



# Safety Program Application Instructions

Note: participation in this portion of the application is optional, but all are encouraged to consider what parts of their current safety program may qualify for recognition. Please choose two criteria under each section and submit the supporting documentation.

## Star Level Criteria

### Leadership & Corporate Commitment to Safety (Choose up to 2)

Goal	Evaluation
<b><i>Executive Leadership (Owner/CEO/President/Regional Director) involvement and participation in safety programs.</i></b>	Provide proof of <b>any one</b> of the following: <ul style="list-style-type: none"> <li>• A message (letter, presentation, video, email, etc.) from a senior leader sent to all employees about safety</li> <li>• A record of a senior level leadership meeting that addresses safety (can include a memo outlining safety topics addressed signed by a participant, or similar documentation)</li> <li>• An employee evaluation template that includes safety as a part of the evaluation for all employees</li> </ul>
<b><i>All necessary resources (funds, time, personnel, equipment, supplies, etc.) are regularly budgeted or invested in safety.</i></b>	<b>Write a letter</b> describing how your company budgets for safety, either overall or on a specific project. This can be provided by safety professionals, accounting professionals, senior leadership or a project manager.
<b><i>Demonstrate Management Ownership &amp; Involvement</i></b>	<b>Provide at least two</b> specific examples of how senior management drives safety throughout the organization.
<b><i>Designate safety leaders</i></b>	<b>Name at least one individual</b> in your company (or who is retained as a consultant by your company) who meets <b>at least five</b> of the following criteria: <ul style="list-style-type: none"> <li>• Has safety responsibilities clearly defined in a written job description</li> <li>• Reports to executive management on safety</li> <li>• Attends management and project safety and planning meetings</li> <li>• Has professional certificates or a degree in Safety &amp; Health</li> <li>• Conducts and records safety inspections &amp; investigations</li> <li>• Makes decisions on safety procedures &amp; policies</li> <li>• Reports on safety trends</li> </ul>

<b>Promote Safety Innovation</b>	<b>Provide at least</b> one example of an innovative things is your company doing in safety. What have you tried that is unconventional but is producing results?
<b>Have a Written Safety &amp; Health Policy Manual</b>	Provide <b>all</b> of the following: <ul style="list-style-type: none"> <li>• A brief description of your Safety &amp; Health Policy Manual</li> <li>• A description of the contents of the manual <u>or</u> a copy of its table of contents.</li> <li>• A copy of a letter, introduction, forward, or other statement from a company principle that emphasizes the companies' commitment to safety.</li> </ul>
<b>Participation in Construction Safety Activities</b>	Confirm that somebody from your company has participated <b>in at least 3 of the following</b> . Please name the individuals who participated and the date and location of the class or event (if applicable to a one time event) <ul style="list-style-type: none"> <li>• A construction-related association safety committee</li> <li>• A construction-related association training class</li> <li>• A national safety organization conference</li> <li>• An academic-sponsored safety seminar or conference (i.e. college, university, etc.)</li> <li>• Local safety seminar or conference</li> </ul>
<b>Use Safety Software &amp; Technology</b>	<b>List any</b> safety software or technology that you have used over the last year to improve safety <b>and</b> describe how it has helped your safety program

### Record Keeping & Inspections (Choose up to 2)

Goal	Evaluation
<i>Monthly jobsite inspections are performed, documenting findings, assigning responsibilities, identifying safety issues, and following up to confirm that actions are taken to correct issues.</i>	Provide copies of <b>5 regular safety inspection</b> records. These reports do not need to be all from the same project. Evidence of conforming and non-conforming findings may be noted in summaries, but specific negative outcomes, results and individual names and project information may be blacked out for privacy. Screenshots of electronic inspection records are acceptable.
<i>Incident investigations are performed with recommendations listed for the future.</i>	Provide proof of <b>at least one</b> incident investigation having been completed with indications of what improvements have been made as a result of the investigation findings.
<i>Maintain Safety Records</i>	Describe your record keeping safety requirements, including information about: <ul style="list-style-type: none"> <li>• Safety inspection procedures</li> </ul>

	<ul style="list-style-type: none"> <li>● Accident Investigation procedures</li> <li>● Near-miss investigation procedures</li> <li>● Standard for how quickly injury accidents are investigated</li> <li>● Process for how accident reports are reviewed to determine what corrections are needed</li> <li>● Process for how daily site inspections by a competent person done are done, including how are they documented and recorded.</li> </ul>
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### Safety Climate (Choose up to 2)

Goal	Evaluation
<i>Feedback is solicited from all employees and safety professionals on safety program improvement, and seeks to act on this feedback.</i>	Show <b>how employee feedback on safety is solicited</b> , and <b>provide one example</b> of how that feedback has led to improvements.
<i>“Near Misses” and “Good Catches” are reported to supervisors and investigated. Information is passed along to other sites sharing lessons learned.</i>	<b>Provide one example</b> of a “near miss” or “good catch”, and describe how it was investigated and how what was learned was shared with others in the organization.
<i>All employees have “Stop Work” authority</i>	Quote where in your company policies it specifically gives all employees the authority to stop work if they notice unsafe conditions. Describe how employees are taught about this authority. Provide the most recent example of a time when an employee who was not in a leadership position stopped work due to noticing unsafe conditions
<i>All workers are engaged, involved and participating in the company safety efforts</i>	Describe how the individuals closest to the daily work make decisions that improve safety. Share how your project managers/superintendents ensure that everyone can participate in the decision-making process when it comes to safety.
<i>Safety Efforts are Recognized &amp; Rewarded</i>	Describe how your company recognizes the contributions of safety efforts by employees of all levels. Share how your company rewards safety within your company.
<i>Have Policies &amp; Procedures in place to promote Mental Health and Worker Well-being and actively prevent suicide.</i>	Describe how your company promotes mental health and proactively implements suicide prevention and anti-addiction initiatives. <b>And</b> confirm that your company has done <b>at least two</b> of the following: <ul style="list-style-type: none"> <li>● Created a written drug &amp; alcohol policy</li> <li>● Had employees or leadership participate in a suicide prevention training</li> </ul>

- Take the Drug-and-Alcohol-Free pledge at [drugfreeconstruction.org](http://drugfreeconstruction.org)
- Take the AGC Culture of Care pledge at [buildculture.org](http://buildculture.org)

### Planning for Safety (Choose up to 2)

Goal	Evaluation
<i>Supervisors and other key personnel are trained in safety pre-planning</i>	Provide evidence of <b>at least one</b> class or training attended by somebody of supervisor level or higher within your company.
<i>Use pre-construction safety planning on all projects</i>	Describe how pre-task planning sessions take safety considerations into account on <b>at least one</b> of your projects.
<i>Require Job Hazard Analysis (JHA) for job-specific tasks</i>	Provide a copy of <b>at least one</b> recent Job Hazard Analysis
<i>Safety Planning procedures are used and evaluated</i>	Describe how work is planned safely <b>and</b> describe how you review your safety planning procedures and verify that they are effective
<i>Utilize Engineering Controls and Design for Safety</i>	Provide <b>at least one example</b> of how you have used engineering controls and the sequence of work to reduce worker injury exposures.
<i>Proactively Identify Risks</i>	Describe how risks are identified, analyzed, and communicated to proactively drive project safety management within your company
<i>Prepare for Emergencies and have a Crisis Management Process in place</i>	Describe your emergency response plan. Highlight what your company does that is most effective, and what you consider to be unique. Mention how employees and leadership are trained on how to access and implement the plan. <b>And</b> highlight which of the following are included in your emergency response plan: <ul style="list-style-type: none"> <li>• First Aid &amp; CPR Certifications</li> <li>• Written Evacuation Plan</li> <li>• Crisis Management Plan</li> <li>• Ensuring First Aid Supplies are well stocked</li> <li>• Emergency rescue plans (for example for falls, caught-between, etc.)</li> </ul>
<i>Have a Hazard Communication Plan in place</i>	Describe how your company communicates hazards, both company wide and on specific job-sites
<i>Have written safety policies and procedures.</i>	Provide examples of how your company addresses <b>at least three</b> of the following issues through company policies: <ul style="list-style-type: none"> <li>o Lockout/tagout of hazardous energy sources</li> <li>o Permit-required confined space entry procedures</li> <li>o Blood borne pathogens exposure control plan</li> <li>o Fall protection plan</li> <li>o Fire prevention &amp; emergency action plan</li> <li>o Asbestos and lead procedures</li> <li>o Trenching and excavation procedures</li> <li>o Traffic control plan</li> <li>o Vehicle driver selection &amp; fleet safety policy</li> <li>o Assured equipment grounding or GFCI program</li> <li>o Workplace violence and harassment policy</li> <li>o Explosives and detonation safety plan</li> <li>o Pre-lift cranes or hoisting equipment plan</li> <li>o Behavior-based observations &amp; reporting</li> </ul>

	<ul style="list-style-type: none"> <li>o Quality assurance/quality control plan</li> <li>o Demolition plan</li> <li>o Muscle strain prevention program</li> </ul> <p><b>And</b> describe how your company completes regular safety program evaluations, including who performs the evaluation, how frequently they are done and how thorough they are.</p>
<i>Have Site-specific Safety Plans</i>	<ul style="list-style-type: none"> <li>• Describe your safety pre-planning process</li> <li>• Provide <b>one</b> example of a site-specific safety plan that addresses specific concerns for that site</li> </ul>

### Safety Training (chose up to 2)

<p>Goal</p> <p><i>All supervisors receive safety training.</i></p>	<p>Evaluation</p> <p>Provide a <b>list of safety trainings that supervisors are expected to receive</b>. Examples may include: OSHA 30, First Aid/CPR/AED, Competent Person training related to specific trades, Incident Investigation training, Jobsite Inspection training, Job Safety Analysis training, Basic Behavior Based Safety, Leadership &amp; HR skills, Conducting effective meetings, Company Safety Policy Training, etc.</p> <p><b>AND</b> Provide evidence that <b>at least one</b> person of supervisor level or higher has received or renewed their certification or attended one of those trainings.</p>
<p><i>Toolbox safety meetings are held at least weekly, with highest level supervisors participating when possible.</i></p>	<p><b>Provide Proof of at least 6 toolbox talks having been held</b> with topics and dates listed. Can include training log signed by supervisor, attendance rosters, or any other equivalent training.</p>
<p><i>Have an effective safety training program</i></p>	<p>Describe the key elements of your safety training process – both for new hire orientation and ongoing training.</p> <p><b>AND</b> explain how you validate that the training you are giving is effective.</p>
<p><i>Have a designated safety administrator or coordinator trained in safety &amp; health hazard recognition and management &amp; risk control</i></p>	<p>Name the individual in your company (or the consultant retained by your company) who is the designated safety administrator or coordinator trained in safety &amp; health hazard recognition and management &amp; risk control and provide a brief overview of their qualifications.</p>
<p><i>Train workers in a standard procedure to coordinate safety with other contractors</i></p>	<p>Describe your procedure used to inform and receive safety information from other contractors on the same jobsite and explain how employees and management are trained to implement it</p>
<p><i>Provide effective New Hire Orientations</i></p>	<p>Describe how your New Hire Orientation addresses <b>all of</b> the following issues:</p> <ul style="list-style-type: none"> <li>• How to report injuries &amp; unsafe conditions and work practices</li> <li>• An overview of the company's safety &amp; health requirements</li> <li>• Location of first aid kits/facilities</li> <li>• Use and care of Personal Protective Equipment</li> <li>• Actions to take in the event of emergencies</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Overviews of the company's discipline procedures and enforcement policy</li><li>• Company's roles and responsibilities in the safety program</li><li>• How your company is ensuring the safety of new hires on the jobsite, especially those who have no previous construction experience</li></ul> |
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