



STEP
Safety Training and
Evaluation Process

2009 STEP Instruction Book





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Dear ABC Members,

Welcome to the 2009 Safety Training and Evaluation Process—STEP! Participating in STEP provides you with the opportunity to measure your safety program's progress from year-to-year and determine how it compares to the programs of other ABC members. At its core, STEP remains a way for ABC members to build upon their long-term safety performance and training efforts. Whether you are beginning a safety program or are looking to make the jump to a world-class program, STEP provides you with a valuable road map to success.

This year, the ABC National Environment, Health & Safety (EH&S) Committee has renewed its efforts to refine and enhance the STEP program. Our desire is to help ABC members improve their safety and training efforts. One way we achieve the ultimate goal of zero jobsite incidences is by continually improving the STEP program. Each year we incorporate feedback we receive from ABC members and ABC chapters to make the evaluation tool more constructive and easier to use. In fact, because of your comments, we've taken the 2009 STEP application and given it a sleek, slimmed-down look, removing the detailed instructions and placing them online. This is the first step of the EH&S Committee's commitment to helping ABC members save time and money by creating an "electronic STEP"—that is, allowing members to fill out their STEP applications online in the future.

This year's STEP instruction book includes information on a number of ABC programs and projects. Most notable of these is the Accredited Quality Contractor (AQC) program and the OSHA Challenge program, for which ABC is a National Administrator. I encourage you to explore opportunities in both areas, as the AQC and OSHA Challenge programs symbolize the best in construction excellence and commitment to safety.

Thank you for participating in the STEP program. The EH&S committee welcomes your feedback to help us make STEP and all our safety programs even better. You may submit your comments via email at safety@abc.org or call us at (703) 812-2024. May you have continued success in developing and implementing your safety program!

Be Safe,

A handwritten signature in black ink, appearing to read "Kirkpatrick", with a long horizontal line extending to the right.

Kyle Kirkpatrick, ASP
Director of Safety
Polk Mechanical, LLC
Dallas, Texas
2009 ABC Environment, Health & Safety (EH&S) Committee Chair



Frequently Asked Questions about STEP

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 (2007 or 2008) 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 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**.

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 details or checks 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 one year of good performance is not a fluke and that STEP Platinum members have a long-term history of success and commitment to safety.

How to Complete the 2009 STEP Application

Applications covering more than one company office MUST INCLUDE data from ALL offices / jobsites (example: If applying for STEP award for entire company, data from all company offices / jobsites must be included in safety analysis / 20 Key Components).

SECTION 1: COMPANY INFORMATION

If you are applying for STEP Gold, Silver or Bronze level:

- No fee is required for STEP Gold, Silver or Bronze level.
- See additional instructions for completing ALL STEP applications below.
- Forward your completed STEP application to your local ABC chapter.

If you are applying for STEP Platinum level:

- STEP Platinum applications require a \$165 processing fee.
- See below for both specific instructions for STEP Platinum level submissions and additional instructions for completing ALL STEP applications.
- Forward your completed STEP application AND Insurers' Support Statement (located on the reverse side of the STEP application) to your local ABC chapter.

Specific Instructions for STEP Platinum level submissions:

STEP Platinum is the highest level of STEP achievement and offers several benefits to ABC members. STEP Platinum members are automatically considered for the ABC National Safety Excellence Award (NSEA), as well as the industry-wide Construction Users Roundtable / Construction Industry Safety Excellence (CURT/CISE) award. STEP Platinum level participants may also be eligible for alliances or partnerships with local OSHA offices. Contact your ABC Chapter office for details regarding possible OSHA partnering programs in your area.

STEP Platinum is open to applicants who meet **ALL** of the following qualifications:

1. Received STEP Gold or STEP Platinum level in 2008.
2. Have a 20 Key Components score at or above the Platinum qualifying level.
3. Have an Incidence Rate in year 2006, 2007 or 2008 that is equal to or less than the industry average for your NAICS code, as listed in Table 1 on page 4.
4. Incidence Rate =
$$\frac{\text{Total number of OSHA Recordables} \times 200,000}{\text{Total Hours Worked by All Employees}}$$

The U.S. Bureau of Labor Statistics (BLS) has created an online Incidence Rate Calculator that may be accessed at the website listed below:

http://data.bls.gov/IIRC/?data_tool=IIRC

5. Have site-specific safety and health programs in writing.
6. Incorporate employee involvement into the safety and health program (i.e. participation in self-audits, site inspections, job hazard analyses, safety and health program reviews, safety training, near-miss investigations, etc.).
7. Have effective employee training for avoidance of hazards specific to the contractor's worksite(s).
8. Provide construction site supervisors with training equivalent to the OSHA 10-hour construction safety course.
9. Have designated safety personnel who, through training and experience, are able to recognize work hazards and have the authority to take prompt corrective action. Training curriculum equivalent to the OSHA 30-hour Construction Safety course will be deemed to be satisfactory.

10. Have no fatalities or catastrophic incidents (in-patient hospitalization of three (3) or more employees) in the past three years, which resulted in OSHA citations.
11. Submit an insurer's statement attesting to the STEP score (see reverse side of STEP application).
12. Submit a copy of your 2008 OSHA 300A Form with STEP application.

Note: If you have applied for STEP Platinum and wish to purchase additional STEP Platinum plaques for branch offices, they are available for **\$40 each**.

Additional specific instructions for completing ALL STEP applications:

- **Company name:** Enter the official ABC member name of your business.
- **Address and City/State/Zip:** Enter the mailing address of the location for which this application is being submitted. If you are submitting an application that covers multiple locations, please enter the address to which you would like correspondence sent, and include other locations on a separate sheet of paper.
- **ABC Chapter:** List the ABC Chapter that you wish to have your award sent to for presentation.
- **Email:** Enter the email address either for the person completing this form, or another representative from your company. Future STEP correspondence will be sent to this email address.
- **NAICS codes and average Incidence Rates:** Refer to the table below to identify your company's NAICS Code:

NAICS Code	NAICS Title	Incidence Rate
236115	New Single Family Housing Construction (except Operative Builders)	5.0
236116	New Multifamily Family Housing Construction (except Operative Builders)	5.0
236117	New Housing Operative Builders	5.0
236118	Residential Remodelers	5.0
236210	Industrial Building Construction	5.4
236220	Commercial and Institutional Building Construction	5.4
237110	Water and Sewer Line and Related Structures Construction	6.3
237120	Oil and Gas Pipeline and Related Structures Construction	2.6
237130	Power and Communication Line and Related Structures Construction	5.8
237210	Land Subdivision	2.0
237310	Highway, Street, and Bridge Construction	6.0
237990	Other Heavy and Civil Engineering Construction	5.5
238110	Poured Concrete Foundation and Structure Contractors	6.9
238120	Structural Steel and Precast Concrete Contractors	8.5
238130	Framing Contractors	9.6
238140	Masonry Contractors	6.1
238150	Glass and Glazing Contractors	8.3
238160	Roofing Contractors	7.3
238170	Siding Contractors	7.2
238190	Other Foundation, Structure, and Building Exterior Contractors	6.3
238210	Electrical Contractors	5.8
238220	Plumbing, Heating, and Air Conditioning Contractors	7.2
238290	Other Building Equipment Contractors	5.0
238310	Drywall and Insulation Contractors	7.1
238320	Painting and Wall Covering Contractors	3.6
238330	Flooring Contractors	5.5
238340	Tile and Terrazzo Contractors	5.5
238350	Finish Carpentry Contractors	6.9
238390	Other Building Finishing Contractors	6.3
238910	Site Preparation Contractors	5.0
238990	All Other Specialty Trade Contractors	5.2

- **Work Type:** Indicate the percentage of Residential, Commercial and/or Industrial work performed by the Company.
- **Percentage of Work Performed (distance from home office):** Enter the percentage of work performed within 100 miles of the Company's home office, within 101-250 miles and/or beyond 250 miles.
- **Percentage of Work Self-Performed:** Enter the percentage of total annual work performed by the actual Company itself and percentage of total annual work that is contracted/sub-contracted out. Estimates are acceptable.

SECTION 2: SAFETY PERFORMANCE DATA

Specific Instructions for completing the STEP application for all levels of recognition:

- **Lines a through h:** Use your completed 2008 OSHA Form 300A ("Summary of Work-Related Injuries and Illnesses") to provide this data. Information in parentheses refers to lines on the OSHA Form 300A. Note that (b) and (c) ask for CASES, while (e) and (f) ask for DAYS. Also, complete lines (g) and (h) using information from your 2008 OSHA Form 300A ("Establishment Information").
- **Line i:** Contact your workers compensation insurance carrier to obtain your Experience Modification Rate (EMR, or "mod factor").
- **Number of Federal/State OSHA inspections in 2008:** Enter the total number of times OSHA inspected any of your worksites in 2008. In cases where a specific location or division of a company is submitting this application individually, include only the number of inspections encountered by the location or division.
- **Number of Federal/State OSHA citations issued in 2008:** Enter the total number of OSHA citations you received as a result of the aforementioned inspections. Count all citations issued originally, regardless of whether or not any/all were eventually deleted or dismissed. In cases where a specific location or division of a company is submitting this application individually, include only the number of citations issued to your specific location or division.
- **Number of Federal/State OSHA citations tossed out in 2008:** Enter the total number of OSHA citations that were completely tossed out (deleted or dismissed) as a result of subsequent negotiations or court proceedings. Do NOT count citations that have been simply reclassified or reduced in penalty. In cases where a specific location or division of a company is submitting this application individually, include only the number of citations tossed out for your specific location or division.
- **Length of Safety Orientation (in minutes):** Indicate the length of your company's safety orientation, or the number of minutes devoted to safety during your company's new employee orientation.
- **Frequency of Toolbox Talks:** Check the box that indicates the frequency with which your company conducts toolbox safety talks ("Daily", "Weekly", "Bi-Weekly", "Monthly", or "Other"). If you do not conduct Toolbox Talks, please check the box marked "Other".
- **Company Substance Abuse Program Including Drug/Alcohol Screening:** Indicate whether or not your company has a program designed to screen for substance and alcohol abuse.

SECTION 3: 20 COMPONENTS OF SAFETY SELF ASSESSMENT

After you have completed the “20 Key Components” section of the application, copy the individual sub-scores for (A) through (T) onto the respective blanks in this section. Total your scores and enter this number onto the “Total Score” blank.

SECTION 4: ADDITIONAL INFORMATION

- **Is this STEP application being submitted to more than one chapter:** Check “yes” if your company is submitting this STEP application to more than one ABC chapter (i.e. using the same STEP application for recognition at more than one ABC chapter). Check “no” if this STEP application is only being submitted to one ABC chapter.
- **Is data from this STEP application being used in another application:** Check “yes” if safety data (information from OSHA 300A form) or 20 Key Components scores are being used for another STEP application. Check “no” if data is only being submitted with this STEP application.

SECTION 5: COMPANY MANAGEMENT AND ABC CHAPTER CERTIFICATIONS

- **Company management certification:** The person who certifies that the information on this form is complete and accurate should print their name and title, and sign on the appropriate lines. Ideally, this should be the same person that approves your OSHA Form 300A. If that person also completed this form, another management-level employee should confirm the application.
- **ABC Chapter representative confirmation:** After you have completed your STEP application, forward the application to your local ABC chapter. Once received, your ABC chapter representative will review and endorse the form and forward it to the ABC National safety office. **Processing of applications received without the endorsement of the local ABC chapter will be delayed.**