



PROGRAM AUDIT

This portion to be completed jointly with AGC Safety & Loss Control Consultant. Please indicate by placing an "X" in the appropriate box as to whether firm includes the following items in their accident prevention program. There may be items in the Audit that do not apply to firm. If so, the N/A response would be appropriate. **Please provide an explanation in the Notes section at the end of the Checklist for any NO or N/A responses.**

Company Name:	Date:
Company Contact:	AGC Safety & Loss Control Consultant:

SECTION 1: Principal Commitment			
YES	NO	N/A	
			Written Safety and Health Policy signed by company principal with an emphasis on company commitment to safety and health
			Designated safety administrator/coordinator trained in safety and health hazard recognition and management/risk control
			Consider safety and health issues as an overriding factor during construction
			Have an annual safety and health budget, and budget(s) for each job. Funds available to support the safety program on company-wide and project-specific basis
			Company policy gives field employees authority to "shut down" a job or operation because of a hazard that presents an imminent danger to employees
			Have safety and health policy or requirements written into contracts to require subcontractors to meet your safety requirements
			Utilize a pre-qualification safety and health-screening method to select subcontractors, suppliers or vendors
			Provide evidence/documentation of employee involvement at all levels of the safety and health program? (self-evaluations, site inspections, safety committees, program review, training, mishap investigations)

SECTION 2: Accident Prevention Plan and Procedures			
YES	NO	N/A	
			Provide safety and health rules that are equal to OSHA standards
			Provide safety and health rules that exceed OSHA standards
			Require Job Hazard Analyses (JHA) job-specific tasks
Written Hazard Communication Plan and Procedures			
YES	NO	N/A	
			Company wide hazard assessment coordinator
			A job specific hazard assessment coordinator
			Standard procedure to inform and to receive information from other contractors on the same job site



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New-Hire Orientation That Includes:

YES	NO	N/A	
			How to report injuries and unsafe conditions and work practices
			An overview of the company's safety and health requirements
			Location of first aid kits/facilities
			Use and care of personal protective equipment (PPE)
			Actions to take in the event of emergencies
			Overviews of the company's discipline procedures and enforcement policy
			Company's roles and responsibilities in the safety program

Employee Training and Documentation That Includes:

YES	NO	N/A	
			Have personnel on each job trained in first aid and CPR
			Supervisors with OSHA extensive (i.e. 10/30-hr) hazard recognition/competent person training certification
			Fall protection systems
			Forklift operator training certification and evaluation
			Competent person safety training applicable for your business (i.e., scaffolds, trenching and excavations, etc.)
			Fire prevention
			Hazard communication
			Defensive driving
			Use of personal protective equipment (PPE) and respirators
			Confined space hazards
			Asbestos hazard awareness
			Lead hazard awareness
			Silica dust hazard awareness
			Manual lifting hazard awareness
			Electrical hazards, including lockout/tagout procedures
			Site-specific risks and hazard awareness
			Traffic zone hazard awareness and flagging

A Written Policy or Procedures that includes:

YES	NO	N/A	
			Lockout/tagout of hazardous energy sources
			Permit-required confined space entry procedures
			Blood borne pathogens exposure control plan
			Fall protection plan
			Fire prevention and emergency action plan
			Asbestos and lead procedures



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			Trenching and excavation procedures
			Traffic control plan
			Vehicle driver selection and fleet safety policy
			Assured equipment grounding or GFCI program
			Disciplinary procedures and enforcement of subcontractor safety
			Workplace violence and harassment policy
			Explosives and detonation safety plan
			Pre-lift cranes or hoisting equipment plan
			Behavior-based observations and reporting

SECTION 3: Designated Safety Coordinator/Manager/Committee

YES	NO	N/A	
			Safety responsibilities clearly defined in writing
			Must report to executive management
			Attends management and project safety meetings
			Has degree or professional certificates in safety and health
			Conducts and records safety inspections
			Conducts and records accident investigations
			Make decisions on safety procedures and policies

SECTION 4: Emergency Procedures and First Aid/CPR

YES	NO	N/A	
			First aid and CPR certifications (current and up-to-date)
			Written emergency procedure plan for evacuation
			Crisis management plan
			Have the appropriate/adequate first aid supplies and equipment on a job-site
			Have an emergency rescue plan in place for a fall and caught-in-between victim (i.e., falls, excavations, confined space, etc.).

SECTION 5: Inspections and Accident Investigations and Reports

YES	NO	N/A	
			Maintain safety and health recordkeeping requirements
			Provide safety inspection and accident investigation procedures
			Injury accidents are investigated promptly after an occurrence and a report is presented
			Accident reports are reviewed regularly to determine needed safety corrections
			Require safety and health inspections of each job site at least weekly by the supervisor
			Safety and health issues are discussed and addressed at each job progress meeting with the other contractors
			Require safety and health inspections of each job site by the company safety director or project manager at least monthly



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			An investigation procedure for near misses
			Daily site inspections conducted by competent person
			Site inspections documented

SECTION 6: Consistent Use of Safety Posters and Posted Information

YES	NO	N/A	
			All required federal and state forms and notices posted on each job site
			Post injury and illness records such as 300A Form (when required).
			Communicate all environmental monitoring and test data with employees (i.e., post the results of air tests)
			Use warning signs on job-sites to alert workers to hazards
			Safe work practices and rules posted
			Crane or material handling hand signals posted

SECTION 7: Substance Abuse Policy Procedures

YES	NO	N/A	
			Written drug and alcohol prohibition policy
			Drug testing protocol
			Alcohol testing protocol
			Employee assistance program (EAP) or counseling referral program
			Inclusion of subcontractors in testing policy

SECTION 8: Site-Specific Safety Plans

YES	NO	N/A	
			Documented pre-planning process/lists
			Weekly safety meetings (tool box safety discussions)
			System in place to notify subcontractors of health related hazards such as asbestos, lead, etc.
			Written site-specific plans (i.e., fall protection, confined space, asbestos control, etc)

SECTION 9: Participation in at least one construction safety activity by one or more employees. This would include all safety and occupational health-related seminars, workshops and conferences.

YES	NO	N/A	
			Construction-related association training class
			Active participation in a construction-related association safety committee (specify organization):
			National safety organization conference



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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Academia-sponsored safety seminar/conference (i.e., college, university, or junior college)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Local or regional safety seminars

SECTION 10: Return-To-Work Program and Medical Management.			
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written return-to-work (RTW) program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written modified duty tasks or descriptions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Coordination with physicians/modified duty descriptions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of supervisory training in RTW criteria
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written claims management policy and procedure

SECTION 11: Bilingual Employees.			
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide safety training in language in other than English language
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide written material and signs in language other than English language

