



2009 **STEP** Application

Ensuring a Safer Jobsite



STEP
Safety Training
Evaluation Process

Improve Your Company's Safety Performance

The Safety Training Evaluation Process (STEP) is a benchmarking tool that helps ABC members improve their safety and training programs. The STEP program provides the resources you need to measure your safety program's progress each year and determine how it compares to the practices of other ABC members. In addition, the STEP program offers local and national recognition for your company's safety efforts.

Benefits of STEP Program Participation

Here's how the STEP program can help your company:

- Provide you with an organized approach to analyze and further develop your safety and loss prevention program.
- Provide you with a valid, objective method to measure safety program improvements.
- Provide your company with safety performance recognition that can be used as an important business development tool with clients.
- Help reduce your company's incidence rates and days away, restricted or transferred (DART) rates.
- Help reduce your experience modification rate (EMR or "mod factor"), thus lowering your annual workers' compensation insurance rates.

Continuous Enhancement

The ABC National Environment, Health & Safety Committee (EH&S) uses feedback from STEP participants to identify the safety needs of ABC members. By targeting those needs, the committee can more effectively direct the development of safety-related materials and programs that will have the most benefit for your company.

FREQUENTLY ASKED QUESTIONS ABOUT THE STEP PROGRAM

What are the recognition levels?

There are four levels of STEP achievement: Bronze, Silver, Gold and Platinum. The STEP Platinum level is open to applicants who achieved the Gold or Platinum STEP level recognition in 2008 and whose incidence rates, DART rates and EMRs are significantly below the national averages. STEP Platinum award winners are eligible to enter ABC's National Safety Excellence Award (NSEA) competition and the Construction Users Roundtable's Construction Industry Safety Excellence (CURT/CISE) award competition.

Does STEP participation tie into other ABC recognition programs?

STEP participation at the Gold or Platinum level at least once within the past two years (2006 or 2007) is a requirement for companies seeking Accredited Quality Contractor (AQC) status. While STEP Gold or Platinum award recognition is not required for submitting an entry in the ABC Excellence in Construction awards, it is recommended.

I am not a contractor. Can I participate in the STEP program?

You may participate if your ABC chapter chooses to recognize manufacturers or suppliers. However, at the national level, STEP only recognizes building contractors in North American Industry Classification System (NAICS) Codes 236, 237 and 238.

When is the STEP application due?

STEP applications are accepted year-round. However, in order to ensure that you will receive your STEP certificate at your chapter's safety awards ceremony, applications are due to your local ABC chapter office by **February 27, 2009**.

My company has several offices/locations/business units. Do we complete one STEP application or can we put in for each office/location/business unit?

The option is yours. We encourage you to prepare one entry encompassing the entire organization, including cumulative safety data, and one for each location you would like to have recognized. However, for consideration in the ABC NSEA and/or the CURT/CISE awards, only companies with national memberships will be considered. In other words, if you have a branch of XYZ Construction as a chapter member that pays only ABC chapter dues, we will recognize that branch's accomplishments in STEP, but **ONLY** the application from the home office of XYZ Construction that pays national dues will be the entity considered for national awards.

Is the information submitted in STEP applications confidential?

The information contained in each STEP application is viewed only by ABC staff and is kept strictly confidential. ABC National does not release any STEP information without the applicant's prior consent.

Does ABC National keep a copy of the application?

ABC National retains copies of all STEP applications.

Is there a fee for STEP Platinum status? What about STEP Gold?

There is a fee of \$165 for consideration for STEP Platinum status. For companies applying as one entity (i.e., submitting one application that encompasses data from multiple locations), additional STEP Platinum plaques can be purchased for \$40 each. There is no fee for STEP Gold, Silver or Bronze consideration. Credit card payment information or check should accompany the application.

I've never completed a STEP application before and my company has the numbers to qualify for Platinum status. Why do I have to wait a year?

STEP Platinum status is intended to be an elite level for companies with a proven track record of safety success. The ABC National EH&S Committee seeks to preserve the elite level by ensuring that STEP Platinum members have more than a one year history of success and commitment to safety.

2009 STEP APPLICATION INSTRUCTIONS

Provide answers for ALL questions and keep your answers in the boxes marked on the form. For more detailed instructions for each question, go to www.abc.org/STEP/instructions.

To apply for STEP Platinum recognition, your company MUST have received STEP Platinum or Gold status in 2008. Platinum applications require a \$165 fee, payable either by enclosed check or by credit card (please fill in the credit card details on the STEP application). There is no fee for other award levels. Make sure credit card details are correct or it will delay processing of your application.

Section 1: Company Information

Fill in the information to match the information that you provide to your local ABC chapter. Provide your company's NAICS code (refer to the listing of NAICS codes in the table on the right). If more than one code is applicable, choose the code that covers the largest proportion of your company's work.

Section 2: Safety Performance Data

Refer to OSHA Form 300A for these answers. Fill in all questions.

Section 3: 20 Key Components Safety Self-Assessment

Use the 20 Key Components of Safety Self-Assessment Worksheet included in this booklet to calculate your scores. Fill in each section on the application and then add up and record the total of all scores.

Section 4: Additional Information

Check the appropriate boxes.

Section 5: Company and ABC Chapter Certification

Leave the ABC chapter information blank; your chapter will fill this in when you submit the completed form.

Payment Section

Complete this section only if you are applying for STEP Platinum status. STEP Gold, Silver and Bronze recognition require no payment. Platinum can only be awarded to companies that received Gold or Platinum in 2008. The fee for Platinum status is \$165 for the first certification and \$40 for each additional plaque requested.

Submit STEP Application to Your ABC Chapter

Make sure you have filled in ALL the questions. Return the application form to your ABC chapter. If you are applying for STEP Platinum status, remember to include payment details (check or credit card).

Questions?

You may email questions or comments to step@abc.org or call the ABC National safety department at (703) 812-2024. More detailed STEP application instructions are available at www.abc.org/STEP/instructions.

NAICS Codes

236115	New Single-Family Housing Construction (except Operative Builders)
236116	New Multifamily Housing Construction (except Operative Builders)
236117	New Housing Operative Builders
236118	Residential Remodelers
236210	Industrial Building Construction
236220	Commercial and Institutional Building Construction
237110	Water and Sewer Line and Related Structures Construction
237120	Oil and Gas Pipeline and Related Structures Construction
237130	Power and Communication Line and Related Structures Construction
237210	Land Subdivision
237310	Highway, Street, and Bridge Construction
237990	Other Heavy and Civil Engineering Construction
238110	Poured Concrete Foundation and Structure Contractors
238120	Structural Steel and Precast Concrete Contractors
238130	Framing Contractors
238140	Masonry Contractors
238150	Glass and Glazing Contractors
238160	Roofing Contractors
238170	Siding Contractors
238190	Other Foundation, Structure, and Building Exterior Contractors
238210	Electrical Contractors and Other Wiring Installation Contractors
238220	Plumbing, Heating, and Air-Conditioning Contractors
238290	Other Building Equipment Contractors
238310	Drywall and Insulation Contractors
238320	Painting and Wall Covering Contractors
238330	Flooring Contractors
238340	Tile and Terrazzo Contractors
238350	Finish Carpentry Contractors
238390	Other Building Finishing Contractors
238910	Site Preparation Contractors
238990	All Other Specialty Trade Contractors

2009 STEP APPLICATION FORM

Detailed instructions on how to fill out the STEP application may be downloaded at www.abc.org/STEP/instructions.

SECTION 1: COMPANY INFORMATION

Company Name: _____
Address: _____
City: _____ State: _____ ZIP: _____
Chapter: _____
Email: _____

NAICS Code 23 [] [] [] [] (see page 4 for codes)

Work Type: Residential [] [] [] % Commercial [] [] [] % Industrial [] [] [] %

Percentage of work performed: Within 100 miles of home office [] [] [] %

Within 101-250 miles [] [] [] % Beyond 250 miles [] [] [] %

Percentage of work: Self-performed [] [] [] % Contracted [] [] [] %

SECTION 2: SAFETY PERFORMANCE DATA

Refer to your 2008 OSHA FORM 300A for items (a) through (h)

a. Total number of DEATHS (line G on the OSHA 300A) [] [] []
b. Total number of CASES with days away from work (line H on the OSHA 300A) [] [] []
c. Total number of CASES with job transfer/restriction (line I on the OSHA 300A) [] [] []
d. Total number of OTHER RECORDABLE CASES (line J on the OSHA 300A) [] [] []
e. Total number of DAYS away from work (line K on the OSHA 300A) [] [] []
f. Total number of DAYS of job transfer or restriction (line L on the OSHA 300A) [] [] []
g. Annual average number of direct hire employees [] [] [] [] [] []
h. Total hours worked by all applicant's direct hire employees in 2008 [] [] [] [] [] [] [] []
i. Experience Modification Rate (EMR or "mod factor") [] . [] []
Number of federal/state OSHA inspections in 2008 [] [] []
Number of federal/state OSHA citations issued in 2008 [] [] []
Number of federal/state OSHA citations tossed out in 2008 [] [] []
Length of safety orientation (in minutes) [] [] []
Toolbox safety talks frequency: Daily Weekly Bi-weekly Monthly Other
Do you have a substance abuse program that includes a drug/alcohol screening process? Yes No

STEP PLATINUM PAYMENT INFORMATION

Check box if you are including payment for STEP Platinum application

Check Enclosed (payable to ABC) Number of certificates required (Platinum only) [] []

Credit Card: Visa MasterCard American Express

Card Number: _____ Exp. Date: ____/____

Print Name on Card: _____

Authorized Signature: _____

SECTION 3: 20 KEY COMPONENTS SAFETY SELF-ASSESSMENT

Use the enclosed self-assessment worksheet to calculate scores

A. Employer Commitment [] []
B. Employer Statement on Safety [] []
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. Employee Safety Training [] []
M. Toolbox Safety Meetings [] []
N. Inspections [] []
O. Supervisory Training [] []
P. Accident Investigation [] []
Q. Use of PPE [] []
R. Performance Review [] []
S. Substance Abuse Policy [] []
T. Recordkeeping [] []
TOTAL [] [] [] []

SECTION 4: ADDITIONAL INFORMATION

Is this STEP application being submitted to more than one chapter?

Yes No

Is data from this STEP application being used in another application?

Yes No

SECTION 5: COMPANY AND ABC CHAPTER CERTIFICATION

Print Name: _____

Title: _____

Signature: _____

ABC Chapter Representative: _____

Signature: _____

OFFICE USE ONLY [] [] [] [] [] []

STEP Platinum Applicants: Please complete the "2009 STEP Platinum Insurer Support Statement" on the next page.

2009 STEP PLATINUM INSURER SUPPORT STATEMENT

NOTE: If you are applying for STEP Platinum status, please complete and submit the Insurer Support Statement below.

The purpose of this statement is to confirm that the information contained within the STEP application reflects the applicant's most current and reliable safety data. This document DOES NOT reflect a legal, binding contract and, as such, the signatory does not assume any liability for incorrect information provided by the applicant to Associated Builders and Contractors, Inc. ("ABC").

Therefore:

As a representative of the insurer of record for the applicant, I have reviewed the accompanying STEP Platinum application and have determined that Section 2 ("Safety Data") and the self-evaluation rating established in Section 3 ("20 Key Components of Safety Self-Assessment") are an accurate reflection of this company's safety record and commitment to jobsite safety training. This rating includes the evaluation of safety program(s) and policies currently in place by the applicant. This Insurer Support Statement may only be used with this STEP Platinum application.

Print Name: _____

Signature: _____

Title: _____

Company: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Date: _____

20 KEY COMPONENTS OF SAFETY SELF-ASSESSMENT WORKSHEET

Twenty key components of company safety programs are listed below (see sections A through T). Each component 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, and then written in the box labeled "SUB-SCORE."** Transfer the SUB-SCORES to the application form's "20 Key Components" Section 3.

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 • Company management 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 and 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)

6	4	2	0
<ul style="list-style-type: none"> • EMR each of the past three years and 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 	<ul style="list-style-type: none"> • EMR/LR each of the past 3 years and current year is between 1.0 and 0.85 (EMR) or (LR) is 50% or less • The cost of accidents are reported to the employer 	<ul style="list-style-type: none"> • EMR/LR has decreased 2 of the past 3 years 	<ul style="list-style-type: none"> • EMR/LR is unknown • EMR has increased each of the past three years

Sub-Score for Section D: _____

E. RESOURCES FOR SAFETY

6	4	2	0
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • An annual safety allocation is established but not necessarily based on planned activities • The item is adjusted based on previous years' expenses 	<ul style="list-style-type: none"> • Money is taken from general funds as needed for safety 	<ul style="list-style-type: none"> • Adequate resources are not made available for safety

Sub-Score for Section E: _____

F. SAFETY PROGRAM GOAL SETTING

9	6	3	0
<ul style="list-style-type: none"> 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- and short-term goals are set 	<ul style="list-style-type: none"> Safety program goals and objectives are set annually Employees are aware of the goals and objectives Feedback is required from those assigned tasks 	<ul style="list-style-type: none"> Informal safety program goals are established Results are discussed at least annually with employees 	<ul style="list-style-type: none"> No safety program goals or objectives are set

Sub-Score for Section F: _____

G. EMPLOYER SUPERVISORY MEETINGS

9	6	3	0
<ul style="list-style-type: none"> Employer conducts weekly supervisor meetings where safety is on the agenda Employer gives an overview of safety activity Serious accidents are reviewed 	<ul style="list-style-type: none"> At least monthly supervisor meetings where safety is on the agenda Supervisors give a status report on jobsite safety activities Serious accidents are reviewed 	<ul style="list-style-type: none"> Occasional supervisor meetings where safety is on the agenda Information is given to supervisors on safety Serious accidents are sometimes reviewed 	<ul style="list-style-type: none"> Employer holds no supervisor meetings where safety is an agenda item

Sub-Score for Section G: _____

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 sitework 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: <ul style="list-style-type: none"> tool box talks hazard recognition/reporting site inspections safety rule development/revision new hire and formal safety training accident investigations 	<ul style="list-style-type: none"> Supervisors trained to facilitate employee participation Employees encouraged to participate in activities ranging from training to 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 • Employer concern for safe job performance is stressed • 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 • Subcontractors must follow safety rules. 	<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 • Subcontractors must follow safety 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. 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: <ul style="list-style-type: none"> - hazard recognition - first aid/CPR - hazard/standard specific OSHA topics - heavy equipment - safety - 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 L: _____

M. TOOLBOX SAFETY MEETINGS

6	4	2	0
<ul style="list-style-type: none"> • Meetings held weekly • Conducted by supervisors • Attendance and topics documented • Employees participate • Employer attends occasionally 	<ul style="list-style-type: none"> • Supervisors hold meetings at least monthly • Attendance and topics documented 	<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 M: _____

N. INSPECTIONS

9	6	3	0
<ul style="list-style-type: none"> • Weekly jobsite inspections are made by the site supervisor • Critical safety hazards are identified and corrected • A report is submitted on 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 jobsite 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 jobsite 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 N: _____

O. 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: <ul style="list-style-type: none"> - 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 recognition - first aid/CPR - emergency reporting - procedures - human relations - supervisory skills - accident investigation - jobsite 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 supervisors

Sub-Score for Section O: _____

P. 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 written report • 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 employees 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 P: _____

Q. 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 is 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 Q: _____

R. PERFORMANCE REVIEW

6	4	2	0
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Subjective review made of safety activities to judge if they are effective • Rating given to each area reviewed 	<ul style="list-style-type: none"> • No review made of safety performance

Sub-Score for Section R: _____

S. SUBSTANCE ABUSE POLICY

6	4	2	0
<ul style="list-style-type: none"> • Company policy includes 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 verbiage in company policy • Supervisors are trained in hazards of drugs and alcohol on the job 	<ul style="list-style-type: none"> • Company has a policy but makes no effort to enforce it 	<ul style="list-style-type: none"> • Company has no policy regarding drugs or alcohol abuse

Sub-Score for Section S: _____

T. RECORDKEEPING

6	4	2	0
<ul style="list-style-type: none"> • Records are kept on: <ul style="list-style-type: none"> - inspections - training - indoctrination's - accident investigations - first aid treatment - OSHA Log – Forms 300 and 300A - hazard communication program - employee absences 	<ul style="list-style-type: none"> • Records are kept on: <ul style="list-style-type: none"> - OSHA Log – Forms 300 and 300A - accident investigations - inspections - first aid treatment 	<ul style="list-style-type: none"> • OSHA Log – Forms 300 and 300A are maintained according to OSHA Requirements 	<ul style="list-style-type: none"> • No records are kept on safety related activities

Sub-Score for Section T: _____

You have now completed the 20 Components of Safety Self-Assessment. Transcribe your SUB-SCORES for Sections A through T onto your 2009 STEP Application form.



STEP
Safety Training
Evaluation Process

4250 North Fairfax Drive
Arlington, Virginia 22203
703.812.2000

2009
STEP
Application

Improve Your Company's Safety Program

Participate in ABC's Safety Training Evaluation Process (STEP) so you can:

- Enhance your safety and loss prevention program.
- Use objective methods to measure safety performance.
- Enhance business development efforts with clients.
- Reduce your company's incidence and DART rates.
- Lower your EMR and annual workers' comp rates.

