs of accidents and the impact of the EMR/LR on the company	*EMR/LR each of the past 3 years and current year is between 1.0 & 0.85 (EMR) or (LR) is 50% or less *The cost of accidents are reported to the employer	*EMR/LR has decreased 2 of the past 3 years	*EMR/LR is unknown *EMR has increased each of the past 3 years

_____ SUB-SCORE FOR SECTION D

E. RESOURCES FOR SAFETY

6	4	2	0
*Resources are established annually for safety *Resources are based on planned programs *Estimates are made on savings contributed by safety program *Employees are aware of safety budget	*An annual safety allocation is established but not necessarily *The item is adjusted based on previous years' expenses	*Money is taken from general funds as needed for safety	*Adequate resources are not made available for safety

_____ SUB-SCORE FOR SECTION E

F. SAFETY PROGRAM GOAL SETTING

9	6	3	0
*Needs analysis is used to set safety program goals & objectives *An action plan is developed to accomplish goals and objectives *Feedback is required from those assigned tasks *Audits are made to assess action plan effectiveness *Long & short term goals are set	*Safety program goals and objectives are set annually *Employees are aware of the goals and objectives *Feedback is required from those assigned tasks	*Informal safety program goals are established *Results are discussed at least annually with employees	*No safety program goals or objectives are set

_____ SUB-SCORE FOR SECTION F

G. EMPLOYER SUPERVISORY MEETINGS

9	6	3	0
*Employer conducts weekly supervisor meetings where safety is on the agenda *Employer gives an overview of safety activity *Serious accidents are reviewed	*At least monthly supervisor meetings where safety is on the agenda *Supervisors give a status report on job site safety activities *Serious accidents are reviewed	*Occasional supervisor meetings where safety is on the agenda *Information is given to supervisors on safety *Serious accidents are sometimes reviewed	*Employer holds no supervisor meetings where safety is an agenda item

_____ SUB-SCORE FOR SECTION G

¹LOSS RATIO = $\frac{\text{total incurred loss dollars}}{\text{total audited premium}}$

H. PRE-PLANNING FOR JOBSITE SAFETY

6	4	3	0
<ul style="list-style-type: none"> *Pre-job safety planning is required at the bid stage *A check list is used to assure all exposures are considered *Necessary equipment is provided and precautions are taken prior to or at the start of the job, not after problems have been encountered *Job supervisors are trained in planning for safety 	<ul style="list-style-type: none"> *Pre-job safety planning is required prior to starting site work *Safety equipment and safety procedures are provided when needed *Training in pre-job safety planning is not required *A check list is used as a guide 	<ul style="list-style-type: none"> *No formal pre-job safety planning program but some planning is done *No check list is used in pre-planning 	<ul style="list-style-type: none"> *No pre-job safety planning is done

_____ **SUB-SCORE FOR SECTION H****I. EMPLOYEE PARTICIPATION**

9	6	3	0
<ul style="list-style-type: none"> *Employee participation program in place *Supervisors trained to facilitate employee participation *Procedures set up for employees to participate in activities (as in previous column) ranging from training to accident investigations 	<ul style="list-style-type: none"> *Supervisors trained to facilitate employee participation *Employees encouraged to participate in tool box talks, hazard recognition/reporting, site inspections, safety rule development/revision, new hire & formal safety training and accident investigations 	<ul style="list-style-type: none"> *Employee participation is encouraged *Information is given to supervisors on how to involve employees *Employee suggestion/comment program implemented 	<ul style="list-style-type: none"> *No employee participation program

_____ **SUB-SCORE FOR SECTION I****J. NEW EMPLOYEE ORIENTATION**

6	4	2	0
<ul style="list-style-type: none"> *Formal orientation program is in effect for all new or transferred employees *Records maintained showing date, person doing orientation and items covered *Orientation includes training on: safety rules, HAZCOM, major job hazard exposures, PPE, and emergency reporting procedures *Employee signs record sheet 	<ul style="list-style-type: none"> *Orientation is given to new employees that includes information on safety *Documentation is maintained showing topics covered *Orientation includes training on safety rules, HAZCOM, major hazard exposures of the job, PPE and emergency reporting procedures *Job safety requirements are stressed 	<ul style="list-style-type: none"> *Orientation is given to employees but no documentation is maintained 	<ul style="list-style-type: none"> *No orientation is given to new employees

_____ **SUB-SCORE FOR SECTION J****K. SAFETY RULES**

9	6	3	0
<ul style="list-style-type: none"> *Rules are in writing and are communicated to all employees *Rules are concise and easy to understand *Rules are enforced equally among all employees *Rules are updated on a regular basis 	<ul style="list-style-type: none"> *Rules are in writing and are communicated to all employees *Copies of the rules are posted or are available to employees *Supervisors enforce most of the rules 	<ul style="list-style-type: none"> *There are some general rules *The rules are enforced most of the time *Rules have not been reviewed or revised within past two years 	<ul style="list-style-type: none"> *There are no safety rules

_____ **SUB-SCORE FOR SECTION K**

L. USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

9	6	3	0
<ul style="list-style-type: none"> *Assessment made to determine PPE needs *Employees trained in use and maintenance of PPE *Approved PPE used PPE provided for employees *Employees aware of disciplinary consequences of not using PPE *PPE needs assessed annually 	<ul style="list-style-type: none"> *PPE is provided and use is required *Employees trained in use and maintenance of PPE *Employees informed of PPE requirements for each job 	<ul style="list-style-type: none"> *PPE is provided and its use encouraged *Some training is given in use and maintenance of PPE 	<ul style="list-style-type: none"> *Use of PPE is left to the discretion of each employee, resulting in rare use

_____ **SUB-SCORE FOR SECTION L**

M. EMPLOYEE SAFETY TRAINING

12	8	4	0
<ul style="list-style-type: none"> *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) *Formal safety training conducted by competent or qualified safety instructors *Employee training comprehension/understanding is verified and documented 	<ul style="list-style-type: none"> *Some formal safety training provided and documented in areas such as: first aid/CPR and hazard recognition *Formal training needs assessment conducted for workforce *Informal safety training conducted by competent or qualified safety instructors *Employee training comprehension/understanding is verified and documented 	<ul style="list-style-type: none"> *Formal safety training with verifiable records provided in: Hazard recognition *Some informal safety training provided for categories found in the far left column 	<ul style="list-style-type: none"> *No formal safety training provided

_____ **SUB-SCORE FOR SECTION M**

N. TOOLBOX SAFETY MEETINGS

6	4	2	0
<ul style="list-style-type: none"> *Meetings held weekly *Conducted by supervisors *Attendance and topic documentation kept *Employees participate *Employer attends occasionally 	<ul style="list-style-type: none"> *Supervisors hold meetings at least monthly *Attendance and topic documentation kept 	<ul style="list-style-type: none"> *Employer conducts meetings with all employees less than once a month 	<ul style="list-style-type: none"> *No meetings held with employees

_____ **SUB-SCORE FOR SECTION N**

O. INSPECTIONS

9	6	3	0
<ul style="list-style-type: none"> *Weekly job site inspections are made by the site supervisor *Critical safety hazards are identified and corrected *A report is submitted on the the results of the inspection *Hazards are classified according to seriousness *Dates are set to assess corrective action effectiveness 	<ul style="list-style-type: none"> *Monthly job site inspections are made by an employer representative *A report on the results is filed *Follow-up corrective action is taken 	<ul style="list-style-type: none"> *Informal job site inspections are made occasionally by the site supervisor with no reports submitted 	<ul style="list-style-type: none"> *No inspections are required

_____ **SUB-SCORE FOR SECTION O**

P. SUBSTANCE ABUSE POLICY

6	4	2	0
<ul style="list-style-type: none"> *Company Policy contains strict rules regarding drug and alcohol use *Company does drug testing for pre-hire, post accident and for cause *Company keeps counseling and testing records *Company has an Employee Assistance Program 	<ul style="list-style-type: none"> *Company has substance abuse verbage in company policy *Supervisors are trained in hazards of drugs and alcohol on the job 	<ul style="list-style-type: none"> *Company has policy but makes no effort to enforce policy 	<ul style="list-style-type: none"> *Company has no policy regarding drugs or alcohol abuse

_____ SUB-SCORE FOR SECTION P

Q. SUPERVISORY TRAINING

9	6	3	0
<ul style="list-style-type: none"> *Supervisory training includes: <ul style="list-style-type: none"> First Aid/CPR Hazard Recognition Emergency Reporting Procedures OSHA 10 Hour or greater Conducting Meetings Supervisory Skills Accident Investigation Job Safety Analysis Job Safety Planning Train the Trainer Jobsite Safety Inspections Human Relations *Company has in-house facilities for training or has good outside training source *Professional development courses offered *Supervisors have access to a safety professional 	<ul style="list-style-type: none"> *Most supervisors receive training in: <ul style="list-style-type: none"> Hazard Recpptomopm First Aid/CPR Emergency Reporting Procedures Human Relations Supervisory Skills Accident Investigation Job Site Safety Inspections 	<ul style="list-style-type: none"> *Some supervisors are sent to outside training courses 	<ul style="list-style-type: none"> *The firm has no training for supervision

_____ SUB-SCORE FOR SECTION Q

R. ACCIDENT INVESTIGATION

9	6	3	0
<ul style="list-style-type: none"> *Accidents and near misses are investigated by site supervisor *All supervisors are trained in the techniques of accident investigation *Reports are completed for all accidents *Employer reviews all accidents that exceed a set cost *The basic causes of all accidents are determined *Information learned is shared with employees on all jobsites *There are follow-up steps to assure corrective action is taken 	<ul style="list-style-type: none"> *All accidents are investigated with a report written *Supervisors are trained to make investigations *Employer reviews investigation reports *Information on "serious" incidents is shared with employees on all jobsites 	<ul style="list-style-type: none"> *Informal investigations are made with no written report *Some supervisory personnel know how to investigate an accident *Information gained is not shared with employers on other jobsites *Persons other than the site supervisor conduct most investigations 	<ul style="list-style-type: none"> *Accidents are not investigated to determine cause.

_____ SUB-SCORE FOR SECTION R

S. PERFORMANCE REVIEW

6	4	2	0
*Safety program is reviewed semi-annually to determine if it is producing desired results *Criteria exist against which performance is measured *Results of performance review become part of overall rating of supervisors *Strong points and shortcomings are discussed with individual supervisors	*Safety program is reviewed annually to determine if it is producing desired results *Performance criteria exist for more than half of the areas measured *Results are discussed with individual supervisors	*Subjective review made of safety activities to judge if they are effective *Rating given to each area reviewed	*No review made of safety performance

_____ **SUB-SCORE FOR SECTION S**

T. RECORDKEEPING

6	4	2	0
*Records are kept on: Inspections Training Accident investigations First Aid Treatment OSHA Log Forms 300 & 300A Hazard Communication Program Employee absences	*Records are kept on: OSHA Log Forms 300 & 300A Accident Investigations Inspections First Aid Treatment	*OSHA Log – Form 300 & 300A are maintained according to OSHA Requirements	*No records are kept on safety related activities

_____ **SUB-SCORE FOR SECTION T**