

# MICCS Written Safety Program Criteria

* The bold font color indicates Minimum Criteria	Yes	No	Does Not Apply	Reference
* The regular font color indicates Best Practices				
<b>Section 1: Management Leadership &amp; Employee Participation</b>				
<b>A. PRESIDENT / OWNER STATEMENT IS WRITTEN (Optional)</b>				
<b>01. IS PART OF THE SAFETY MANUAL</b>				
<b>02. SIGNED BY PRESIDENT</b>				
03. PART OF EMPLOYEE ORIENTATION TRAINING				
<b>B. SAFETY &amp; HEALTH GOALS &amp; OBJECTIVES ARE DEFINED (Optional)</b>				
<b>01. COMPANY HAS DEVELOPED WRITTEN SAFETY &amp; HEALTH GOALS</b>				
02. MEASURES ARE USED TO TRACK AND UPDATE GOAL PROGRESS ON AN ANNUAL BASIS				
03. STATED GOALS ARE COMMUNICATED TO EMPLOYEES				
<b>C. MANAGEMENT SAFETY RESPONSIBILITIES ARE DEFINED (Mandatory)</b>				
<b>01. DEFINED GENERAL SAFETY RULES ARE STATED</b>				
<b>02. SAFETY RESPONSIBILITIES ARE IN WRITING</b>				
03. A SAFETY BUDGET IS BUILT INTO EACH BID				
04. HOW THE COMPANY WILL EVALUATE SAFETY PERFORMANCE RESPONSIBILITIES				
05. SAFETY RESPONSIBILITIES ARE SUMMARIZED FOR EACH JOB DESCRIPTION				
06. THIS SUMMARY INCLUDES DETAILED RESPONSIBILITIES OF MANAGEMENT, SAFETY DIRECTOR, AND JOB SUPERINTENDENT / FOREMAN				
<b>D. EMPLOYEE SAFETY RESPONSIBILITIES ARE DEFINED (Mandatory)</b>				
<b>01. METHOD FOR EMPLOYEES TO COMMUNICATE SAFETY HAZARDS</b>				
<b>02. EMPLOYEE SAFETY RESPONSIBILITIES ARE DEFINED AND IN WRITING</b>				
03. EMPLOYEES SHOULD NOT CONDUCT TASKS IN WHICH THEY HAVEN'T BEEN TRAINED				
04. PROCEDURES EXIST TO FOLLOW IF AN EMPLOYEE IS ASKED TO DO SOMETHING THEY CONSIDER UNSAFE				
05. METHOD FOR EMPLOYEES TO COMMUNICATE SAFETY IMPROVEMENT SUGGESTIONS				
<b>E. SUBCONTRACTOR SAFETY RESPONSIBILITIES ARE DEFINED (Mandatory)</b>				
<b>01. SUBCONTRACTORS ARE REQUIRED TO DESIGNATE AN ONSITE SAFETY REPRESENTATIVE</b>				
<b>02. SUBCONTRACTORS TO PROVIDE A MSDS FOR ALL HAZARDOUS MATERIALS BROUGHT ONSITE</b>				
03. A CENTRAL LOCATION FOR MSDS' IS ESTABLISHED AT EACH JOBSITE				
04. SUBCONTRACTORS TO PROVIDE A PROJECT SPECIFIC SAFETY PLAN				

05. SUBCONTRACT AGREEMENT CONTAINS PROVISIONS REGARDING SAFETY				
06. WEEKLY TOOL BOX TALKS WILL BE GIVEN BY SUBCONTRACTORS				
07. THE DEPARTMENT SAFETY REPRESENTATIVE HAS OSHA 10-HOUR CONSTRUCTION TRAINING				
<b>F. SAFETY DIRECTOR / COORDINATOR IS DESIGNATED (Mandatory)</b>				
<b>01. THE SAFETY DIRECTOR REPORTS DIRECTLY TO UPPER MANAGEMENT</b>				
<b>02. A DEFINED WRITTEN POLICY REFLECTS THE SAFETY ROLE, AUTHORITY, AND RESPONSIBILITY OF THE SAFETY DIRECTOR</b>				
03. THE SAFETY DIRECTOR HAS RECEIVED OSHA 10-HOUR CONST. TRAINING				
04. SAFETY DIRECTOR HAS A PERSONAL "SAFETY MANAGEMENT STATEMENT"				
05. SAFETY DIRECTOR'S PERFORMANCE IS REVIEWED ANNUALLY & BASED ON SPECIFIC CRITERIA (EG. SPECIFIC GOALS)				
06. SAFETY DIRECTOR RECEIVES TRAINING NECESSARY TO ACCOMPLISH DESIGNATED TASKS AS DETAILED IN THEIR JOB RESPONSIBILITIES (EG. CONFINED SPACE ENTRY, NOISE MONITORING, FORKLIFT TRAINING, ETC.)				
07. SAFETY DIRECTOR HAS RECEIVED OSHA CONST. 30-HOUR TRAINING OR OSHA 500 TRAINING				
<b>Section 2: Workplace Analysis</b>				
<b>A. A SELF INSPECTION PROGRAM IS DEFINED (Mandatory)</b>				
<b>01. CORRECTIVE ACTION IS REQUIRED TO BE DOCUMENTED.</b>				
<b>02. SAFETY DIRECTOR OR OTHER DESIGNATED COMPETENT PERSON PERSONALLY CONDUCTS RANDOM INSPECTIONS (E.G., MONTHLY TO SUPPORT INSPECTION REQUIREMENT.)</b>				
<b>03. SAFETY INSPECTION ITEMS ARE REVIEWED USING A SPECIFIC SELFINSPECTION FORM (PROVIDED IN SAFETY PROGRAM.)</b>				
<b>04. A DESIGNATED PERSON TO CONDUCT JOBSITE SAFETY INSPECTIONS.</b>				
05. BEHAVIORAL BASED INSPECTIONS ARE PERFORMED.				
06. SAFETY INSPECTION TRAINING IS REQUIRED.				
07. A DATABASE OF INSPECTION RESULTS IS ESTABLISHED AND REQUIRED TO BE GIVEN TO THE SAFETY DIRECTOR.				
08. TARGET DATES FOR CORRECTIVE ACTIONS ARE REQUIRED.				
09. ALL SAFETY INSPECTION RESULTS ARE SENT TO UPPER MANAGEMENT.				
10. A DESIGNATED PERSON TO CONDUCT WEEKLY JOBSITE SAFETY INSPECTIONS.				
<b>B. JOB HAZARD ANALYSIS (JHA) PROCEDURES ARE DEFINED (Mandatory)</b>				
<b>01. CORRECTIVE ACTION OR PREVENTIVE ACTION PLANS ARE CALLED TO MANAGERMENTS ATTENTION.</b>				
<b>02. JHAS ARE REQUIRED ON A SET SCHEDULE.</b>				
03. JOBS/ACTIVITIES ARE ANALYZED WHEN AN ACCIDENT OCCURS AND REVIEWED.				
04. JHAS ARE COMPLETED ON A COMPANY "JHA FORM".				

05. SAFE TO WORK PROCESSES ARE USED TO REVIEW THE PURCHASE OF ANY NEW EQUIPMENT TO ENSURE ADEQUATE PROCEDURES ARE ESTABLISHED AND TRAINING IS CONDUCTED.				
06. PRIOR TO BIDDING NEW JOBS, THE COMPLETION OF A PRE-JOB PLANNING PROCESS IS USED TO EVALUATE UNIQUE SAFETY ISSUES ON THE JOB.				
07. INDIVIDUALS CONDUCTING THE JHAS ARE TRAINED IN HOW JHAS ARE DONE.				
<b>C. ACCIDENT REPORTING PROCEDURES ARE DEFINED (Mandatory)</b>				
<b>01. REPORTING PROCEDURES ARE DESIGNED TO FIND THE ACCIDENT (INCIDENT) CAUSE AND PROMPT CORRECTIVE MEASURES.</b>				
<b>02. ALL DOCUMENTATION IS FORWARDED TO MGMT. TO CONDUCT AN ACCIDENT ANALYSIS.</b>				
<b>03. ALL PERSONNEL ARE TO BE FAMILIAR WITH THE ACCIDENT (INCIDENT) REPORTING PROCEDURE.</b>				
<b>04. ALL INCIDENTS ARE REPORTED USING A COMPANY SPECIFIC FORM AND THEN FORWARDED TO MANAGEMENT.</b>				
<b>05. PROCEDURES TO FOLLOW IN CASE OF PERSONAL INJURY, PROPERTY DAMAGE, OR CHEMICAL SPILL.</b>				
06. INJURED EMPLOYEE AND WITNESS STATEMENTS ARE TAKEN.				
07. THE SAFETY DIRECTOR IS RESPONSIBLE FOR OSHA RECORDKEEPING (E.G., OSHA 300 LOG).				
08. ALL INCIDENT INFORMATION WILL BE IN A COMPANY DATABASE TO SORT FOR TRENDS.				
09. CORRECTIVE ACTION IS TAKEN AND "LESSONS LEARNED" REPORTED TO ALL LEVELS OF MANAGEMENT, AFFECTED EMPLOYEES AND SAFETY COMMITTEE.				
10. ALL INCIDENTS (INCLUDING NEAR MISSES) ARE INVESTIGATED BY A TRAINED INDIVIDUAL THE SAME DAY OF OCCURRENCE.				
<b>Section 3: Hazard Preventions</b>				
<b>A. DISCIPLINARY POLICIES &amp; PROCEDURES ARE DEFINED (Mandatory)</b>				
<b>01. VIOLATIONS OF SAFETY POLICIES WILL RESULT IN DISCIPLINARY ACTIONS.</b>				
<b>02. ALL DISCIPLINARY ACTIVITY IS NOTED IN EMPLOYEES PERSONNEL FILE.</b>				
<b>03. DISCIPLINARY POLICIES ARE PART OF NEW HIRE ORIENTATION.</b>				
04. ALL DISCIPLINARY ACTIVITIES WILL BE DOCUMENTED ON COMPANY FORM.				
05. AUTHORITY AND RESPONSIBILITY FOR DISCIPLINARY ACTION (E.G., WHO CAN DISCIPLINE, ETC.).				
06. MANAGEMENT WILL REVIEW DISCIPLINARY DATA (TRENDS) AND USE THIS INFORMATION TO UPGRADE EMPLOYEE TRAINING.				
07. CONSEQUENCES ARE BASED ON THE SEVERITY AND/OR FREQUENCY OF INFRACTION.				
<b>B. SUBSTANCE ABUSE PROGRAM MEETS OR EXCEEDS THE MICCS SUBSTANCE ABUSE PROGRAM PROTOCOL (Mandatory)</b>				
<b>01. ADHERENCE TO THE MICCS SUBSTANCE ABUSE POLICY WHEN REQUIRED BY OWNER.</b>				
<b>02. A BASIC POLICY OF COMPANYS POSITION ON SUBSTANCE/ALCOHOL ABUSE.</b>				

<b>03. A SUBSTANCE ABUSE POLICY INCORPORATES ALL GUIDELINES STATED IN THE MICCS SUBSTANCE ABUSE POLICY.</b>				
04. ADHERENCE TO THE MICCS SUBSTANCE ABUSE GUIDELINES THROUGHOUT COMPANY.				
05. MEASURES TO BE TAKEN IN CASE OF SPECIMENS THAT ARE DILUTED.				
06. EMPLOYEE ASSISTANCE PROGRAM IS AVAILABLE.				
07. REASONABLE CAUSE TESTING WITH DOCUMENTATION FORM.				
08. JOB SUPERINTENDENT AND FOREMAN ARE TRAINED IN DRUG AND ALCOHOL AWARENESS ON THE JOBSITE.				
09. RANDOM DRUG TESTING CONDUCTED.				
10. ALL INJURED EMPLOYEES WHO ARE PROVIDED WITH MEDICAL ASSISTANCE AT THE DESIGNATED HOSPITAL/CLINIC WILL BE DRUG AND ALCOHOL TESTED.				
<b>C. AN OCCUPATIONAL MEDICAL FACILITY IS DESIGNATED (Optional)</b>				
<b>01. POSTING OF MEDICAL FACILITY INFORMATION FOR EACH JOBSITE.</b>				
<b>02. AN OCCUPATIONAL MEDICAL FACILITY HAS BEEN DESIGNATED FOR EACH JOBSITE.</b>				
03. DISCIPLINARY ACTION FOR FAILURE TO COMPLY WITH OCCUPATIONAL MEDICAL REQUIREMENTS.				
04. EMPLOYEE MEDICAL RESTRICTIONS ARE COMMUNICATED TO MANAGEMENT, JOB SUPERINTENDENT AND WORKERS COMPENSATION PROVIDER.				
05. THE FACILITY TO PROVIDE CONTRACTOR WITH LOSS DATA AND COORDINATION OF RETURN TO WORK & JOB RESTRICTIONS.				
<b>D. LIGHT / RESTRICTED DUTY POLICIES &amp; PROCEDURES ARE DEFINED (Optional)</b>				
<b>01. AN EARLY RETURN-TO-WORK (LIGHT DUTY) PROGRAM IS PRESENT.</b>				
02. FUNCTIONAL JOB DESCRIPTIONS FOR EACH JOB CLASSIFICATION.				
03. PROCEDURES TO FOLLOW IN COORDINATION BETWEEN INJURED, SAFETY DIRECTOR, AND HEALTH CARE PROVIDER.				
<b>E. PERSONAL PROTECTIVE EQUIPMENT POLICIES &amp; PROCEDURES ARE DEFINED (Mandatory)</b>				
<b>01. WHAT PPE THE COMPANY WILL PROVIDE EMPLOYEES AND WHAT (IF ANY) THE EMPLOYEE WILL PROVIDE (E.G., WORK BOOTS, HARD HATS, SAFETY GLASSES, GLOVES, ETC.)</b>				
<b>02. PPE IS PROVIDED, TRAINING ON THE PROPER USE OF PPE WILL BE PROVIDED</b>				
<b>03. JOBSITE PERSONNEL ARE REQUIRED TO WEAR AND MAINTAIN THE PPE.</b>				
04. VIOLATIONS OF THE USE OF PPE RESULTS IN DISCIPLINARY ACTION.				
05. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.				
06. EMPLOYEES TO PROVIDE FEEDBACK ON THE USEFULNESS OF PPE.				
07. RESPONSIBILITY OF THE PPE PROGRAM IS WITH THE SAFETY DIRECTOR.				
08. A PPE PROGRAM IS AUDITED EVERY YEAR.				
09. WRITTEN WORKPLACE HAZARD ASSESSMENTS TAKE PLACE FOR ALL JOBS, PROCESSES OR PHASES OF ACTIVITY THAT APPLIES TO ASSIGNED WORK.				
<b>F. A HAZARD COMMUNICATION PROGRAM IS DETAILED &amp; INCLUDES MSDS INSTRUCTIONS (Mandatory)</b>				

01. LOCATION OF MSDSS.				
02. REQUIREMENT FOR LABELING SECONDARY CONTAINERS.				
03. MSDSS ARE REQUIRED FOR EACH HAZARDOUS CHEMICAL, WHICH ARE USED.				
04. ALL EMPLOYEES RECEIVE TRAINING.				
05. WHO HAS THE RESPONSIBILITY FOR THE ADMINISTRATION OF THE HAZCOM PROGRAM AND TRAINING.				
06. A WRITTEN HAZCOM PRGM. IS PRESENT ON ALL JOBSITES.				
07. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.				
08. THE SAFETY DIRECTOR HAS THE RESPONSIBILITY FOR THE ADMINISTRATION OF THE HAZCOM PROGRAM AND TRAINING.				
09. PROCEDURES TO FOLLOW TO ENSURE THAT ANY NEW MATERIAL PURCHASED WILL HAVE A MSDS AND HOW THE MSDS BINDER WILL BE UPDATED.				
10. ALL EMPLOYEES RECEIVE COMPREHENSIVE TRAINING INCLUDING - METHODS & OBSERVATIONS TO BE USED TO DETECT HAZARDOUS CHEMICALS ON THE WORK SITE. - THE PHYSICAL & HEALTH HAZARDS OF THE CHEMICALS ON THE WORK SITE. - PROTECTION MEASURES FOR THE EMPLOYEE.				
11. WORK SITE LABELING SYSTEM FOR NEW/ MISSING LABELS ON CONTAINERS.				
<b>G. AN EMERGENCY ACTION PLAN (EAP) IS DEFINED (Mandatory)</b>				
01. JOB SPECIFIC EAP PROCEDURES & EQUIPMENT ARE DEVELOPED PRIOR TO THE START OF A PROJECT.				
02. EAP IS IN WRITING AND PERSONNEL RESPONSIBILITIES ARE DEFINED AND DISCUSSED AT ORIENTATION.				
03. AN EAP MOCK DRILL IS CONDUCTED ON ALL JOBSITES EVERY SIX (6) MONTHS.				
04. ANNUALLY EAP PROCEDURES ARE REVIEWED AND CHANGES DOCUMENTED. .				
05. DESIGNATED EMPLOYEES (IF ANY) ARE TRAINED ANNUALLY IN THE PROPER USE OF A FIRE EXTINGUISHER.				
06. EAP CHECKLIST AND TRAINING IS PROVIDED TO ALL JOB SUPERINTENDENTS TO ASSURE PROPER EAPS ARE FOLLOWED.				
<b>H. A POLICY ON ASBESTOS AWARENESS IS WRITTEN (Required Question #1)</b>				
01. INSTRUCTIONS ON HOW TO AVOID CONTACT OR DISTURBING ACM AND REPORT TO SUPERVISION				
02. EXAMPLES OF ASBESTOS CONTAINING MATERIALS.				
03. HEALTH HAZARDS OF ASBESTOS				
04. PHYSICAL PROPERTIES OF ASBESTOS.				
05. PRE JOB PLANNING INCLUDES A REVIEW OF POSSIBLE ACM.				
<b>I. A POLICY ON ASBESTOS AWARENESS IS WRITTEN (Required Question #2)</b>				
01. HOUSEKEEPING.				
02. HYGIENE FACILITIES AND PRACTICES.				
03. COMPETENT PERSON OBLIGATIONS.				
04. RECORDKEEPING.				

05. PROVISION OF PROTECTIVE CLOTHING.				
06. PROVISION OF RESPIRATORY PROTECTION INCLUDING SELECTION, FIT TESTING AND MEDICAL EVALUATION.				
07. MEASURES TAKEN TO MONITOR EMPLOYEE EXPOSURE LEVELS.				
08. MEASURES TAKEN TO NOTIFY OTHER EMPLOYERS ONSITE OF REGULATED AREAS.				
09. EXPLANATION OF ENGINEERING CONTROLS AND WORK PRACTICES.				
10. ESTABLISHMENT OF REGULATED AREAS.				
11. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.				
12. MAINTENANCE OF TRAINING DATABASE TO TRACK REFRESHER OBLIGATIONS.				
<b>J. A POLICY ON BLOODBORNE PATHOGENS IS DETAILED (Optional)</b>				
01. HEPATITIS B VACCINATION, POSTEXPOSURE EVALUATION AND FOLLOW-UP.				
02. CLEAN-UP AND DISPOSAL OF INFECTIOUS MATERIALS.				
03. MEDICAL RECORDKEEPING.				
04. TRAINING OF EMPLOYEES.				
05. COMMUNICATION OF HAZARDS TO EMPLOYEES.				
06. EAP CHECKLIST AND TRAINING IS PROVIDED TO ALL JOB SUPERINTENDENTS TO ASSURE PROPER EAPS ARE FOLLOWED.				
07. PROVISIONS FOR OCCUPATIONAL EXPOSURE TO BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS.				
08. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM. .				
09. EXPOSURE CONTROL PLAN IS ACCESSIBLE TO EMPLOYEES AND UPDATED AT LEAST ANNUALLY (OR CHANGES DICTATE).				
10. USE AND POSTING OF BLOOD BORNE PATHOGEN KITS.				
<b>K. A POLICY ON COMPRESSED CYLINDER HANDLING / STORAGE IS DETAILED (Required Question #3)</b>				
01. REFERENCE TO GENERAL SAFE HANDLING AND TRANSPORTING.				
02. PROPER SEPARATION OF FUEL GAS CYLINDERS FROM OXYGEN IN STORAGE.				
03. PROPER STORAGE.				
04. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.				
05. DETAILED EXPLANATION OF PROPER USE, STORAGE AND HANDLING OF CYLINDERS.				
06. CYLINDER LABELING.				
07. PRECAUTIONS FOR RELEASING UNWANTED PRESSURE.				
08. PROPER USE OF GAUGES.				
<b>L. A POLICY ON CONFINED SPACE ENTRY IS DETAILED (Required Question #4)</b>				
01. SYSTEM FOR THE PREP., ISSUANCE, USE, AND CANCELLATION OF ENTRY PERMITS				
02. CERTIFIED TRAINING OF ALL ENTRY TEAM MEMBERS.				
03. Proper maintenance of injury documentation for one year				
04. MEASURES TO PROVIDE NECESSARY RESCUE & PERSONAL EQUIPMENT.				
05. PROVISIONS OF PPE EQUIPMENT.				

06. PROVISIONS OF COMMUNICATIONS EQUIPMENT.				
07. PROVISIONS OF VENTILATING EQUIPMENT.				
08. PROVISIONS OF AIR TESTING EQUIPMENT.				
09. PROCEDURES AND PRACTICES NECESSARY FOR SAFE ENTRY OPERATIONS.				
10. MEASURES TO IDENTIFY AND EVALUATE THE HAZARDS BEFORE ENTERING.				
11. MEASURES TO PREVENT UNAUTHORIZED ENTRY.				
12. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.				
13. MEASURES TO COORDINATE WITH OTHER EMPLOYERS WHEN WORKING SIMULTANEOUSLY.				
14. DUTIES AND RESPONSIBILITIES OF A CONFINED SPACE ENTRY TEAM MEMBER.				
<b>M. A POLICY ON ELECTRICAL SAFETY IS DEFINED (Required Question #5)</b>				
01. GENERAL REQUIREMENTS REGARDING THE USE OF TEMPORARY WIRING & GROUNDFAULT CIRCUIT INTERRUPTERS.				
02. USE OF PROPER PPE.				
03. GENERAL ELECTRICAL SAFETY RULES.				
04. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.				
<b>N. A FALL PROTECTION PLAN IS DETAILED (Required Question #6)</b>				
01. INSPECTION OF EQUIPMENT AND MATERIALS USED FOR FALL PROTECTION				
02. TRAINING PROVISIONS INCLUDING WRITTEN CERTIFICATION FOR ALL EMPLOYEES EXPOSED				
03. REQUIREMENTS FOR FALL PROTECTION ON WALKING/WORKING SURFACES GREATER THAN 6.				
04. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.				
05. DEVELOPMENT OF SITE SPECIFIC FALL PROTECTION PLANS.				
06. MEASURES TO PROVIDE RETRAINING AS NEEDED.				
07. PERFORMANCE CRITERIA OF EQUIPMENT USED.				
08. EXPLANATION OF FALL PROTECTION OPTIONS: GUARDRAILS, NETS OR PERSONAL FALL ARREST.				
<b>O. A POLICY ON FIRE PREVENTION IS DETAILED (Optional)</b>				
01. PROPER STORAGE, LABELING, CONTAINMENT, AND USE OF FLAMMABLE AND COMBUSTIBLE LIQUIDS.				
02. MEASURES TO INSPECT ALL PORTABLE EXTINGUISHERS ON A MONTHLY BASIS AND CERTIFICATION ONCE PER YEAR.				
03. PROVISIONS FOR PORTABLE FIRE EXTINGUISHERS WHERE NEEDED.				
04. TRAINING INVOLVING FIRE EXTINGUISHER USE.				
05. PRE JOB PLANNING INCLUDES A REVIEW OF POSSIBLE FIRE HAZARDS.				
06. MEASURES FOR MAINTAINING CLEARANCE OF OUTSIDE FIRE HYDRANTS.				
07. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.				
<b>P. A POLICY ON HAND / POWER TOOL SAFETY IS DETAILED (Required Question #7)</b>				
01. ALL TOOLS WILL BE DOUBLE INSULATED OR PROPERLY GROUNDED.				

02. PROVISION FOR IDENTIFICATION AND REMOVAL FROM SERVICE OF ANY DEFECTIVE TOOL.				
03. GUARDING REQUIREMENTS.				
04. TOOLS INSPECTED PRIOR TO USE.				
05. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.				
06. HAZARD ASSESSMENT SHALL DICTATE PROPER PPE.				
07. DETAILED PROCEDURE FOR TAGGING DEFECTIVE TOOLS AND VERIFICATION OF REPAIR PRIOR TO RETURNING TOOL TO SERVICE.				
<b>Q. A HEARING CONSERVATION PLAN IS DETAILED (Required Question #8)</b>				
01. ALL TEST RESULTS MADE AVAILABLE TO EFFECTED EMPLOYEES.				
02. ANNUAL TRAINING PROGRAM FOR ALL EMPLOYEES EXPOSED TO NOISE AT OR ABOVE AN 8-HOUR TIME WEIGHTED AVERAGE OF 85 DBA.				
03. PROVISION FOR REQUIRED RECORDKEEPING.				
04. BASELINE AUDIOGRAM WITHIN 6 MONTHS (12 MONTHS FOR MOBILE VAN) OF EMPLOYEE EXPOSURE.				
05. AUDIOMETRIC TESTING TO BE PERFORMED BY A LICENSED OR CERTIFIED AUDIOLOGIST, OTOLARYNGOLOGIST, OR PHYSICIAN.				
06. EMPLOYEE NOTIFICATION OF SOUND LEVELS ABOVE THE ACTION LEVEL.				
07. DESIGNATION OF PERSON RESPONSIBLE TO ADMINISTER THE PROGRAM.				
08. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.				
09. PRIMARY FOCUS TO REDUCE NOISE LEVELS THRU ENGINEERING AND ADMINISTRATIVE MEANS.				
10. MEASURES TO REEVALUATE NOISE LEVELS WHEN NEW EQUIPMENT IS PURCHASED OR SET UP IS CHANGED.				
11. PROVISIONS FOR SUPPLYING PROTECTION TO VISITORS OR OTHER COMPANYS EMPLOYEES IN THE AREA OF HIGH NOISE.				
12. PROVISIONS FOR PROVIDING AT LEAST 2 TYPES OF HEARING PROTECTION FOR EMPLOYEES EXPOSED TO AN 8-HOUR TIME WEIGHTED AVERAGE OF 85 DBA.				
<b>R. A POLICY ON HOUSEKEEPING IS DETAILED (Optional)</b>				
01. GENERAL CONSIDERATIONS OF KEEPING A CLEAN JOBSITE.				
02. PROPER PROCEDURES FOR HANDLING DISPOSAL OF HAZARDOUS WASTE.				
03. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.				
04. MAINTAINING CLEAR AISLE WAYS, WORK AREAS, AND STAIRWAYS.				
05. PROVISIONS OF CONTAINERS FOR REMOVAL OF DEBRIS.				
<b>S. A POLICY ON LADDER SAFETY IS DETAILED (Required Question #9)</b>				
01. TRAINING OBLIGATIONS.				
02. COMMON WORK RULES REGARDING PROPER TYPE, USE AND LIMITATIONS OF LADDERS.				
03. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.				
04. CORRECT TYPES OF LADDERS FOR VARIOUS JOB FUNCTIONS.				

05. TRAINING OBLIGATIONS INCLUDING NATURE OF FALL HAZARDS, CORRECT PROCEDURES IN USING LADDERS, PROPER CONST., MAXIMUM LOADS, ETC.				
<b>T. A POLICY ON LEAD HANDLING/REMOVAL IS DETAILED (Required Question #10)</b>				
01. PROVIDING SIGNAGE.				
02. EMPLOYEE INFORMATION AND TRAINING WITH ANNUAL RETRAINING.				
03. RECORDKEEPING.				
04. MEDICAL REMOVAL.				
05. MEDICAL SURVEILLANCE AND EXA#MINATIONS.				
06. PROVIDING HYGIENE FACILITIES AND PRACTICES.				
07. PROVIDING PROTECTIVE WORK CLOTHING.				
08. PROVIDING A FULL RESPIRATORY PROTECTION PROGRAM.				
09. ASSESSING EXPOSURES BY AIR MONITORING.				
10. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.				
11. DEVELOPMENT OF A JOB SPECIFIC WRITTEN COMPLIANCE PROGRAM.				
12. MEASURES TO INFORM OTHER EMPLOYERS WHO MAY BE EXPOSED.				
13. PROVIDING A FULL RESPIRATORY PROTECTION PROGRAM INCLUDING PROPER SELECTION, MEDICAL EVALUATION, FIT TESTING AND TRAINING.				
14. METHODS TO COMPLY BY USE OF ENGINEERING, AD#MINISTRATIVE AND WORK PRACTICE CONTROLS.				
<b>U. A POLICY ON LOCKOUT/TAGOUT IS DETAILED (Required Question #11)</b>				
01. ANNUAL (#MINIMUM) INSPECTION PROCEDURE IS REQUIRED TO ENSURE THE PROCEDURES AND REQUIREMENTS OF THE LOCKOUT / TAGOUT POLICY ARE BEING FOLLOWED (NOTING PERSON RESPONSIBLE TO COMPLETE THIS ACTIVITY.)				
02. REQUIREMENT FOR EMPLOYEE TRNG., DOCUMENTATION, AND RETRAINING FOR NEW JOBS, EQUIP. OR PROCESS.				
03. PROCEDURES FOR SERVICING AND MAINTENANCE OF MACHINES/ EQUIP. IN WHICH UNEXPECTED ENERGIZATION (OR START-UP) OF THE MACHINES/ EQUIP., OR RELEASE OF STORED ENERGY COULD CAUSE INJURY.				
04. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.				
05. DETAILED TRAINING OF "AUTHORIZED" AND "AFFECTED" EMPLOYEES.				
06. SPECIFIC WRITTEN LOCKOUT/ TAGOUT PROCEDURES FOR EACH PIECE OF EQUIPMENT.				
07. DETAILED PROCEDURES FOR EACH STEP OF LOTO.				
<b>V. POLICIES ON MANLIFT, SCISSOR LIFT, AND FORKLIFT SAFETY IS DETAILED (Required Question #12)</b>				
01. MEASURES TO INSPECT EQUIPMENT AND HOW DOCUMENTATION WILL OCCUR (DAILY IF POWERED INDUSTRIAL TRUCK).				
02. TRAINING OF OPERATOR PRIOR TO USE. CERTIFICATION TRAINING [1910. 178(L)] IF OPERATING POWERED INDUSTRIAL TRUCKS (E.G., FORKLIFT, ROUGH TERRAIN FORKLIFT).				
03. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.				

04. SERVICING PROCEDURES INCLUDE IMMEDIATE REMOVAL FROM OPERATION UPON FIRST NOTICE OF DEFICIENCY AND TAGGED OUT.				
05. FALL PROTECTION REQUIREMENTS (WHERE APPLICABLE).				
06. PROCEDURES FOR SAFE USE OF EQUIPMENT AND ATTACHMENTS (E.G., BUCKETS, PLATFORMS, WHEEL CHOCKS, ETC.)				
<b>W. A POLICY ON POWDER ACTUATED TOOLS IS DETAILED (Required Question #13)</b>				
01. PROPER GUARDING.				
02. PROPER PPE (E.G., EYE, FACE, HEARING, ETC.).				
03. REQUIRING CERTIFICATION TRAINING OF AUTHORIZED OPERATORS.				
04. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.				
05. POSTING OF WARNING SIGNS.				
06. SET SCHEDULE FOR MAINTENANCE.				
07. PROVISION FOR DAILY TESTING PRIOR TO LOADING POWDERACTUATED TOOLS.				
08. RESTRICTION OF USE IN EXPLOSIVE OR FLAMMABLE ATMOSPHERES.				
09. CONSIDERATIONS OF MATERIALS BEING DRIVEN INTO.				
<b>X. A POLICY ON TRENCHING/EXCAVATION SAFETY IS DEFINED(Required Question #14)</b>				
01. ADEQUATE BARRIER PROTECTION FOR REMOTELY LOCATED EXCAVATIONS (E.G. PROTECTION OF "ATTRACTIVE NUISANCE".)				
02. PROPER INSTALLATION / REMOVAL OF SHORING SYSTEM SUPPORTS (IF APPLICABLE).				
03. REQUIREMENTS OF PROTECTIVE SYSTEMS (E.G., SLOPING / BENCHING, SHIELDING, SHORING, ETC.)				
04. DETER#MINATION OF SOIL TYPE BY VISUAL / MANUAL TESTING.				
05. FALL PROTECTION.				
06. STABILITY OF ADJACENT STRUCTURES.				
07. PROTECTION FROM HAZARDS ASSOCIATED WITH WATER ACCUMULATION.				
08. EXPOSURE TO VEHICULAR TRAFFIC.				
09. COMPETENT PERSON INSPECTION - EVERYDAY PRIOR TO START OF WORK, AFTER RAINSTORM OR OTHER HAZARD INCREASING OCCURRENCE.				
10. IDENTIFICATION OF POSSIBLE HAZARDOUS ATMOSPHERES.				
11. PROPER ACCESS & EGRESS.				
12. SAFE HANDLING OF UNDERGROUND UTILITIES.				
13. DEVELOPMENT OF SITE SPECIFIC SAFETY PLAN FOR EXCAVATION / TRENCHING ACTIVITY.				
14. SPECIFIC OUTLINE OF TRAINING REQUIREMENTS AND AUTHORITY FOR "COMPETENT PERSON".				
15. ANNUAL REFRESHER TRAINING FOR ALL "COMPETENT PERSONS".				
16. COMPLETION OF A DAILY EXCAVATION / TRENCH INSPECTION LOG IS PART OF PROCEDURE.				
<b>Y. A POLICY ON RESPIRATORY PROTECTION IS DETAILED (Required Question #15)</b>				
01. AFFECTED EMPLOYEES RECEIVE TRAINING ON USE, STORAGE, CLEANING AND INSPECTION OF THE PROVIDED RESPIRATOR.				

02. DESIGNATED PERSON RESPONSIBLE FOR THE RESPIRATORY PROGRAM.				
03. QUANTITATIVE / QUALITATIVE TESTING ANNUALLY.				
04. TYPES OF RESPIRATORS REQUIRED.				
05. PROCEDURES FOR SELECTION, MEDICAL EVALUATIONS, FIT TESTING, PROPER USE, CLEANING AND EMPLOYEE TRNG.				
06. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.				
07. PROVISIONS FOR "VOLUNTARY USE" OF DUST MASKS.				
08. PROGRAM IS EVALUATED FOR EFFECTIVENESS (ANNUALLY).				
09. COORDINATION WITH FACILITY TO CONDUCT MEDICAL EVALUATIONS.				
<b>Z. A POLICY ON SCAFFOLDING SAFETY IS DETAILED (Required Question #16)</b>				
01. MEASURES TO ENSURE "COMPETENT PERSON" OVERSEES SCAFFOLD USE.				
02. FALLING OBJECT PROTECTION.				
03. FALL PROTECTION.				
04. USE.				
05. ACCESS.				
06. CRITERIA FOR SUPPORTED SCAFFOLDS AND/OR SUSPENSION SCAFFOLDS.				
07. SCAFFOLD PLATFORM CONSTRUCTION.				
08. CAPACITY.				
09. SCAFFOLD TAGGING SYSTEM.				
10. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.				
11. FALL PROTECTION PLAN FOR EMPLOYEES ERECTING OR DISMANTLING SUPPORTED SCAFFOLDS.				
12. REFRESHER TRAINING (ANNUAL) PROVIDED FOR COMPETENT PERSONS.				
13. SPECIFIC OUTLINE OF TRAINING REQUIREMENTS AND AUTHORITY FOR "COMPETENT PERSONS".				
<b>AA. A POLICY ON WELDING AND CUTTING SAFETY IS DETAILED (Required Question #17)</b>				
01. PROPER GROUNDING, CABLES, SPLICES AND CONNECTORS FOR ARC WELDING EQUIP.				
02. STORAGE OF OXYGEN CYLINDERS SEPARATE FROM FUEL GAS CYLINDERS OF COMBUSTIBLES BY 20 FEET OR _ HOUR FIRE RATED BARRIER.				
03. SECURING CYLINDERS IN UPRIGHT POSITION.				
04. PROPER TRANSPORTING, MOVING AND STORING COMPRESSED GAS CYLINDERS.				
05. INSTRUCTION OF EMPLOYEES IN THE GENERAL SAFE MEANS OF WELDING AND CUTTING.				
06. INSTRUCTION OF EMPLOYEES IN SAFE USE OF FUEL GAS.				
07. USE OF PPE EQUIPMENT.				
08. RESPONSIBILITIES OF A DESIGNATED FIRE WATCH.				
09. HOT WORK PERMIT SYSTEM FOR OPERATIONS IN POTENTIALLY HAZARDOUS ENVIRONMENTS.				

10. PROPER VENTILATION ESPECIALLY FOR METALS OF TOXIC SIGNIFICANCE AND CONFINED SPACES.				
11. FIRE PROTECTION CONSIDERATIONS (E.G., SAFE AREA AND SUITABLE FIRE EXTINGUISHING EQUIPMENT).				
12. REQUIRED USE OF FLASHBACK ARRESTORS.				
13. DAILY INSPECTION OF CYLINDERS, GAUGES AND HOSES, TORCHES FOR DEFECTS.				
<b>BB. POLICIES / PROCEDURES ARE WRITTEN IN THE LANGUAGE(S) UNDERSTOOD BY THE EMPLOYEES (Required Question #18)</b>				
01. SIGNAGE IS WRITTEN IN LANGUAGE UNDERSTOOD BY EMPLOYEE.				
02. POLICIES ARE TRANSLATED INTO THE LANGUAGE OF THE WORKFORCE.				
03. TOOL BOX TALKS ARE TRANSLATED INTO LANGUAGES UNDERSTOOD BY EMPLOYEES.				
04. AVAILABLE BILINGUAL SUPERVISOR TO ASSIST IN INTERPRETATION WHEN NECESSARY (E.G., VISIT TO DOCTOR, CLINIC, ACCIDENT INVESTIGATION, ETC.).				
05. EVIDENCE OF COMPREHENSION BY MEANS OF TESTING / DOCUMENTATION.				
06. NEW HIRE ORIENTATION IS PRESENTED BY BILINGUAL INSTRUCTOR.				
<b>CC. A CRANE / RIGGING PROGRAM IS DEFINED (Required Question #19)</b>				
01. TRAINING OF PERSONS RESPONSIBLE FOR USE AND MAINTENANCE OF CRANES AND RIGGING.				
02. FIRE PROTECTION EQUIPMENT REQUIREMENTS.				
03. ALL SLINGS, CHAINS, ROPE INSPECTED PRIOR AND DURING USE.				
04. MEASURES TO AVOID ELECTRICAL CONTACT.				
05. USE HAND SIGNALS.				
06. EQUIPMENT IS INSPECTED BEFORE AND DURING USE.				
07. REQUIREMENTS FOR ANNUAL INSPECTIONS OF THE HOISTING MACHINERY BY A COMPETENT PERSON RECOGNIZED BY THE DEPT. OF LABOR.				
08. EQUIPMENT AND PROCEDURES ARE ELEMENTS OF THE SELF INSPECTION FORM.				
09. FALL PROTECTION CONSIDERATIONS FOR MOUNTING/DISMANTLING EQUIPMENT.				
10. MEASURES TO TRAIN "COMPETENT PERSONS" TO CONDUCT INSPECTIONS.				
11. METHODS TO MAINTAIN MAINTENANCE RECORDS OF EQUIPMENT.				
<b>Section 4: Safety &amp; Health Training</b>				
<b>A. A NEW HIRE ORIENTATION PROGRAM IS DETAILED (Mandatory)</b>				
01. NEW HIRE ORIENTATION (NHO) TRAINING IS CONDUCTED FOR ALL EMPLOYEES PRIOR TO CONDUCTING WORK				
02. METHODS TO MAINTAIN TRAINING RECORDS.				
03. MAJORITY (IF NOT ALL) OF ORIENTATION IS PRESENTED IN A FORUM WHERE EMPLOYEE CAN GIVE AND RECEIVE FEEDBACK.				
04. SLIDES, VISUAL AIDS, OR COMPUTER BASED SOFTWARE ARE USED TO ENHANCE PRESENTATION OF MATERIAL.				

05. ORIENTATION TRAINING COVERS THE COMPANYS PRESIDENTS STATEMENT, OBJECTIVES & GOALS, RESPONSIBILITIES, DISCIPLINARY PROCEDURES, HAZARD IDENTIFICATION REPORTING PROCEDURES, SUBSTANCE ABUSE, AND DESIGNATED HEALTH CARE.				
06. SITE SPECIFIC SAFETY TRAINING IS ALSO GIVEN BY TRAINED JOBSITE SUPERINTENDENTS.				
<b>B. A COMPANY SAFETY HANDBOOK IS DETAILED (Optional)</b>				
<b>01. A WRITTEN COMPANY SAFETY HANDBOOK IS GIVEN TO ALL EMPLOYEES (AT NEW HIRE ORIENTATION.)</b>				
02. THE SAFETY HANDBOOK IS REVIEWED BY THE SAFETY DIRECTOR ON AN ANNUAL BASIS AND CHANGES ARE MADE.				
THE SAFETY HANDBOOK IS A SUMMARY OF ...				
<b>C. TOOL BOX TALK POLICIES &amp; PROCEDURES ARE DEFINED (Mandatory)</b>				
<b>01. METHODS TO MAINTAIN A RECORD OF TOPIC AND NAMES OF EMPLOYEES IN ATTENDANCE.</b>				
<b>02. A TOOL BOX TALK IS GIVEN TO ALL EMPLOYEES ON A MONTHLY BASIS.</b>				
03. TOOL BOX TALKS OFTEN COVER VARIOUS WRITTEN COMPANY POLICIES.				
04. TOOL BOX TALKS APPLY TO THE SITE SPECIFIC CONCERNS FOR THE WORK WEEK.				
05. TOPICS AND NAMES OF EMPLOYEES IN ATTENDANCE ARE SENT TO THE SAFETY DIRECTOR.				
06. TOOL BOX TALK ARE GIVEN TO ALL EMPLOYEES ON EACH JOBSITE ON A WEEKLY BASIS.				
<b>D. MANAGEMENT SAFETY TRAINING POLICIES &amp; PROCEDURES ARE DEFINED (Mandatory)</b>				
<b>01. ALL PROJECT MANAGERS, JOB SUPERINTENDENTS, AND FOREMAN WILL BE TRAINED ON THE COMPANYS SPECIFIC SAFETY POLICY.</b>				
02. COMPANY REVIEWS THE PERFORMANCE OF THEIR SUPERVISORS ANNUALLY AND OFFERS A POTENTIAL PAY INCREASE THAT IS DETER#MINED BY THE SAFETY OF THEIR JOBS.				
03. ALL JOB SUPERINTENDENTS AND FOREMAN HAVE ATTENDED THE OSHA 10-HOUR CONSTRUCTION CLASS.				
04. SAFETY DIRECTOR TO ATTEND THE OSHA 30- HOUR CONSTRUCTION CLASS OR OSHA 500 OR OSHA 510 CLASSES.				
05. PRESIDENT AND PROJECT MANAGERS TO ATTEND THE OSHA 10-HOUR CONSTRUCTION CLASS.				