



PROGRAM AUDIT

This form is to be completed jointly with AGC Safety Management Consultant for PRIDE recipients. 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.**

IMPORTANT: Minimum criteria to pass the Program Audit is outlined in bold in each section and tied to a question from the Qualification Checklist from the PRIDE application.

The questions tied to the qualification checklist are expressed by the following shorthand: (QC Q#), the # symbol representing the question number from the Qualification Checklist. All questions tied to minimum criteria from the Qualification Checklist must be answered in the affirmative or “N/A” to pass the Program Audit.

Company Name:	Date:
Company Contact:	AGC Safety & Management Consultant:

<p>RENEWAL APPLICANTS ONLY: Please complete this section first. This component of improvement is required to be considered for PRIDE renewal.</p> <p>Continuous Improvement & Innovative Programs and Techniques. These improvements or changes must have taken place since the last PRIDE renewal or within the past twelve months to the safety program. Some of these changes could include: program innovations, programs that exceed OSHA compliance standards, improved business process or improved quality process. At least one improvement is required.</p>			
YES	NO	N/A	
			<p>Was there a change to the safety program this past year which created or demonstrated continuous improvement? If so, please describe below.</p> <p>NOTE: Please describe the prior years goals identified by AGC and your company, and how you improved in these areas.</p>

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 (QC Q1, Q2)
			Designated safety administrator/coordinator trained in safety and health hazard recognition and management/risk control (QC Q3) AGC SMC: In the notes section below, please put the ratio of # of employees relative to # of full time safety personnel
			Safety and health issues are considered as an overriding factor during construction and are considered in the planning/bidding phase of each project
			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 “stop work” authority when a hazard presents an immediate danger to the life and/or health of employees
			Have safety and health policy or requirements written into contracts to require subcontractors to meet your safety requirements (QC Q15)
			Utilize a pre-qualification safety and health-screening method to select subcontractors, suppliers or vendors (QC Q14)
			Structured and scheduled annual review of safety program/performance is conducted, results documented and changes made where appropriate
			Executive leadership personally follow safety and health rules

Notes:

SECTION 2: Accident Prevention Plan and Procedures			
YES	NO	N/A	
			Provide safety and health rules that are equal to or exceed OSHA standards (QC Q1)
			Utilize the hierarchy of controls when implementing hazard control options (elimination, substitution, engineering controls, administrative controls and personal protective equipment.) (QC Q6)
			Require documented Job Hazard Analysis (JHA) for job-specific tasks (QC Q5)
			Require site specific safety plan that addresses site specific hazards for all projects with a duration of longer than ten working days (QC Q1, Q4)

Notes:

Written Hazard Communication Plan and Procedures			
YES	NO	N/A	
			Process in place to train employees on the hazards and mitigation requirements of hazardous chemicals used (QC Q9)
			Maintain list of hazardous chemicals
			Provides employees easy access to SDS for all hazardous chemicals used.
			Procedure in place to coordinate with other contractors regarding hazardous chemicals on multiemployer work sites

Notes:

New-Hire Orientation That Includes:			
YES	NO	N/A	
			How to report injuries and unsafe conditions and work practices (QC Q8)
			An overview of the company's safety and health requirements (QC Q8)
			Location of first aid kits/facilities (QC Q8)
			Use and care of personal protective equipment (PPE) (QC Q8)
			Actions to take in the event of emergencies (QC Q8)
			Overviews of the company's discipline procedures and enforcement policy (QC Q8)
			Company's roles and responsibilities in the safety program (QC Q8)
			Site specific safety orientation (QC Q8)

Notes:

Supervisor Training and Documentation That Includes:			
YES	NO	N/A	
			Have personnel on each job trained in first aid and CPR
			OSHA 30 Hour or other safety related supervisory training (QC Q9)
			Competent person training and designation by company for applicable areas (i.e., scaffolds, trenching, fall protection, excavations, etc.) (QC Q9)
			Supervisors receive training that covers the supervisory aspects of their safety and health responsibilities
			Relevant safety and health aspects are integrated into management training (QC Q9)
			Supervisors are given clear expectations regarding their role in the administration of on-site safety

Notes:

Employee Training and Documentation That Includes:			
YES	NO	N/A	
			Forklift operator certification and evaluation (QC Q9)
			Fall protection (QC Q9)
			Fire prevention (QC Q9)
			Safe ladder use (QC Q9)
			Hazard communication (QC Q9)
			Fleet vehicle / driver safety (QC Q9)
			Use of personal protective equipment (PPE) and respirators (QC Q9)
			Confined space hazards (QC Q9)
			Asbestos hazard awareness (QC Q9)
			Lead hazard awareness (QC Q9)
			Silica dust hazard awareness (QC Q9)
			Ergonomic training specific to the jobs the employee will perform (QC Q9)
			Electrical hazards, including lockout/tagout procedures (QC Q9)
			Site-specific risks and hazard awareness (QC Q9)
			Traffic zone hazard awareness and flagging (QC Q9)
			Employees trained in a language they understand (QC Q9)

Notes:

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A Written Policy or Procedures that includes:			
YES	NO	N/A	
			Lockout/tagout of hazardous energy sources
			Permit-required confined space entry procedures including rescue procedures
			Blood borne pathogens exposure control plan
			Fall protection plan
			Fire prevention and emergency action plan
			Trenching and excavation procedures
			Traffic control plan
			Vehicle driver selection and fleet safety and cell phone policy
			Electrical safety including assured grounding or GFCI program
			Disciplinary procedures and enforcement of subcontractor safety (QC Q15)
			Workplace violence and harassment policy
			Explosives and detonation safety plan
			Pre-lift cranes or hoisting equipment plan
			Heat illness prevention
			Wildfire smoke awareness
			Preventive maintenance program and/or mechanical issue reporting procedures for all applicable company equipment/tools
			Effective job site housekeeping

Notes:

Industrial Hygiene Review			
YES	NO	N/A	
			Hearing conservation plan
			Respiratory policy and procedures (medical, fit testing, training)
			Asbestos policy and procedures

			Lead policy and procedures
			Silica/dust procedures and control measures
			Welding
			Spray finishing
			Heat related illness:
			Other IH hazards and controls, please list:

Notes:

SECTION 3: Designated Safety Coordinator/Manager/Committee			
YES	NO	N/A	
			Safety responsibilities clearly defined in writing, safety personnel are held accountable (QC Q3)
			Safety reports directly to executive management
			Attends management and project safety meetings
			Has degree, professional certification, OSHA 30 Hour, or other safety related training (QC Q3)
			Understands the proper utilization of the hierarchy of controls when implementing hazard control options (elimination, substitution, engineering controls, administrative controls and personal protective equipment.) (QC Q6)
			Conducts and records safety inspections
			Conducts accident investigations utilizing a documented method/process (QC Q11)
			Makes decisions on safety education, procedures, programs and policies
			Provides safety education opportunities for employees at all levels including field, office, supervisors, safety staff, etc. (QC Q9)
			Individuals with assigned safety and health responsibilities have the authority to perform their duties (QC Q3)
			Individuals with assigned safety and health responsibilities have the resources to perform their duties (QC Q3)

Notes:

SECTION 4: Employee Involvement			
YES	NO	N/A	
			There is an effective process to involve employees in safety and health issues
			Employees are involved in organizational decision making in regard to safety and health policy
			Employees are involved in decision making in regard to the allocation of safety and health resources
			Employees participate in hazard detection, prevention, and control activities.
			Employees formally participate in the evaluation of safety and health performance (e.g. through safety culture surveys, employee interviews regarding safety programs, etc.)

Notes:

SECTION 5: Emergency Procedures and First Aid/CPR/AED			
YES	NO	N/A	
			Have plan in place to ensure each job site and fixed facility has at least one employee with a current certification in first aid/CPR
			AED in place and employees trained on proper use
			Written emergency procedures in place for evacuation at fixed facilities as well as job sites
			Crisis management plan

			Plan in place to ensure first aid supplies are maintained at all job sites and fixed facilities
			Plan in place to ensure fire extinguishers are serviced at all job sites, vehicles, and fixed facilities.
			Plan in place for emergency rescue based on scope of work (i.e. falls, cave-ins, confined space, etc.)
			Employees made aware of mental health resources

Notes:

SECTION 6: Inspection and Accident Investigations and Reports			
YES	NO	N/A	
			Maintain safety and health recordkeeping requirements
			Accident reports are reviewed regularly to determine needed measures to prevent recurrence (QC Q11)
			Have Serious Injury and Fatality (SIF) program (or similar) and implement necessary controls
			Conduct accident investigations and follow up with measures to prevent recurrence (QC Q11)
			Where the standard requires, daily site inspections by the competent person for scope of work (i.e., scaffolds, trenching, fall protection, excavations, etc.)
			Require documented safety and health inspections at each job site at least weekly by the site supervisor
			Require documented safety and health inspections of each job site by the company safety director or project manager at least monthly
			Procedures in place for when a site inspection identifies safety issues that needs correction
			Safety and health issues are discussed at each job progress meeting (including with subcontractors when applicable)
			A near miss program in place that encourages reporting with follow up procedures for lessons learned that includes recording, tracking and evaluation for effectiveness

Notes:

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SECTION 7: Consistent Use of Safety Posters and Posted Information			
YES	NO	N/A	
			All required state and federal forms and notices posted at all fixed facilities
			OSHA 300A form posted (at a minimum) from February 1 st through April 30 th
			Communicate all environmental monitoring and test data with employees (i.e., post the results of air tests)
			Use warning signs on jobsites to alert workers to hazards
			Safe work practices and rules posted

Notes:

SECTION 8: Substance Abuse Policy & Procedures			
YES	NO	N/A	
			Written drug and alcohol prohibition policy (QC Q12)
			Drug and alcohol testing protocol in place (QC Q12)
			Drug and alcohol testing protocol requirements for subcontractors (QC Q15)
			Annual training on drug and alcohol requirements takes place
			Reasonable suspicion training in place for supervisors that determine potential impairment
			Employee assistance program (EAP) in place, employees aware of mental health and addiction resources

Notes:

SECTION 9: Continuous Improvement Goals for the Coming Year

1.

2.

3.