



TO: ASA Colorado Members and Partners
Construction Safety Personnel

FROM: ASAC Health and Safety Committee

RE: **2021 ASAC Safety Award Application**
ASAC 2021 Annual Excellence in Safety Awards
[Rocky Mountain Safety Conference](#)
Tuesday, October 12, 2021 | 8:00 a.m.—4:00 p.m.
Denver PPA Event Center
2105 Decatur Street | Denver, CO 80211

DATE: September 2, 2021

The American Subcontractors Association of Colorado (ASAC) Annual Excellence In Safety Awards will be presented at the Rocky Mountain Safety Conference, Tuesday, October 12, 2021, Denver PPA Event Center, 2105 Decatur Street, Denver, CO 80211.

The enclosed application is the basis for evaluation and determination of the 2021 ASAC Excellence In Safety Award Winners. The application is due to the ASAC office by **5:00 p.m. on Friday, October 1, 2021.**

The 2021 ASAC Safety Application is an opportunity for each company submitting a 2021 ASAC Safety Application to nominate an Outstanding Field Professional from their company. Each company may submit two nominees for consideration of this award.

The application includes a self audit of your safety program and is valuable to review with your internal safety committee. It is estimated that it will take two (2) hours to complete the application. Your safety program and performance is at the core of the safety award presentations and recipients have the opportunity to promote their safety program with bid packages and in marketing and promoting your company.

Awards

- man hour categories
- two (2) Outstanding Field Professionals of the Year
- 2021 Best Overall Safety Program.

SUBMIT 2021 ASAC Safety Award Applications via USPS or email by **5:00 p.m. on Friday, October 1, 2021** per the enclosed instructions.

ASAC Annual Excellence in Safety Awards
[Rocky Mountain Safety Conference](#)
Tuesday, October 12, 2021

Excellence in Safety Awards

American Subcontractors Association of Colorado (ASAC) Safety Awards Program

Purpose of the ASAC Safety Awards Program

The American Subcontractors Association (ASAC) Safety Awards Program will recognize commendable safety performance of individual constructor firms and individuals over a sustained time period. The awards are intended to convey ASAC's strong support of constructor safety performance. The 2021 Safety Award Application is a compilation of the best safety practices and safety performance measure the construction industry has to offer. By compiling components from many sources, ASAC Safety Awards Program Committee believes that the enclosed application will ensure that organizations who exemplify safety training and performance will be awarded and recognized as such.

This award emphasizes the ASAC commitment to promoting safe construction as a key component of cost effective project delivery. While ASAC recognizes that constructors have the primary responsibility for execution of on-site safety, it understands that Constructor Firms are most effective when they work in conjunction with the owner and architects/engineers to ensure an overall safe workplace.

Deadline for Application - Received by the ASAC office USPS or electronically by **5:00 p.m. on Friday, October 1, 2021.** (SEE ADDRESS AND EMAIL BELOW)

Award Categories – Award categories are based on man hours from under 25,000 to over 1 million man hours. Outstanding Field Professionals (2), ***Best Overall Safety Program.***

Eligibility

To be eligible for review and consideration of an ASAC Safety Award, applications must be received by the ASAC office in accordance with the **October 1, 2021** deadline. All applications must be signed by the President/CEO/Designee of the constructor firm applicant.

Application Submittal Cover Sheet

Complete the ASAC Application Submittal Cover Sheet obtaining the information from Part 1-3 of the ASAC Safety Award Application. The ASAC Application Submittal Cover Sheet serves as a checklist for the applicant to ensure a complete application.

Part 1

Complete the statistical data on Part 1 of the application form to provide the **quantitative** measure of your safety performance. The data is requested for the year 2019 and 2020, and can be taken directly from the OSHA Form 300 Logs that each construction company keeps as required by the US Department of Labor. See Appendix 1 – OSHA Recordability Requirements for more information.

Part 2

Provide the descriptions requested on the Application Form – Part 2 in the space provided. This information provides the **qualitative** measure of your safety performance. Additional information should not be attached. Failure to adhere to this requirement may cause the application to be disqualified for evaluation.

Part 3

Provide a self evaluation of your safety program and performance. This information gives the applicant and the ASAC Review Panel a focused score card that considers **quantitative and qualitative measure** of your safety performance.

2021 ASAC Excellence in Safety Awards
Application deadline ***Friday, October 1, 2021***

Selection Process and Awards Presentation

The ASAC Safety Awards Review Panel will review and evaluate all completed applications and make awards based on a consensus decision of its members. The specific factors enumerated in the ASAC Safety Awards Review Panel will be used to recognize applicants having the greatest positive impact on industry safety.

The participants and the recipients of the ASAC Safety Awards will be announced at the [Rocky Mountain Safety Conference](#), October 12, 2021 at Denver PPA Event Center, 2105 Decatur Street, Denver, CO 80211.

Questions may be answered by calling the ASAC at 303.748.6214.

Form confirmed by:

_____ signature _____ date _____
print name of CEO/president/designee

Part E – Confirmation of Receipt – completed by ASAC Staff/ASAC Safety Committee Member

Application Received by:

_____ signature _____ date _____
ASAC print name

Telephone/Fax/Email

Confirmation of Receipt

_____ Method of confirmation _____ date _____
ASAC personnel making confirmation

American Subcontractors Association of Colorado Safety Award Application Form – PART 1

Company Name _____

Address _____ City/State/Zip _____

Contact _____ Title _____

Phone/Fax/ Email: _____

NAICS Code : _____ Man-hours 2019 _____ 2020 _____
 (include wrap-ups) (include wrap-ups)

	2019	2020
Constructor Total Personnel (Annual Avg)	_____	_____
Number of: (from OSHA 300 log)		
Fatalities ⁴	_____	_____
Lost Workday Cases ⁵	_____	_____
Total Recordable Cases ⁶	_____	_____
Willful Violations ^{4,7}	_____	_____
OSHA Incidence Rates (see below)	_____	_____

OSHA RECORDABILITY REQUIREMENTS

The basic data requested in the application is required by the injury/illness recordings and reporting system mandated by the Occupational Safety and Health Act, Section 8(c)(2) and 24(a), and documented in OSHA Form No. 300 the U.S. Bureau of Labor Statistic’s Log and Summary of Occupation Injuries and Illness, for all companies operating in the United States. These regulations require all employers to maintain records of all work-related fatalities, injuries/illnesses that involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job, with the exception of routine first aid.

Definitions of all terms and conditions, including the determination of Recordability and the derivation of incidence rates, shall be in accordance with OSHA and the American National Standards of Uniform Record Keeping for Occupational Injuries and Illnesses.”

So that health and safety statistical data may be compared among different industries and establishments of varying sizes, OSHA stipulates that **incidence rates** express various measures of injuries/illnesses in terms of constant, i.e., exposure hours in the work environment. OSHA has defined this constant as 200,000 employee-hours, or the equivalent of 100 full-time employees working for 1 year. This creates a common statistical base across all industries regardless of size that permits equitable comparison of the performance of particular industries over time, or individual firms within the same industry.

Formula for the calculation of total recordables and lost workdays incidence rates for reporting purposes follows:

$$\text{Incidence Rate} = \frac{\text{Number of cases} \times 200,000 \text{ hours of exposure}}{\text{Number of hours of exposure}}$$

Where: 200,000 is the OSHA given constant (equivalent to approximately 100 employee-years)
 Exposure hours are the reported hours worked by the constructor’s forces at the construction sites.

¹ Standard Industrial Classification Code. See Appendix 2 and Awards Categories

⁴ If there are any mitigating circumstances, please feel free to present details surrounding the case if you so desire

⁵ OSHA Classification “Lost Workday Case-Away from Work” (Columns 3 and 10)

⁶ OSHA Total Recordable Injuries/illness (Columns 6 and 13)

⁷ OSHA defines a willful violation as a violation that the employer intentionally and knowingly commits. The employer is aware that a hazardous condition exists, knows that the condition violates a standard or other obligation of the Act, and makes no reasonable effort to eliminate it.

⁸ OSHA Incident Rates – Cases per 200,000 hours worked.

American Subcontractors Association of Colorado Safety Award Application Form– PART 2

Company Name _____

1. Describe your company in 100 words or less (type of projects/work, typical clients, size, geographical area of operation) or attach a company brochure.
2. Describe your organization’s safety management commitment, involvement and accountability, give specific examples:

3. What are the assigned duties for principle Safety Officer and Senior Management?

4. What is the written safety and health programs/substance abuse policy?

5. What type of safety training and orientation do you provide your employees, what topics are covered, by whom and how often?

6. What are your disciplinary actions for unsafe work practices, how is it carried out and are they documented?

7. List your pre-task or site specific safety planning procedures.

8. How do you document for hazardous areas/work and confined spaces?

9. How do you execute and document safety audits, inspections & accident investigations, how often are these done and who does them? Are they distributed throughout the company?

10. How do you monitor subcontractor safety programs and procedures?

11. What is your emergency response and crisis management program and how communicated to employees?

12. What other safety awards has your company been recognized for in the last three years?

13. What innovative practices, methods or awards do you use in your company safety program?

14. Discuss Jobsite Audits and how they are carried out.

15. Discuss Your weekly toolbox/tailgate meetings, and how they are documented.

16. What are your safety goals for this year?

17. Name 3 clients who can verify your safety performance over the past year.

Contact/Company	City/State/Zip	Years in which work was performed and approximate size of work, man hours/\$ value
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____

APPENDIX 1

***American Subcontractors Association of Colorado
Safety Awards Application ~ Focused Safety Scorecard – PART 3***

The ASAC Focused Safety Scorecard measures company safety programs in twenty (20) focused areas. Each focus area 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 then written in the box labeled “SUB-SCORE.” Transfer the SUB-SCORE to the Submittal Cover Sheet Part 3 ASAC Focused Safety Scorecard.

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 *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 & supported by all employees 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)¹

6	4	2	0
*EMR each of the past 3 years & 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	*EMR/LR each of the past 3 years and current year is between 1.0 & 0.85 (EMR) or (LR) is 50% or less *The cost of accidents are reported to the employer	*EMR/LR has decreased 2 of the past 3 years	*EMR/LR is unknown *EMR has increased each of the past 3 years

_____ SUB-SCORE FOR SECTION D

E. RESOURCES FOR SAFETY

6	4	2	0
*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	*An annual safety allocation is established but not necessarily *The item is adjusted based on previous years' expenses	*Money is taken from general funds as needed for safety	*Adequate resources are not made available for safety

_____ SUB-SCORE FOR SECTION E

F. SAFETY PROGRAM GOAL SETTING

9	6	3	0
*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 & short term goals are posted for employees to review	*Safety program goals and objectives are set annually *Employees are aware of the goals and objectives *Feedback is required from those assigned tasks	*Informal safety program goals are established *Results are discussed at least annually with employees	*No safety program goals or objectives are set

_____ SUB-SCORE FOR SECTION F

G. EMPLOYER SUPERVISORY MEETINGS

9	6	3	0
*Employer conducts weekly supervisor meetings where safety is on the agenda *Employer gives an overview of safety activity *Serious accidents are reviewed *Supervisors are rated on safety compliance at their projects	*At least monthly supervisor meetings where safety is on the agenda *Supervisors give a status report on job site safety activities *Serious accidents are reviewed	*Occasional supervisor meetings where safety is on the agenda *Information is given to supervisors on safety *Serious accidents are sometimes reviewed	*Employer holds no supervisor meetings where safety is an agenda item

_____ SUB-SCORE FOR SECTION G

¹LOSS RATIO = $\frac{\text{total incurred loss dollars}}{\text{total audited premium}}$

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 *Safety manager attends these meetings or reviews the project 	<ul style="list-style-type: none"> *Pre-job safety planning is required prior to starting site work *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 activities (as in previous column) ranging from training to accident investigations 	<ul style="list-style-type: none"> *Supervisors trained to facilitate employee participation *Employees encouraged to participate in tool box talks, hazard recognition/reporting, site inspections, safety rule development/revision, new hire & formal safety training and 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 *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 *Rules are posted at the project site for employees 	<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 	<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. 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 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 L

M. 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: hazard recognition, first aid/CPR, hazard/standard specific OSHA topics, heavy equipment safety and 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 M

N. TOOLBOX SAFETY MEETINGS

6	4	2	0
<ul style="list-style-type: none"> *Meetings held weekly *Conducted by supervisors *Attendance and topic documentation kept *Employees participate *Employer attends Occasionally *Employee concerns/suggestions are documented on the sign in sheet 	<ul style="list-style-type: none"> *Supervisors hold meetings at least monthly *Attendance and topic documentation kept 	<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 N

O. INSPECTIONS

9	6	3	0
<ul style="list-style-type: none"> *Weekly job site inspections are made by the site supervisor *Critical safety hazards are identified and corrected *A report is submitted on the the results of the inspection *Hazards are classified according to seriousness *Dates are set to assess corrective action effectiveness *Unannounced safety inspections are conducted *Corrective actions are documented as completed 	<ul style="list-style-type: none"> *Monthly job site 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 job site 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 O

P. SUBSTANCE ABUSE POLICY

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

_____ SUB-SCORE FOR SECTION P

Q. 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 *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 Job Site 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 supervision

_____ SUB-SCORE FOR SECTION Q

R. 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 report written *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 employers 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 R

S. PERFORMANCE REVIEW

6	4	2	0
<ul style="list-style-type: none"> *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 S

T. RECORDKEEPING

6	4	2	0
<ul style="list-style-type: none"> *Records are kept on: Inspections Training Accident investigations Near miss occurrences First Aid Treatment OSHA Log Forms 300 & 300A Hazard Communication Program Employee absences 	<ul style="list-style-type: none"> *Records are kept on: OSHA Log Forms 300 & 300A Accident Investigations Inspections First Aid Treatment 	<ul style="list-style-type: none"> *OSHA Log – Form 300 & 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

American Subcontractors Association of Colorado
Safety Award Application Form – PART 3
ASAC Focused Safety Scorecard

Enter the Sub-Score for each of the focus areas, *Appendix 2 – ASAC Safety Application*. Total the sub-scores and enter the total on Part C of the ASAC Safety Awards Application Submittal Cover Sheet.

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

_____ **TOTAL SCORE FOR SECTIONS A-T**