



# 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.**

<b>Company Name:</b>	<b>Date:</b>
<b>Company Contact:</b>	<b>AGC Safety &amp; Management Consultant:</b>

**RENEWAL APPLICANTS ONLY:** Please complete this section first. This component of improvement is required to be considered for PRIDE renewal.

**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.

YES	NO	N/A	
			Was there a change to the safety program this past year which created or demonstrated continuous improvement? If so, please describe below.  NOTE: Please describe the prior years goals identified by AGC and your company, and how you improved in these areas.

<b>SECTION 1: Principal Commitment</b>			
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 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
			Utilize a pre-qualification safety and health-screening method to select subcontractors, suppliers or vendors
			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

<b>Notes:</b>

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

<b>Notes:</b>

<b>Written Hazard Communication Plan and Procedures</b>			
<b>YES</b>	<b>NO</b>	<b>N/A</b>	
			Process in place to train employees on the hazards and mitigation requirements of hazardous chemicals used
			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

<b>Notes:</b>

<b>New-Hire Orientation That Includes:</b>			
<b>YES</b>	<b>NO</b>	<b>N/A</b>	
			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
			Site specific safety orientation

<b>Notes:</b>

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

<b>Notes:</b>

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

<b>Notes:</b>

<b>A Written Policy or Procedures that includes:</b>			
<b>YES</b>	<b>NO</b>	<b>N/A</b>	
			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
			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

<b>Notes:</b>

<b>Industrial Hygiene Review</b>			
<b>YES</b>	<b>NO</b>	<b>N/A</b>	
			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:

<b>Notes:</b>

<b>SECTION 3: Designated Safety Coordinator/Manager/Committee</b>			
<b>YES</b>	<b>NO</b>	<b>N/A</b>	
			Safety responsibilities clearly defined in writing, safety personnel are held accountable
			Safety reports directly to executive management
			Attends management and project safety meetings
			Has degree, professional certification, OSHA 30 Hour, or other safety related training
			Understands the proper utilization of the hierarchy of controls when implementing hazard control options (elimination, substitution, engineering controls, administrative controls and personal protective equipment.)
			Conducts and records safety inspections
			Conducts accident investigations utilizing a documented method/process
			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.
			Individuals with assigned safety and health responsibilities have the authority to perform their duties.
			Individuals with assigned safety and health responsibilities have the resources to perform their duties.

<b>Notes:</b>

**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:**

--

--

<b>SECTION 6: Inspection and Accident Investigations and Reports</b>			
YES	NO	N/A	
			Maintain safety and health recordkeeping requirements
			Accident reports are reviewed regularly to determine needed measures to prevent recurrence
			Have Serious Injury and Fatality (SIF) program (or similar) and implement necessary controls
			Conduct accident investigations and follow up with measures to prevent recurrence
			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

<b>Notes:</b>

<b>SECTION 7: Consistent Use of Safety Posters and Posted Information</b>			
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 <sup>st</sup> through April 30th
			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
--	--	--	--------------------------------------

<b>Notes:</b>

<b>SECTION 8: Substance Abuse Policy &amp; Procedures</b>			
YES	NO	N/A	
			Written drug and alcohol prohibition policy
			Drug and alcohol testing protocol in place
			Drug and alcohol testing protocol requirements for subcontractors
			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

<b>Notes:</b>

<b>SECTION 9: Goals for the Coming Year</b>	
1.	
2.	
3.	