2016 CCIA Safety Recognition Award Application

Connecticut Construction Industries Association proudly presents Safety Recognition Awards each year to member companies that apply and meet certain specified criteria. CCIA’s Safety Committee encourages safety in construction and recognizes companies that maintain a formal safety and health program or related policies and procedures.

In order to recognize and reward those construction firms that have met or exceeded national safety statistics, CCIA offers the Platinum Level Award. If your firm wishes to be considered for a Platinum Level Award, please complete a separate application which you will find as the last page of the application.

Please be aware that companies that apply for a Platinum Level Award and also wish to be considered for a Safety Recognition Award need to complete both the Safety Self Assessment Worksheet and the Platinum Application.

CCIA plans to bestow the awards at its Annual Membership Meeting on Wednesday, December 7, 2016 at the Aqua Turf Club in Plantsville. If you apply for the award, please follow the instructions attached below and submit your application to CCIA by the deadline of Friday, October 21, 2016.

For questions, call John Wilhelm at (860) 529-6855, or send e-mail to jwilhelm@ctconstruction.org.

Thank you for your interest in and support of CCIA’s Safety Recognition Awards program.

Very truly yours,

Edward Shapiro
CCIA Safety Committee
CCIA SAFETY RECOGNITION AWARDS

CCIA Safety Recognition Awards recognize member companies with a qualified construction safety and health program. They are designed to help construction companies start a construction safety and health program or enhance an existing program.

CCIA’s Safety Recognition Awards Program follows OSHA’s safety and health guidelines that require a safety and health program to include:

- MANAGEMENT INVOLVEMENT
- EMPLOYEE TRAINING
- SAFETY HAZARD ANALYSIS AND
- CORRECTION OF VIOLATIONS AND NONCOMPLIANCE

To meet the guidelines, there are 16 criteria categories (A-P), with a graduated point system that allows a company to evaluate its own safety and health program. CCIA’s Safety Recognition Self Assessment Awards Program was not designed to have member companies compete against one another.

In order to recognize and reward those construction firms that have met or exceeded national safety statistics, CCIA has established the Platinum Level Award. If firms wish to be considered for a Platinum Level Award, they are required to complete a separate application.

The Awards will be presented at: CCIA’s Annual Membership Meeting, Wednesday, December 7, 2016 at The Aqua Turf Club, Plantsville, CT.

SAFETY RECOGNITION PROGRAM APPLICATION INSTRUCTIONS

Each of the 16 criteria categories has three or four columns to characterize a company’s construction safety and health program. Select only the column that accurately describes your company’s safety and health program for that particular category. Your safety and health program must have all of the criteria listed in a particular column to qualify for the points. Note the number of points for each category under “point subtotal.”

In some instances the criteria may not apply to your company. If that is the case, please indicate that it does not apply and explain briefly why.
After completing Category P - Recordkeeping, please total the number of points for a final point count.

Remember to complete the first page, which is the application. This page has to be signed and dated by the person completing the application and the company CEO.

**PLATINUM LEVEL AWARD**

The Platinum Award Level is open to CCIA-member construction firms that meet the following criteria:

- For self-performing firms, have incidence rates below the national average;
- For non-self-performing firms, have incidence rates below half the national average;
- Have had no work-related fatalities or catastrophic events in the previous calendar year.

Platinum Level applicants must also submit additional information such as Experience Modification Rates (EMR’s) for the last three years, examples of safety training programs and safety committee meetings, and an explanation of any OSHA citations in the past three calendar years. Platinum Level applications will be considered by a special judges’ panel comprised of Connecticut safety and risk management professionals. The judges may confer Platinum Level Merit Awards at their discretion.

**Note:** Companies that apply for a Platinum Level Award and also wish to be considered for a Safety Recognition Award need to complete both the Safety Assessment Worksheet and the Platinum Level Award Application.

*Return Completed Applications by Friday, October 21, 2016, to:*

Connecticut Construction Industries Association  
912 Silas Deane Highway, Suite 112  
Wethersfield, CT 06109-3433

*or by e-mail to:* jwilhelm@ctconstruction.org
Company Name: __________________________________________________________

Contact: ________________________________________________________________

Phone: ___________________________ Email: ________________________________

Company Size (based on the previous year's payroll scale):
Small (up to $250,000)   Medium ($251,000 - $999,000)   Large (over $1 million)

CATEGORIES

A. Management Policy and Commitment to Safety
B. Responsibility for Safety and Health Identified
C. Safety Budget
D. Safety Program Goal Setting
E. Management Supervisory Meetings
F. Pre-planning for Job-Site Safety
G. New Employee Orientation
H. Employee Safety and Health Training
I. Safety and Health Toolbox Meetings
J. Safety Committee Meetings
K. Site Safety Review
L. Supervisory Training
M. Accident Investigations
N. Substance Abuse Policy
O. Use of Personal Protective Equipment
P. Recordkeeping

Form completed by: ___________________________ ____________________________

Signature: ______________________________________________________________

Title: ________________________________________________________________

Confirmed by company officer: ___________________________ __________________________

Signature: ______________________________________________________________

Title: ________________________________________________________________

SUBMISSION DEADLINE: FRIDAY, OCTOBER 21, 2016

This Cover Sheet needs to be included with the Application Packet. Please contact John Butts with questions regarding the application form at 860-529-6855, or email: jbutts@ctconstruction.org.

Electronic submissions of completed Application Packet should be e-mailed to: jwilhelm@ctconstruction.org
CCIA SAFETY RECOGNITION AWARD
SAFETY SELF ASSESSMENT WORKSHEET

Key components of company safety programs are listed below. Each component contains columns with corresponding point values that describe levels of safety performance. Select the column that best describes your company’s performance, then transfer the score assigned to that column to the sub-score. At the end of the worksheet, total all your sub-scores for your FINAL SCORE.

### A. Management Policy and Commitment to Safety

<table>
<thead>
<tr>
<th>Score</th>
<th>Components</th>
</tr>
</thead>
</table>
| 12    | - Written safety and health program  
        - Written safety and health policy  
        - Safety and health program is known to all employees  
        - Safety and health program is signed by CEO  
        - Management participates in the safety and health program  
        - Management sets objectives for safety and health  
        - Management requires feedback on safety and health program  
        - Management requires company-wide performance appraisals on safety and health program |
| 8     | - Management participates in the safety and health program  
        - Management requires feedback on safety and health program  
        - Safety and health program exists  
        - Safety and health policy exists  
        - Written safety and health policy  
        - Written safety and health program  
        - Management authorizes prevention activities  
        - Safety and health policy has not been explained to employees but is posted |
| 4     | - Management wants and supports safety and health but does not participate  
        - Provides funds for safety and health equipment  
        - Safety and health program exists but is not known by employees  
        - Safety and health policy exists |
| 1     | - Leaves safety and health to Safety and Health coordinator or supervisory staff  
        - No formal safety and health program exists |

**Sub-Score for Section A:**

### B. Responsibility for Safety and Health Identified

<table>
<thead>
<tr>
<th>Score</th>
<th>Components</th>
</tr>
</thead>
</table>
| 9     | - Responsibility and accountability for safety and health identified at all levels of the company  
        - Responsibilities are identified in written safety and health program  
        - Line Supervisors have key safety and health responsibilities |
| 6     | - Safety coordinator has full responsibility for results of the safety and health program  
        - Supervisors look to safety and health coordinator to perform safety activities |
| 0     | - Responsibility and accountability for safety and health have not been identified in the company |

**Sub-Score for Section B:**

### C. Safety Budget

<table>
<thead>
<tr>
<th>Score</th>
<th>Components</th>
</tr>
</thead>
</table>
| 6     | - An annual safety and health budget is established  
        - Budget is based on planned safety and health programs |
| 4     | - An annual safety and health program allocation is established but not necessarily based on planned activities |
| 2     | - Funding is taken from general company budget as needed for safety and health |

**Sub-Score for Section C:**
D. Safety Program Goal Setting

- Safety and health program performance goals and objectives are established and published
- A strategy is developed to accomplish safety and health performance goals
- Safety and health audits are made to measure performance
- Safety and health program performance goals and objectives are established
- The safety and health program performance goals and objectives are published
- Informal safety and health program performance goals are established
- Results of safety and health programs are discussed at least annually

Sub-Score for Section D: _______

E. Management Supervisory Meetings

- Weekly meetings are conducted by management with supervisors and safety and health issues are reviewed
- Management gives an overview of safety and health activities
- Serious accidents are analyzed and reviewed by senior management
- At least monthly meetings are conducted with supervisors and safety and health is reviewed
- Supervisors report on job site(s) safety and health activities
- Occasional meetings are conducted with supervisors and safety and health issues are reviewed
- Information about safety and health is provided to supervisors
- Serious accidents are sometimes reviewed

Sub-Score for Section E: _______

F. Pre-planning for Job Site Safety

- Pre-job safety and health planning is required at the contract award stage
- Appropriate equipment is provided and precautions are taken before or at start of job
- Job hazard analysis is formalized during pre-planning
- Supervisors are trained to plan for safety and health
- Pre-job safety planning is required before mobilization
- Safety and health equipment and safety and health procedures are provided when necessary
- No formal pre-job safety and health planning but some planning is done

Sub-Score for Section F: _______

G. New Employee Orientation

- Orientation includes training on the following: Safety and health rules, HAZCOM, major job hazard exposures, PPE, and emergency reporting
- Formal safety and health orientation program is in effect for new and transferred employees
- Orientation includes training on the following: Safety and health rules, HAZCOM, major job hazard exposures, PPE, and emergency reporting
- Orientation is given to employees and records are maintained

Sub-Score for Section G: _______
### H. Employee Safety and Health Training

- From a training needs assessment, formal safety and health training is provided and documented in areas such as: hazard recognition, CPR/first aid, hazard/standard-specific OSHA topics, heavy equipment and trade-specific safety and health.
- Formal safety and health training audits are conducted.
- Training/comprehension understanding by employees is verified and documented.
- Formal safety and health orientation program is in effect for all new or transferred employees, including signing record sheets.
- Orientation includes training on the following: safety and health rules, HAZCOM, major job hazard exposures, PPE, and emergency reporting.

### I. Safety and Health Toolbox Meeting

- Safety and health toolbox meetings held weekly.
- Meetings conducted by foremen and supervisors.
- Meeting attendance records maintained.
- Occasionally, management attends safety and health toolbox meetings.

### J. Safety Committee Meetings

- Safety Committee meetings are held every month.

### K. Site Safety Review

- Inspections of job sites are made each week by the site supervisor.
- Inspection reports are completed, reviewed by management, and retained.
- Follow-up corrective action dates are established.

### Sub-Score for Section H: _______

### Sub-Score for Section I: _______

### Sub-Score for Section J: _______

### Sub-Score for Section K: _______
### L. Supervisory Training

- Supervisory training includes:
  - First Aid/CPR
  - Hazard Recognition
  - Emergency reporting procedures
  - OSHA 30-Hour or greater
  - Conducting meetings
  - Supervisory skills
  - Accident investigation
  - Substance abuse
  - Job safety planning
  - Inspections
  - Site safety review
  - Bloodborne pathogens
  - Hazard communication

- Company either has adequate outside training source or in-house training facilities
- Supervisors have access to safety and health professionals

### M. Accident Investigations

- The immediate supervisor inspects and documents all accidents, including near misses
- Each supervisor is trained to conduct an accident investigation
- The basic causes of all accidents are determined
- Information from accident investigation is shared with all other job sites
- There is management review of all serious accidents

### N. Substance Abuse Policy

- Company safety and health policy contains strict rules about alcohol and drug use
- Company does drug testing for pre-hire
- Company keeps drug testing records
- Supervisors are trained in awareness and hazards of drugs and alcohol on the job

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**Sub-Score for Section L:** _______

**Sub-Score for Section M:** _______

**Sub-Score for Section N:** _______
### O. Use of Personal Protective Equipment (PPE)

<table>
<thead>
<tr>
<th>Score</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>PPE is provided (except shoes) and its use is required</td>
</tr>
<tr>
<td></td>
<td>Employees are trained in the selection, maintenance, and use of PPE</td>
</tr>
<tr>
<td></td>
<td>Employees are informed on PPE requirements for each job</td>
</tr>
<tr>
<td></td>
<td>Only approved PPE is used</td>
</tr>
<tr>
<td></td>
<td>Employees are aware of disciplinary consequences of not using PPE</td>
</tr>
<tr>
<td></td>
<td>An analysis is made to determine PPE needs</td>
</tr>
<tr>
<td>6</td>
<td>PPE is provided (except shoes) and its use is required</td>
</tr>
<tr>
<td></td>
<td>Employees are trained in the selection, maintenance, and use of PPE</td>
</tr>
<tr>
<td></td>
<td>Employees are informed on PPE required for each job</td>
</tr>
<tr>
<td></td>
<td>Only approved PPE is used</td>
</tr>
<tr>
<td>3</td>
<td>PPE is provided and its use is encouraged</td>
</tr>
<tr>
<td></td>
<td>Some PPE selection, maintenance, and use training is provided</td>
</tr>
<tr>
<td></td>
<td>Only approved PPE is used</td>
</tr>
<tr>
<td>1</td>
<td>PPE is provided and its use is left to the discretion of each employee</td>
</tr>
</tbody>
</table>

Sub-Score for Section O: _______

### P. Recordkeeping

<table>
<thead>
<tr>
<th>Score</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Records are kept on:</td>
</tr>
<tr>
<td></td>
<td>Inspections</td>
</tr>
<tr>
<td></td>
<td>Training</td>
</tr>
<tr>
<td></td>
<td>Employee absences</td>
</tr>
<tr>
<td></td>
<td>Accident investigations</td>
</tr>
<tr>
<td></td>
<td>First Aid treatment</td>
</tr>
<tr>
<td></td>
<td>OSHA Log 300</td>
</tr>
<tr>
<td></td>
<td>Hazard communication program</td>
</tr>
<tr>
<td>4</td>
<td>Records are kept on:</td>
</tr>
<tr>
<td></td>
<td>OSHA Log 300</td>
</tr>
<tr>
<td></td>
<td>Accident investigations</td>
</tr>
<tr>
<td></td>
<td>Job site reviews</td>
</tr>
<tr>
<td></td>
<td>First Aid treatment</td>
</tr>
<tr>
<td>2</td>
<td>OSHA Log 300 is maintained according to OSHA requirements</td>
</tr>
</tbody>
</table>

Sub-Score for Section P: _______

**FINAL SCORE:** You have now completed the Safety Self Assessment. Add all your Sub-Scores and record the FINAL SCORE here: _______
Company Name: _____________________________________________________________________________________________

Contact: ______________________________________________________________________________________________________

Email Address: __________________________________________ Phone Number: _______________________________

NAICS Code: 2 3 __ __ __ __ (Enter the NAICS code from your OSHA 300A form)

1. Did your company self-perform any of its work in the past three calendar years?  
   Yes _____  No _____

2. Safety Performance Data (if possible, please break out data for Connecticut only):
   
<table>
<thead>
<tr>
<th>Year</th>
<th>Total number of deaths (line G on the OSHA 300A)</th>
<th>Total number of other injuries/illnesses (line M on the OSHA 300A)</th>
<th>Total hours worked by all employees</th>
<th>Experience Modification Rate (EMR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>2014</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>2015</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
</tbody>
</table>

3. Has your company had any OSHA Citations issued in the past three calendar years?  
   Yes _____  No _____

   If yes, please explain the citations and how your company corrected them: ____________________________
   __________________________________________________________________________________________

4. Has your company experienced an event as defined by OSHA regulations §1904.39(a)(1)(2) in the last three calendar years?  
   Yes _____  No _____

   If yes, please explain: ______________________________________________________________________
   __________________________________________________________________________________________

5. Please submit the following, including but not limited to:
   a. Examples of your company’s safety committee activities (minutes to meetings, etc.)
   b. Examples of your company’s safety training programs (Power Point presentations, etc.)
   c. A sample jobsite analysis.
   d. Examples of any innovative safety practices your company has employed.

Please submit this completed application and all accompanying submittals by mail to: CCIA, 912 Silas Deane Highway, Wethersfield, CT 06109; or electronically to: jwilhelm@ctconstruction.org.

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§1904.39(a)(1) Within eight (8) hours after the death of any employee as a result of a work-related incident, you must report the fatality to the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor.

§1904.39(a)(2) Within twenty-four (24) hours after the in-patient hospitalization of one or more employees or an employee’s amputation or an employee’s loss of an eye, as a result of a work-related incident, you must report the in-patient hospitalization, amputation, or loss of an eye to OSHA.