

Sample Contractor Safety Program Evaluation and Criteria

Contractor: _____

Address: _____

Address: _____

Contact _____ **Phone Number** _____

I. Safety Program Evaluation Rating

Circle the number that best represents the evaluation of the contractor's Safety Program. To select a rating, review what constitutes an A, B, C or D rating by using the included chart.

Safety Program	A	B	C	D	Comment
1. Policy Statement	0	3	7	10	
2. Safety Manual	0	3	7	10	
3. Emergency Response Procedures	0	3	7	10	
4. Basic Safety Rules	0	3	7	10	
5. Accident Reporting Procedure	0	3	7	10	
6. Employee Orientation Program	0	3	7	10	
7. Safety Meeting Program	0	3	7	10	
8. Safety Training Program	0	3	7	10	
9. Safety Inspection Program	0	3	7	10	
10. Professional Safety Support	0	3	7	10	
11. Alcohol/Drug Control Policy	0	3	7	10	
Total Rating	____+	____+	____+	____x	.60=Rating

Safety Performance

1. Latest year injury frequency rate compared to average of previous three years.	0	7	14	20
2. Latest year injury severity rate compared to average of previous three years.	0	7	14	20
3. The three-year cumulative injury frequency rate compared to industry three-year average.	0	10	20	30

4. The three-year cumulative injury severity rate compared to industry three-year average.

0

10

20

30

Total Rating

___ +

___ +

___ +

___ x

.60=Rating

Summary

The numerical values below are the weighted ratings calculated above. The total represents the overall score for the contractor.

SAFETY PROGRAM _____

EXPERIENCE FACTORS _____

TOTAL RATING _____%

Evaluated by:

(Name/Title/Date)

II. Safety Program Evaluation Criteria

Safety Program Documentation

	A	B	C	D
Policy Statement	No written Safety Policy	A policy statement exists in a widely distributed document.	Safety policy establishes responsibility for safety, but not widely distributed to supervisors.	Policy clearly establishes responsibility and accountability and is distributed to all supervisors.
Safety Manual	None written	A few basic safety procedures exist.	Contractor has written procedures to cover all applicable contractor safety precautions.	Contractor has written procedures to cover all applicable safety program requirements the company requires of contractors.
Emergency Response Procedures	None written	Basic procedures only	Emergency procedures are written for major scenarios (e.g., fires, explosions, and release of toxic	Emergency procedures are written for all major scenarios (e.g., fires, explosions, and release of toxic or

			or flammable materials, medical emergencies). No requirements established for drill frequencies.	flammable materials, medical emergencies). Emergency procedures distributed to all staff. Drill frequency is established and followed.
Basic Safety Rules	No written rules	Safety rules are in memo or document form.	Safety rules are incorporated into a Safety Manual, but not in a form distributed to all employees.	Safety rules exist in handbook form that is distributed to all employees. Disciplinary actions are established for violations of safety rules.
Accident Reporting Procedure	No procedure exists.	Written procedure only requires basic reporting of personal injuries.	Written procedure requires reports on all accidents and incidents.	Procedure indicates that accident reports must be provided to a supervisor and that investigation of accidents and incidents is required to determine and correct root causes.
New Employee Orientation Program	No formal program	Verbal instructions only on company procedures	Orientation booklet is provided for new employees, but no on-the-job orientation by the supervisor.	Employee handbook is provided and supervisor describes and demonstrates new employee's job. Safe work practices and emergency duties are discussed. Follow-up observation of new employee at work is included.

Safety Meeting Program	None	Periodic safety meetings only for special operations	Safety meetings performed on a regularly scheduled basis by the supervisor or safety representative.	In addition to C, employees are assigned topics to discuss on a regular basis.
Safety Training Program	None	Safety materials distributed for reading.	Has generic safety classes as well as pre-job briefings	Job-specific training with C. Training is also documented.
Safety Inspection Program	None	Occasional safety inspections by untrained workers	Periodic, documented inspections are performed by trained individuals.	In addition to C, has a formal safety inspection procedure.
Professional Safety Support	None	Offsite support from corporate office	Onsite support, but little or no professional status	Experienced onsite professional safety support
Alcohol/Drug Control Policy Experience Factors	None	A policy exists.	The policy exists and is enforced.	In addition to C, the policy provides treatment for those seeking it.
A		B	C	D
Latest year injury frequency rate compared to average of contractor’s three preceding years.				
Contractor supplied insufficient information to establish rate, or rate is more than 75% higher than the average of the contractor's three preceding years.		Rate is 26% to 75% above the average of the contractor’s three proceeding years.	Rate is within +/- 25% of the average of the contractor’s three preceding years.	Rate is more than 25% below the average of the contractor’s three preceding years.
Latest year injury severity rate compared to average of contractor’s three preceding years.				

Contractor supplied insufficient information to establish rate, or rate is more than 75% higher than the average of the contractor's three preceding years.	Rate is 26% to 75% above the average of the contractor's three proceeding years.	Rate is within +/- 25% of the average of the contractor's three preceding years.	Rate is more than 25% below the average of the contractor's three preceding years.
Three-year cumulative injury frequency rate comparison to comparable industry three-year cumulative rate.			
Contractor supplied insufficient information to establish rate, or rate is more than two standard deviations higher than industry norm.	Rate is more than one standard deviation above the industry norm, but less than two.	Rate is within +/- one standard deviation of the industry norm.	Rate is more than one standard deviation below the norm.
Three-year cumulative severity rate comparison to comparable industry three-year cumulative rate.			
Contractor supplied insufficient information to establish a cumulative injury severity rate, or rate is more than two standard deviations higher than industry norm.	Rate is more than one standard deviation above the industry norm, but less than two.	Rate is within +/- one standard deviation of the industry norm.	Rate is more than one standard deviation below the norm.