

Protocol for Evaluation of Contractor Safety & Health Performance

This evaluation is a cooperative effort of the participating companies of the HBR in order to minimize redundancy, and ensure that accurate safety and training data is gathered Federal regulation and individual company policies mandate employers verify contractors meet certain minimum standards.

GENERAL INFORMATION (confirm data submitted)

Date _____

Company Name _____ Telephone () _____

Physical Address _____ Fax () _____

City _____ State _____ ZIP _____

Mailing Address _____

City _____ State _____ ZIP _____

Submitted By _____ Title _____ Phone _____

Type of Work _____ SIC _____

Auditor Name _____ Auditor Signature _____

STATISTICS (last 3 years) for Local/Regional Workforce (confirm data submitted)

	19 ____	20 ____	20 ____
Average number of employees			
Employee exposure hours			
Number of fatalities			
Number of lost work day cases			
Total Number of OSHA cases			
OSHA Incidence Rate			
Insurance Experience Modifier (EMR) Loss Ratio if Self Insured			

Rating Scale Definitions:

N/A Does Not Apply	No Currently not in place
Yes In place with the following qualifiers	1 In place but limited or little/no documentation
2 In place, including documentation	3 In place, proven performance, up to date documentation, periodic audits

Section 1. MANAGEMENT'S COMMITMENT		N/A	1	2	3	YES	NO
1	Does your organization have a Safety and Health Policy?						
	How is it communicated?						
	Does it contain key ideas such as: management commitment management participation/involvement personal accountability/employee involvement incident/injury prevention vs. reporting compliance expectations consequences for non-compliance						
	Is it signed by upper management of company?						
	Other:						
2	Does your organization have a Safety and Health Program?						
	Does it include key ideas such as: incentive programs goals/sub-goals						
	Are acceptable levels of participation in program spelled out?						
	Does it have establish requirements for different levels in the organization (supervision, management, employees)?						
	Other:						
3	Does your organization set annual safety and health goals?						
	Goals strive for continuous improvement						
	Goals specific and measurable						
	Measures tracked and communicated						
	Rewards for accomplishment of goals						
	Encourage/require employee participation						
	Goals for overall company and work group						
	Other:						

MANAGEMENT'S COMMITMENT (continued)		N/A	1	2	3	YES	NO
4.	Are management and supervisors actively involved in your Safety and Health program						
	Attendance/involvement at meetings, investigations, audits/inspections, etc.						
	Acknowledges safety accomplishments of the group						
	Other:						
a.	Does the organization conduct workforce safety meetings? At what frequency						
	Are topics applicable to the job function?						
	Are topics presented by knowledgeable persons?						
	Is there opportunity for employee involvement?						
	Are applicable incidents reviewed?						
	Other:						
b.	Does management and/or supervision periodically participate in safety meetings with employees						
	Are expectations set in participation?						
	Are they simply attending or is management involved?						
	Other:						
c.	Does supervision conduct unscheduled/informal safety meetings for field workers?						
	Are tailgate meetings applicable to daily activities?						
	Is crew involved?						
	Other:						
5	Do you make use of safety committees/teams?						
	Rotating vs. Stable membership?						
	Voluntary vs. Selected membership?						
	Does committee have authority to correct hazards?						
	Are responsibilities of committee clearly defined? List some:						
	To whom does the committee report?						
	How often does the committee meet?						
	Other:						

MANAGEMENT'S COMMITMENT (continued)		N/A	1	2	3	YES	NO
6	Does your management hold periodic meetings with the owners' management specifically to discuss safety, health, and job performance?						
	Regularly scheduled or only if problems arise?						
	Who is involved in meetings? Management from both organizations Safety from both organizations Purchasing Others (identify)						
	Are incidents reviewed at this meeting?						
	Other:						
7	Does your organization have a program in place for recognition of excellent safety performance by individuals?						
	Also team recognition						
	Recognition specific to an accomplishment or General						
	How is recognition accomplished? Dollar incentives (\$) or the equivalent Letter from management Announcement in group meeting Other:						
8	Does your organization have a program in place for progressive discipline for unacceptable safety performances?						
	Policy clearly communicated to all						
	How is discipline initiated after incident observation by supervision or others Other:						
	Who determines level of discipline? First line supervision Higher management Other:						
	Does it include termination? Conditions for considering this option:						
	Other:						

MANAGEMENT'S COMMITMENT (continued)		N/A	1	2	3	YES	NO
9	Does your organization have company-specific safety rules?						
	More craft specific or general safety?						
	How communicated to employees?						
	How communicated to owners?						
	How integrated with owner's own rules/policies?						
	Other:						
10	Does your safety representative have sufficient authority to correct hazards?						
	Communication with owner prior to correction						
	Communication to employees involved						
	Process for shutdown of unsafe jobs						
	Other:						
11	Do you use subcontractors?						
A	Is there a program in place for evaluating the safety performance of sub-contractors prior to hire?						
	List of approved subs? Or unacceptable subs?						
	Who is involved in the evaluation of subs prior to use? Safety Purchasing function Management						
	Are minimum acceptable criteria established?						
	Process for subs who don't meet minimum? Additional safety processes such as observer, full time safety person on job, safety plan, etc.						
	Other:						
b	Are pre-job safety conferences conducted with your sub-contractors?						
	Includes supervision on job (not just estimators)?						
	Process to ensure subs or supervision brought in after start of job get same safety review?						
	Other:						

Section 2 Safety Responsibility		N/A	1	2	3	YES	NO
10	Do job descriptions for your supervisors and management personnel include Safety and Health responsibilities?						
	At each level in organization (employee to mgmt)						
	Each level reinforces the next (chain of command)						
	Clearly includes setting the right example						
	Other:						
11	Are individuals with Safety and Health responsibilities clearly identified within your organization?						
	Organizational Chart clearly depicts this						
	Is it a primary or secondary responsibility?						
	What does their responsibility include: accident/incident investigation audits and inspections (what frequency) selection of PPE establishment of safe work practice standards others:						
	Other:						
12	Does it include individuals dedicated full time to safety? If so, are they professionally certified (CSP, etc.)? _____						
	If not certified, access to certified persons?						
	If not certified, what type of training do they have?						
	Other:						
13	Does it include individuals dedicated full time to health? If so, are they professionally certified (CIH, etc.)? _____						
	If not certified, access to certified persons?						
	If not certified, what type of training do they have?						
	Other:						

Section 3 Safety Programs & Work Practices		N/A	1	2	3	YES	NO
1	Does the organization have a written program for:						
a	Hazardous Communication (HAZCOM)						
	List of all chemicals used available						
	MSDS available for chemicals brought on owner site						
	Labeling requirements						
	Description of training program						
	Other:						
B	Lockout/TagOut?						
	Process for coordination with owner requirements						
	Is individual or group system utilized						
	Is a tag or a lock system employed						
	Unique identification of tag/lock						
	Program addresses allowable exceptions minor tool changes, adjustments, etc. isolation procedures verification of isolation training identification of isolating devices (tag/lock) release for unavailable workers periodic auditing of program						
	Other:						
c	Emergency Action Plan						
	Process for coordination with owner requirements						
	Includes: evacuation & headcount procedures personnel in charge participation in drills other:						
	Other:						
d	Personal Protective Equipment (e.g., hard hats, safety glasses, respirator, etc.)						
	Results of hazard assessment communicated Hazard assessment specific to job Performed by craft, vs. Area hazards Written certification Job evaluated, person evaluating date, PPE required for job						
e	Fall Protection						
	Emphasis on prevention before protection						
	Includes ladders/scaffolds/floor & wall openings						
	Guidelines available on when to use what equip.						
	Competent person available						
	Qualified person available						
	Inspection program in place (qualified inspectors)						
	Equipment properly identified as fall protection and meets all OSHA/ANSI regulations						
	Other:						

SAFE WORK PRACTICES (continued)		N/A	1	2	3	YES	NO
f	Confined Space Entry						
	Process for Coordination with owner requirements						
	Identifies entries requiring permits						
	Establishes minimum requirements for entry air quality testing isolation ventilation communication with attendant PPE and rescue equipment/procedures permit etc.						
	Process to prevent unauthorized entry						
	Other:						
g	Lead Abatement						
	Other:						
h	Hearing Conservation						
	Other:						
l	Electrical Safety						
	Other:						
j	Respiratory Protection						
	Other:						
k	Asbestos/Man made fibers						
l	Abrasive Blasting						
	Other:						
m	Excavation/Shoring						
	Other:						
n	Lifting/Mobil Equipment						
	Other:						
o	Heat Stress						
	Other:						
2	Does the contractor conduct audits to verify that all work permit systems are followed and its disciplinary action implemented in the event of noncompliance?						
3	Do you supply owners a listing of chemicals covered by the Hazard Communication Standard (29 CFR 1910:1200) onto the owner's work site?						
	Do you have a method/system in place that ensures notification of the owner regarding chemicals you bring into owner's work site?						
	Do you have a method/system in place that ensures owners are provided MSD Sheets for chemicals brought on to the owner's work site?						

Section 4 Health & Safety Training		N/A	1	2	3	YES	NO
1	Do your employees attend the General Safety & Health Orientation at the Contractors' Safety Council, or one with which a reciprocal agreement exists? Have they completed the annual refresher?						
	Verify equivalent reciprocity						
	Other:						
2	Do you also have indoctrination for new employees?						
	Given by whom?						
	Documentation includes name and date of training						
	Is verification of understanding available?						
	Frequency of this training?						
3	Is there a process in place for mentoring newly assigned workers, for example, a buddy system?						
	How experienced does "buddy" need to be?						
	Higher level of involvement of supervision more frequent observations, etc.						
	How does supervision get feedback on new employee performance?						
	Other:						
4	Has each employee involved in repairing owner's equipment identified as "covered" or "listed" (on the owner work site) been trained in the eprocess overview and the hazards of the process?						
5.	Is each contractor employee instructed in the known potential fire, explosion or toxic release hazards related to his./her job and the processes and applicable provision of the emergency plan?						
6	Do you have additional Safety & Health training for foreman, supervision and management?						
	Includes responsibilities specific to safety & health?						
	Given by whom?						
	Documentation includes name and date of training						
	Is verification of understanding available?						
	Frequency of this training?						
	Periodic special classes held with this group root cause investigation how to conduct audits/inspections pre job hazard analysis others:						

	Other:								
7	On which of these subjects do you provide training and ensure verification of understanding as required by their job task or by applicable government regulation:								
	All training documentation includes name & date								
	Training given by qualified instructors								
	Process to ensure all employees receive training								
	Is given prior to use or exposure to the activity								
	Refresher at appropriate frequencies								
	Retraining whenever lack of proficiency Demonstrated								
	Other:								
A	Use and Care of Respirators								
	Includes review of written program								
	All respirator users have: medical approval & fit testing prior to use training includes demonstration maintenance & storage inspection (prior to use & periodic)								
	If using compressors to supply Breathing Air: Compressor a breathing air type Air purifying sorbent beds and filters Compressor failure and overheating alarms High temp or CO alarm if oil lubricated frequently tested for CO								
	Frequent random inspections performed by whom?								
	Other:								
B	Use and Care of Hearing Protection								
	Includes review of written program								
	Training includes: Use and care Selection and Proper fit Consequences of exposure to high noise Annual refresher								
	Minimum Attenuation of protection provided?								
	Other:								
C	Confined Space Entry								
	Includes review of written program								
	Written Training certification available (name, date, initials or name of trainer)								

	<p>Levels of training vary by job</p> <p>Entrant safety attendant supervision rescue team</p>						
	<p>Entrant training includes:</p> <p>Hazards of entry method for communicating with attendant means for maintaining court of entrants means for evacuation of space</p>						
	<p>Attendant training includes:</p> <p>hazards of the space signs of exposure to last contained chemical duties of attendant monitoring of entrants remain outside space initiate rescue if necessary evacuate if necessary keep roster of entrants no other duties to interfere report unauthorized entrants</p>						
	<p>Supervision training includes:</p> <p> entrant training plus verifying rescue plan removal of unauthorized entrants</p>						
	<p>Rescue services training includes:</p> <p> use of rescue equipment annual practice drill first-aid and CPR</p>						
D	<p>Fall Protection including Scaffolding Competent Person and Users, ladders & stairways, walking & working surfaces, and aerial lifts.</p>						
	<p>Includes proper use of ladders and scaffolds, and protecting floor and wall openings</p>						
	<p>Different levels available</p> <p> Employee/user Supervision Competent person Qualified person Inspectors</p>						
	<p>Employee/user training includes:</p> <p> hazard recognition company policies/rules (exceptions, etc.) Use limitations, handling, storage, etc.</p>						

	<p>specific to equipment selected inspection communication of all falls accountability/consequences of noncompliance demonstration of competency</p>						
	<p>Supervision training includes: Employee training plus Techniques to eliminated fall hazard temp handrails, restraints, etc. equipment selection guidelines when to use what availability of others to help with selection productivity tips</p>						
	<p>Competent person includes: OSHA requirements of applicable Regulation allowable exceptions, etc. Equipment specific uses and limitations</p>						
	<p>Qualified person includes: how to design for safety factor of 2 horizontal lifelines design issues how to determining strength of anchor points</p>						
	<p>Inspector training includes: Equipment specific design criteria i.e. acceptable loss of diameter of line, number of clips at endpoints, etc. in house vs. Supplier training used</p>						
E	Industrial Truck (Fork lifts, aerial lifts, etc.)						
	<p>Training is specific to the type of vehicle used</p>						
	<p>Includes : safe operation, maintenance & inspection demonstration of competency</p>						
	<p>Certification readily available for owner review name and date of training, equipment on which trained, competent trainer, etc.</p>						
	<p>Annual refresher training</p>						
	<p>Other:</p>						
F	Heavy equipment operators, riggers and signal persons (Crane, excavators, etc.)						
G	Material safety data sheets and hazard communication program						
	<p>Includes review of written HazCom Program</p>						
	<p>Training includes:</p>						

	Availability/location MSDS Chemicals commonly used by employees Physical & health hazard of chemicals Protective measures Labeling requirements							
	Training done prior to introduction of new Chemicals							
	Other:							
H	Fire Watch							
I	Electrical safe work practices (Qualified & Unqualified persons)							
J	Abrasive blasting and hydro-blasting							
	Training includes: efforts of dust or high pressure water special equipment requirements air compressors water pumps metatarsal protection barricading							
	Other:							
K	Use of Fire Extinguishers							
	Training includes: types/classifications of fires when to use which type of extinguisher techniques (aim at base, sweep, etc.) inspection of equipment emphasis on prevention vs. Extinguishment other:							
	Is any hands-on training provided? Required if part of emergency response							
	Annual refresher							
	Additional requirements for fire watch personnel hazard recognition when to shutdown hot work other:							
	HAZWOPER							
	Requirements (length and contents) vary depending upon type facility and services being provided							
	Written training certification available from qualified instructor							
	Annual refresher given							
	Training includes:							

	responsibilities elements of safety & health plan PPE Safe Work Practices Medical Surveillance Requirements							
	Additional training available for supervision includes supervised field experience additional 8 hours safety & health program monitoring spill containment PPE							
	Other:							
M	Lockout/Tagout							
	Includes review of written program							
	Training includes: means and types of isolating devices types of energy sources hazards of work on non-isolated equipment consequences of noncompliance additional concerns for tags in place of locks other:							
	Refresher training provided annually							
	Other:							
N	Transportation of Hazardous Materials							
O	Line/Equipment Opening							
	Training includes: Proper identification of opening Decontamination Minimum PPE during opening Precautions from sparking spill containment other:							
P	Use and Care of other Personal Protective Equipment							
	Includes review of written program							
	Is PPE provided by contractor or employee? If employee provided, contractor ensures of adequate design and properly maintained							
	Training includes: when PPE required what PPE required don, doff, adjust, and wear PPE limitations of PPE							

	care, maintenance, disposal demonstration of competency							
	Training pertains to: hard hat safety spectacles (when side shields required) chemical goggles face shield gloves (based on specific type require) welding/cutting goggles foot protection							
	Other:							
Q	Excavating, shoring and trenching (competent person training)							
	User vs. Competent person training							
	User training includes: Access/egress requirements hazards of cave-in and means to avoid dirt away from edge, adjacent structures, etc. water accumulation hazards inspection requirements daily prior to entry sloping/shoring by competent person barricading							
	Competent person training includes: OSHA requirements for sloping/shoring Design of same (availability of vendors) how to inspect and maintain sloping/shoring accountability for entrants							
	Other:							
R	Emergency Response Plan							
	Includes review of written program							
	Training includes: what to report how to report evacuation procedures/escape routes employee responsibility							
	Training is conducted annually							
	Process to integrate with owner requirements							
	Other:							
S	Other training							

T	Housekeeping						
	Minimum Expectations set for employees						
	Includes: slip/trip hazards and how to prevent labeling and separation of trash barricading sanitation other:						
	Other:						

Section 5 Job Training & Qualifications		N/A	1	2	3	YES	NO
1	Are all contractors' employees trained in the appropriate job skills and work practices necessary to perform their job safely?						
2	Is there documentation in place that each employee has received and understands the required training?						
3	Do you have a process to assess the skills of your workers to assure they are qualified? If so, what assessment process are you using: National Skills(NCCER) ___ Own ___ Other _____						
4	Are employees enrolled in skill upgrade training based on results of craft skill assessment?						
5	Are employees job skills certified where required by regulatory or industry standards?						
A	Welding/Cutting						
B	Person performing Non-Destructive Testing						
	Written certifications available						
	Obtained from competent trainers/organizations						
	Includes name and date trained						
	Periodic recertification with Applicable organizations (ASME Boiler & Pressure Vessel Code, etc.)						
	Other						
6	Is there a program in place for certifying or qualifying crane operators and riggers?						
7	Is training for personnel involved in operating a process equivalent to that provided to owner direct hire employees?						
	Documentation includes name and date of training						
	Process to ensure compatibility with owner training						
	Process to ensure training occurs prior to Unsupervised work						
	Other						

A	Is documentation available to verify understanding of personnel training?							
	Method used for verification? Test (written and/or oral) Demonstrated performance (simulation) Other:							
	Who is involved in verification? Contract supervision Owner Others:							
	Other:							
B	Is refresher training provided at least every 3 years?							
	Employees consulted with on frequency of Refresher							
	More frequent than 3 years if required							
	Other:							
C	Is facility owner expected to assist with training?							
	Verify equivalent reciprocity							
	Other:							
	Do you also have an indoctrination for new employees?							
	Given by whom?							
	Documentation includes name and date of training							
	Is verification of understanding available?							
	Frequency of this training?							
	Other:							

Section 6 Incident Reporting & Investigation		N/A	1	2	3	YES	NO
1	Does your organization have a process in place for immediate reporting and investigation of accidents and near misses?						
	Common format for investigation reports						
	Statistical analysis performed on incident data						
	Both management & safety informed of incidents						
	Other:						
2	Does it include immediate notification of the owner of all incidents including first aid cases?						
	Both safety and line management at owner site						
	Owner involved in investigation process						
	Other:						
3	Does this process include root cause analysis?						
	Includes OSHA's First aids Near misses Other:						
	Examples available of changes made to safety program as a result of incident investigations						
	Other:						
4	Do supervisors or managers ensure that, as a result of the investigation, corrective action is taken, tracked and completed?						
	Process in place to ensure closure of action items						
	Progressive discipline for accountable employees (including foremen or supervision)						
	Other						
5	Communication process to all employees on results of investigation and corrective actions taken.						
	Process in place to communicate findings						

Section 7 INSPECTION/HAZARD IDENTIFICATIONS		N/A	1	2	3	YES	NO
1	Are pre-task safety assessments conducted (JSA's etc.) by crew performing the task?						
	In addition to owner safe work permit process						
	Specific to job task						
	Actions taken to mitigate hazards found						
	Other:						
2	Do supervisors and managers periodically perform Safety & Health inspections of the work site? At what frequency?						
	Process in place for follow up on findings						
	Are numerical goals set						
3	Do inspections include at least the following topics?						
a	Housekeeping						
b	Proper use of Personal Protective Equipment						
c	Compliance with company and client & procedures and government regulations						
d	Condition of and correct use of tools and equipment						
4	Have you had an OSHA inspection in the last three years?						
	What type of inspection was performed?						
	Other:						
5	Have you had any final findings of violations from OSHA within the last three years? If so, attach details.						
	Involvement of contractor vs. Owner						
	Other:						

INSPECTION/HAZARD IDENTIFICATIONS (continued)		N/A	1	2	3	YES	NO
6	Are safety inspections records kept on file and are they available for review by the owner?						
	Includes closure of unacceptable findings						
	Other:						
7	Do you have any employee safety suggestion program? Are employee suggestions encouraged and acted upon?						
8	Do you have a program in place for employee recognition and reporting of work place hazards that encourages employee to intervene when unsafe conditions or actions are observed?						
9	Have the Safety & Health hazards associated with the type of work and services you provide been identified?						
	Safe Operating or similar procedure for hazardous Task						
	Other:						
A	Has a risk assessment been performed on these hazards?						
B	Has the facility owner been informed of these hazards?						
10	Does the program include a follow- up system to ensure that all reported incidents and conditions are corrected in a timely manner?						
	Can show closure of corrective actions						
	Other:						

Section 8 MEDICAL/MONITORING PRACTICES		N/A	1	2	3	YES	NO
1	Do you have a process in place to provide emergency medical/first aid?						
	Written procedures						
	Communicated to all employees						
	Process to integrate with owner requirements						
	Communication of injuries to owner						
	Persons identified to handle OSHA recordkeeping						
	Includes reporting of all incidents, even minor						
	Consequences for noncompliance addressed						
	Other:						
2	Is first aid provided on site?						
3	Are First Aid Providers trained in CPR and Bloodborne Pathogens?						
	PPE available to prevent contact with BBP						
	BBP Training includes: hazard recognition use of PPE action if blood is contacted other:						
	Annual refresher required for BBP						
	Other:						

MEDICAL/MONITORING PRACTICES (continued)		N/A	1	2	3	YES	NO
4	Are adequate first aid supplies available on site?						
	Means in place for replenishing supplies						
	Supplies approved by medical provider						
	Biohazard disposal facilities/procedures in place						
	Other:						
5	Is there an ongoing medical surveillance program? Which of the following are included?						
	How long is medical information maintained?						
	Employees informed of access to information						
	Other:						
	Which of the following are included?						
A	Hearing Conservation (CFR 1910.95/1926.52)						
	Within 6 months of initial exposure or prior to hire						
	Annual audiogram						
	Any history of standard threshold shifts?						
	Records include name & job classification, date and name of medical examiner						
	Other:						
B	Respiratory Program (CFR 1910.134/1926.103)						
	All respirator users have medical approval fit testing documentation						
	Periodic fit testing changes which could affect fit						
	Other:						
C	Asbestos (CFR 1910.1001/1926.58)						
	Includes respirator fit test & medical approval						
	Fit testing redone every 6 months						
	Pre-placement, annual, and termination (within 30 days) medical exams given						
	Medical exam includes: medical & work history respiratory, cardiovascular & pulmonary questionnaire other:						

MEDICAL/MONITORING PRACTICES (continued)		N/A	1	2	3	YES	NO
	Asbestos (CFR 1910.1001/1926.58) (continued)						
	Documentation includes: written physician's opinion name & social security # employee complaints related to asbestos Other:						
	Documentation kept for duration of employment + 30 years						
	Employees informed of increased risk to lung cancer						
	Other:						
D	Benzene (CFR 1910.1028/1926.1128)						
	Includes respirator fit test & medical approval						
	Fit testing redone annually						
	Medical exams given Pre-placement, annually, if signs/symptoms exhibited, and if exposure occurs (urinary phenols)						
	Medical exam includes: medical & work history pulmonary & blood count questionnaire other:						
	Documentation includes: written physician's opinion name & social security # employee complaints related to benzene history of exposure other:						
	Documentation kept for duration of employment + 30 years						
	Other:						
E	Lead (1910.1025/1926.62)						
	Includes respirator fit test & medical approval						
	Protective clothing provided, laundering and disposal facilities, change rooms, etc.						
	Medical exams given Pre-placement, if signs or symptoms exhibited, and at appropriate frequency based on exposure level (6 months if exposed for 30 days per year above action level, etc.)						

MEDICAL/MONITORING PRACTICES (continued)		N/A	1	2	3	YES	NO
	Lead (1910.1025/1926.62) (continued)						
	Medical exam includes: medical & work history blood analysis, blood pressure, neurologic, hematologic, gastrointestinal, urinalysis, cardiovascular, & pulmonary history of exposure other:						
	Employees informed of availability of second physician's opinion (if first physician selected by employer)						
	Documentation includes: written physician's opinion name & social security # employee complaints related to lead history of exposure Other:						
	Documentation kept for duration of employment +30 years						
	Other:						
	F Other (specify):						
	6 Do you perform exposure monitoring?						
	Records available for employee review						
	Actual data provided to employees monitored						
	Records kept for employment + 30 years						
	Which of the following elements are included required:						
	A Noise						
	Employees greater than 85 dBA TWA identified						
	Access to owner monitoring for contract Employees						
	Frequency of repeat monitoring established						
	Process for job rotation for extremely high noise						
	B Asbestos						
	Done at 6 month intervals if above action level						
	Employees sent results within 15 working days						
	Results include corrective actions if samples exceed action levels						

MEDICAL/MONITORING PRACTICES (continued)		N/A	1	2	3	YES	NO
Asbestos (continued)							
Documentation includes: Date Work activity monitored Sampling & analytic methods Number, duration, results of samples Types of PPE used Name & social security Other:							
Other:							
C	Benzene						
Done annually if above action level but below PEL							
Repeat every 6 months if above TWA							
Performed for all emergency/breakdown exposure							
Employees sent results within 15 working days							
Results include corrective actions if above PEL							
Documentation includes: Date Work activity monitored Sampling and analytical methods used Number, duration, results of samples Types of respiratory protection used Name & Social Security Other:							
Other:							
D	Lead						
6 months if above action level but below PEL							
Repeat quarterly if above PEL							
Employees sent results within 5 working days after receiving results							
Results include corrective action if above PEL							
Documentation includes: Date & Work activity monitored Sampling and Analytical methods used Number, duration, results of samples Types of respiratory protection used Name & Social Security Other:							
If mechanical ventilation used to control exposure, measures of system effectiveness done at least every 3 months (duct velocity, static pressure, etc.)							
Other:							
E	Other (specify):						

Section 9 – Substance Abuse Program		N/A	1	2	3	YES	NO
1	Do you have substance abuse program? Does it include:						
	Policy communicated to all employees						
	Records maintained to track pass/fails						
	Other:						
A	Pre-employment Screening – What percent is tested?						
	If not 100%, explain why not						
	Other:						
B	Department of Transportation (DOT)						
C	Does DOT 49CFR Parts 199 and 40 pipeline Industry requirements apply?						
	1. Alcohol Misuse Prevent Plan a. Introduction <ul style="list-style-type: none"> • Misuse prevention policy • Company responsibility b. Testing provisions c. Testing requirements <ul style="list-style-type: none"> • Post accident • Reasonable suspicion • Return to duty • Follow up • Re-testing d. Prohibited Conduct <ul style="list-style-type: none"> • Pre-duty • On-duty e. Refuse Testing f. Disciplinary Actions g. Testing Requirements h. EAP Program i. Recordkeeping j. Contractor Monitoring Procedures						

Section 9 Substance Abuse Program		N/A	1	2	3	YES	NO
	Does DOT 49CFR Parts 199 and 40 pipeline Industry requirements apply? (continued)						
	2. Anti-Drug Program a. Introduction <ul style="list-style-type: none"> • Prohibited Drug Policy • Company responsibilities b. Drug Testing <ul style="list-style-type: none"> • Applicability • Individuals subject to testing • Substance list c. Drug Test Required <ul style="list-style-type: none"> • Pre- employment • Post-accident • Random • Reasonable cause • Return to duty • Follow-up d. Use of employees who fail or refuse a drug test e. Collection requirements f. Review of drug test results g. EAP h. Record Keeping i. Contractor Monitoring Procedures						
D	For Cause Testing						
	Who determines cause?						
	Other:						
E	Post Accident/Near Miss Testing						
	Includes what level of accident/incident OSHA recordable first aid near misses other:						
	Other:						
F	Random Screening – What percent?						