



Evaluator Guidance to the Virginia BEST Application

LEVEL I Applicants

Evaluator:
Contact Number:
Email:
Evaluator:
Contact Number:
Email:

Date of Evaluation:	
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Company Information			
Company Name:			
NAICS Code			
Mailing Address:			
Physical Address: (if different)			
BEST Contact:			
E-Mail:			
Phone:		Fax:	
		# of Employees Company Wide:	

Company Incident Rate Data

What is the company's past three year average TCIR?	
What is the company's past three year average DART?	
Are these rates below the most recently published BLS rates?	

Management Leadership and Employee Involvement			
*	No M17 required for Level 1		
M1	<u>Management Commitment and Leadership</u> Attach a copy of the company's Safety & Health <i>Vision Statement</i> . Attach a copy of the company's Safety & Health <i>Mission Statement</i> .		
	<i>Comments:</i>		
	<i>Recommendation(s):</i>		
M2	<u>Management Resources</u> Does management commit needed resources to health & safety?	YES	NO
	<i>Comments:</i>		
	<i>Recommendation(s):</i>		
M3	<u>Visible Leadership</u> Does senior management demonstrate visible safety & health leadership?	YES	NO
	<i>Comments:</i>		
	<i>Recommendation(s):</i>		
M4	<u>Communications</u> Has management developed and communicated annual safety & health objectives that are clear, attainable, and measurable?	YES	NO
	<i>Comments:</i>		
	<i>Recommendation(s):</i>		

M5	<u>Targets & Objectives</u> Has the applicant set and communicated annual safety and health targets and objectives based on findings from initial hazard and trend analyses, and safety and health perception survey results?	YES	NO
<i>Comments:</i>			
<i>Recommendation(s):</i>			
M6	<u>Accountability</u> Has the company established accountability for health & safety? (Examples may include: safety & health accountability in job descriptions, performance plans for managers, mid-level managers, supervisors and or designated safety & health staff?	YES	NO
<i>Comments:</i>			
<i>Recommendation(s):</i>			
M7	<u>Discipline</u> Has the company established a disciplinary program?	YES	NO
<i>Comments:</i>			
<i>Recommendation(s):</i>			
M8	<u>Annual Self-Evaluation</u>	YES	NO
<i>Comments:</i>			
<i>Recommendation(s):</i>			
Employee Involvement			
M9	<u>Safety & Health Perception Survey</u> Has the company conducted a safety & health perception survey of all employees on safety and health culture & practices?	YES	NO
<i>Comments:</i>			
<i>Recommendation(s):</i>			
M10	<u>Employee Knowledge and Notification</u> Has the company described any changes that were initiated in regards to employee perceptions or comments?	YES	NO
<i>Comments:</i>			
<i>Recommendation(s):</i>			
M11	<u>Rights and Responsibilities/Employee Notification</u> Have all employees and key subcontractors been informed of their rights & responsibilities under VOSH laws, standards, regulations and the company's participation in the Virginia BEST Program?	YES	NO
<i>Comments:</i>			
<i>Recommendation(s):</i>			

M12	<u>Employee Involvement</u> Did the applicant explain how employees are involved in your company's safety & health program?	YES	NO
	<i>Comments:</i>		
	<i>Recommendation(s):</i>		
Contract Worker Coverage			
M13	<u>Key Subcontractors</u> Does the company require key subcontractors to provide safety & health protection equal to that received by company employees?	YES	NO
	<i>Comments:</i>		
	<i>Recommendation(s):</i>		
M14	<u>Adherence to Rules</u> Did the company explain how their company requires subcontractors and their employees to comply with VOSH and company safety and health rules?	YES	NO
	<i>Comments:</i>		
	<i>Recommendation(s):</i>		
M15	<u>Key Subcontractor Practices</u> Do key subcontractors have a system and process in place to identify, correct, & track uncontrolled hazards in the workplace?	YES	NO
	<i>Comments:</i>		
	<i>Recommendation(s):</i>		
M16	<u>Key Subcontractor Use</u> Has the company established a process for the selection of key subcontractors?	YES	NO
	<i>Comments:</i>		
	<i>Recommendation(s):</i>		
* M17 - Not required at Level 1			
Worksite Analysis			
* No W5 required for Level 1			
W1	<u>Initial Analysis</u> Has the company conducted an initial safety & health analysis?	YES	NO
	<i>Comments:</i>		
	<i>Recommendation(s):</i>		

W2	<u>Hazard Analysis of Routine Jobs, Tasks, and Processes</u> Has the company conducted an initial study of all routine tasks?	YES	NO
<i>Comments:</i>			
<i>Recommendation(s):</i>			
W3	<u>Hazard Analysis of Significant Changes, New Processes, & Non-Routine Tasks</u> Does the company have an effective system for analyzing safety & health hazards including significant changes to tools, equipment, materials or processes?	YES	NO
<i>Comments:</i>			
<i>Recommendation(s):</i>			
W4	<u>Pre-Use Analysis</u> Does the company have an effective system for analyzing safety & health hazards of new equipment, materials and processes?	YES	NO
<i>Comments:</i>			
<i>Recommendation(s):</i>			
* W5 - Not required at Level 1			
W6	<u>Routine Inspections</u> Has the company established a routine safety & health inspection program?	YES	NO
<i>Comments:</i>			
<i>Recommendation(s):</i>			
W7	<u>Hazard Reporting</u> Has the company begun to develop a system for employees to report hazards?	YES	NO
<i>Comments:</i>			
<i>Recommendation(s):</i>			
W8	<u>Investigation of Incidents</u> Has the company developed and begun using a documented system for incident investigation?	YES	NO
<i>Comments:</i>			
<i>Recommendation(s):</i>			
W9	<u>Trend Analysis</u> Has the company trended the past 3 years injury & illness rates or have plans to trend other safety & health related information?	YES	NO
<i>Comments:</i>			
<i>Recommendation(s):</i>			

Hazard Prevention and Control			
H1	<p><u>Certified Professional Resources</u> Did the applicant explain what outside sources are available if needed to conduct initial hazard analysis?</p>	YES	NO
<p><i>Comments:</i></p>			
<p><i>Recommendation(s):</i></p>			
H2	<p><u>Hazard Elimination</u> Did the applicant explain their system to prioritize and implement controls for identified hazards (hierarchy of controls) and are they requiring key subcontractors to adopt the same?</p>	YES	NO
<p><i>Comments:</i></p>			
<p><i>Recommendation(s):</i></p>			
H3	<p><u>Hazard Control Program</u> Did the company discuss their inventory of existing hazard control programs required by VOSH regulations?</p>	YES	NO
<p><i>Comments:</i></p>			
<p><i>Recommendation(s):</i></p>			
H4	<p><u>Hazard Reporting Tracking System</u> Does the company have an established hazard tracking system and require key subcontractors to implement an equivalent system?</p>	YES	NO
<p><i>Comments:</i></p>			
<p><i>Recommendation(s):</i></p>			
H5	<p><u>Preventive Maintenance</u> Is the company ensuring all equipment is being maintained in accordance with manufacturer's preventive maintenance requirements?</p>	YES	NO
<p><i>Comments:</i></p>			
<p><i>Recommendation(s):</i></p>			
H6	<p><u>Health Care</u> Does the company have any medical surveillance programs required by VOSH standards or other regulations? (i.e. audiograms, respirator user's medical evaluations, DOT driver physicals or other medical monitoring required?)</p>	YES	NO
<p><i>Comments:</i></p>			
<p><i>Recommendation(s):</i></p>			

H7	<u>Emergency Preparedness & Response</u>		
		YES	NO
	a. As necessary, has the company provided an emergency physician & medical care?		
	b. Has the company established & communicated written emergency procedures?		
	c. Is there at least one first aid & CPR trained employee on every jobsite?		
	d. As appropriate, are key subcontractors required to participate in emergency drills?		
	<i>Comments:</i>		
<i>Recommendation(s):</i>			

Safety and Health Training					
S1	<u>General Guidelines</u>		YES	NO	
	Is your company observing BEST guidelines in providing training for required programs?				
	<i>Comments:</i>				
	<i>Recommendation(s):</i>				
S2	<u>Training for All Workers</u>		Yes	No	
	a. Did the company provide training to all workers on their safety and health rights, BEST principles, hazards in the workplace, PPE, emergency evacuation procedures, and individual emergency responsibilities?				
	b. Did they ensure training is recorded?				
	c. Did they maintain a record of training conducted?				
	d. Does the company have designated staff assigned safety & health responsibilities?				
	<i>Comments:</i>				
	<i>Recommendation(s):</i>				
S3	<u>Training for Specific Workers</u>		Yes	No	
	a. Did they describe specific training to managers and supervisors, to designated safety and health staff and others with safety and health responsibilities, and provide them with skills and knowledge needed to perform their safety and health responsibilities. (i.e., hazard recognition, incident investigation and root cause analysis, hazard controls, VOSH regulations, BEST requirements).				
	<i>Comments:</i>				
	<i>Recommendation(s):</i>				

Appendix

Guidance for Level I

Management Leadership

Safety and Health Vision Statement

1. Has the company developed, issued, and communicated a Safety and Health Vision Statement (*i.e.*, defining where the company wants to be). This Vision statement should address the company's desire to participate in BEST and ultimately, to achieve BEST performance and approval.

Safety and Health Mission Statement

1. Has the company developed, issued, and communicated a Safety and Health Mission Statement (*i.e.*, what the company commits to doing).

Management Resources

1. Company commits adequate resources for all safety and health requirements, including a plan for covering typical safety and health expenditures, as well as unusual, high risk, or emergency expenditures such as requirements for prompt correction of uncontrolled hazards (*i.e.*, uncontrolled hazards include those that cannot be immediately corrected, such as industrial hygiene, ergonomic, etc., issues). Commit and ensure utilization of adequate resources to achieve at least the minimum outcomes specified for this BEST Level. Take management action to begin integrating safety and health into other aspects of planning, such as planning for new equipment, processes, building materials, etc. Company establishes a policy/requirement that safety and health will be integrated into the overall planning and budgeting processes.

Visible Leadership

1. Company establishes a policy requiring managers to participate and demonstrate leadership in safety and health program activities. Managers set an example and behaviors that demonstrate a commitment to safety and health, such as attending training, participating in planning meetings, wearing personal protective equipment, encouraging employees to report hazards, injuries and illnesses, enforcing the "if it's not safe, we're not doing it" principle, and performing other safety and health-related actions that are required of employees.

Communications

1. The company should explain how they established, documented, and communicated to employees the annual safety and health targets and objectives that are clear, attainable, measurable, and relevant to bringing about a safe and healthy work environment, as well as the policies and procedures that will help achieve these targets and objectives.

Targets & Objectives

1. The applicant may have set and communicated annual safety and health targets and objectives? Could be in a standalone document, annual performance evaluations, etc.

Accountability

1. Did the applicant explain how management has established accountability for health & safety? Could be attained by job descriptions, performance plans for managers, mid-level managers/supervisors and or designated safety & health staff.

Discipline

1. Has the company establish a company policy/requirement for all employees that disciplinary action will be taken against any employee that does not comply with company rules, regulations, etc.

Employee Involvement

Annual Self-Evaluation

1. The company should explain how it evaluates its safety & health program annually. Ex: could be the BEST Annual Report, corporate audit of programs, etc.

Safety & Health Perception Survey

1. The company may have conducted a perception survey that is all, or in part, safety & health related.

Employee Knowledge and Notification

1. Company should have developed an action plan to address the findings from the survey and begin implementation of the plan.

Rights and Responsibilities

1. Notify company and key subcontractor employees as follows:
 - a. Inform managers, supervisors, non-supervisory employees of their rights and responsibilities under the Occupational Safety and Health Act. Take steps to encourage them to freely exercise their rights and responsibilities, especially that of freely reporting hazards in the workplace.
 - b. Inform current employees and new hires as part of new employee orientation of the company's participation in BEST and of the fundamental principles of BEST.

Employee Involvement

1. The applicant should have listed examples of how their employees are involved with safety & health. (committees, policy review, site audits, etc)

Key Subcontractors.

1. The company should be developing and begin implementing a plan for how key subcontractors will provide their employees with safety and health protection equal in quality to that provided to company employees

Key Subcontractor Use.

1. Company has established and begin implementing a policy/requirement defining the company's key subcontractor selection criteria that includes as a minimum, review of the previous three years of injury and illness records, and review of written safety and health management program.

Adherence to Rules.

1. The company should be able to explain or show how key subcontractors comply with VOSH and company safety and health rules.

Key Subcontractor Practices.

2. Establish a requirement that key subcontractors provide timely identification, correction, and tracking of uncontrolled hazards in their work areas (i.e., uncontrolled hazards include those that cannot be immediately corrected, such as industrial hygiene, ergonomic, issues, etc.)

Worksite Analysis

Initial Analysis.

1. Conduct an initial safety and industrial hygiene hazard analysis to establish initial levels of company and key subcontractor employee exposure for comparison to future levels, so that changes can be recognized. This study should include a review of previous incidents, injuries, and illnesses; complaints of workplace hazards; previous studies, etc.
2. Ensure that the initial survey accomplishes the following:
 - a. Identifies and documents common safety hazards on the project/site and how they are controlled.
 - b. Identifies and documents common health hazards on the project/site and determine if further sampling is required.
 - c. Identifies and documents safety and health hazards that need further study.
 - d. Ensures that initial surveys adequately cover the entire work site and indicates who conducted the survey, and when it was completed.

Repeat the initial survey only if warranted by significant changes (*e.g.*, changes in processes, equipment, and hazard controls).

Hazard Analysis of Routine jobs, Tasks, and Processes.

1. Review and ensure that programs developed and/or implemented are in compliance with local, state, and Federal safety and health regulations based on routine tasks performed.
2. Begin to formalize a system to ensure employees are properly trained in the procedures implemented.

Hazard Analysis of Significant Changes, New Processes, and Non-Routine Tasks.

1. Company has established and has begun implementing a policy/requirement to identify and document safety and health hazards of significant changes, new processes, and significant changes in design or engineering plans, materials, equipment and facilities to identify uncontrolled hazards prior to the activity or use and recommend adequate hazard controls.
2. Establish a policy/requirement that key subcontractors will adopt the company process for hazard analysis of significant changes, participate in company hazard analysis activities, or establish equivalent processes.

Pre-Use Analysis.

1. If the company is considering new equipment, chemicals, facilities, or significantly different operations or procedures, conduct a pre-use analysis to review the potential safety and health impact on the workers.
2. Develop and begin implementing a plan for how to integrate this practice into the procurement/design phase to maximize the opportunity for proactive hazard control.

3. Take proactive steps to ensure pre-use analysis continues to be integrated into the procurement/design phases.
4. Establish a policy/requirement that key subcontractors adopt the company process for pre-use analysis, participate in company activities, or establish equivalent processes.

Routine Inspections.

1. Establish a routine self-inspection program and perform safety and health inspections on a regular basis.
2. Train company employees in the recognition and avoidance of hazards in their work environment and begin having them routinely inspect their work areas, materials, and equipment on a regular basis.

Hazard Reporting.

The applicant should be explaining how hazards are being reported and data collected. (Insurance Loss Runs, first reports of injury, etc.)

Investigations of Incidents.

1. Company establishes a documented policy/requirement on reporting and investigating incidents.
2. Company investigates incidents and maintains written reports of the investigations. Investigations should follow the following guidelines:
 - a. Identify all contributing factors.
 - b. Document the entire sequence of relevant events.
 - c. Recommend actions to prevent recurrence.
 - d. Assign timeframes and responsibility for implementing recommended controls.
3. Establish a policy/requirement that key subcontractors adopt the company process for incident investigation, or establish equivalent processes.

Trend Analysis.

The applicant may have shown evidence of trending the past 3-years injury & illness rates. The company may also have shown plans of action that may have been developed to address these.

Hazard Prevention and Control

Certified Professional Resources.

Look for evidence that the applicant has used professional resources, such as CSP's, CIH's or PE's, to assess for hazards.

Hazard Elimination

The applicant should be able to explain their system to prioritize and implement controls for identified hazards (hierarchy of controls) and should be requiring key subcontractors to adopt the same.

Hazard Control Programs

1. The company should have conducted an inventory of existing hazard control programs required by VOSH standards (*e.g.*, PPE, Hazard Communication, Respiratory Protection,

Lockout/Tagout, Confined Space Entry, Process Safety Management, or Bloodborne Pathogens).

2. Reviewed existing programs to identify what is missing or unsatisfactory.
3. Developed missing programs and modify existing programs, as needed, to meet all VOSH guidelines, including training requirements.
4. Developed and distributed to employees appropriate company safety and health rules, requirements, procedures, manuals, etc., necessary to define and communicate company hazard control programs.
5. Required key subcontractors to adopt and implement company hazard control programs or establish equivalent programs.

Hazard Reporting Tracking System

1. Has the company developed and begin using a documented system to record hazards identified in this Level through the initial study, trend analysis, and incident investigations. The system must document priority, assign responsibility for correction, establish timeframes for correction, and follow up to ensure total abatement.
2. The company should be requiring key subcontractors to adopt and implement the company tracking system or establish an equivalent system.

Preventive Maintenance

1. Has the applicant shown the company is performing preventive maintenance as required by manufacturer?
2. The company should also require key subcontractors to perform preventive maintenance as required by manufacturer.

Health Care

1. The applicant should have explained how they conduct a thorough review of OSHA 300 logs, insurance claims & incident investigations to ensure all records are complete.

Emergency Preparedness and Response

1. The company should establish and communicate written procedures to company and key subcontractor employees for responding during all shifts to all types of emergencies (fire, chemical spill, incident, terrorist threat, natural disaster, etc.).
2. Dependent upon project size and/or complexity, conduct at least one evacuation drill and assess how well the procedures worked.
3. Make available and explain to all employees' emergency procedures and services, including provisions for physician care and emergency medical care, ambulances, emergency medical technicians, emergency clinics, or hospital emergency rooms, available for all shifts within a reasonable time and distance.
4. Is the company ensuring that there is at least one trained employee for each shift trained in first aid and CPR?
5. Require key subcontractors to adopt the company emergency procedures or equivalent procedures, and participate in company emergency drills and activities listed above.

Safety and Health Training

General Guidelines

The applicant's company should be observing BEST guidelines.

Training for All & Specific Workers

1. At a minimum, the company should provide the following types of training to current or new managers, supervisors, and non-supervisory employees:
 - a. Their rights and responsibilities under the VOSH laws, standards and regulations.
 - b. BEST fundamentals.
 - c. Hazards in the workplace; how to recognize hazardous conditions; signs and symptoms of workplace-related illnesses; protective measures; safe work procedures.
 - d. What is required personal protective equipment (PPE), why it is required, its limitations, how to use and maintain it.
 - e. Specific responsibilities for each type of emergency.
 - f. Emergency procedures as required.
2. At a minimum, provide the following types of training to managers and supervisors:
 - a. Specific safety and health responsibilities and how to carry them out effectively.
 - b. Methods for changing workplace safety and health attitudes and practices.
 - c. Virginia BEST fundamental principles.
 - d. Requirements for Virginia BEST Level 1.
3. At a minimum, provide an orientation program for key subcontractor employees:
 - a. Their rights and responsibilities under VOSH laws, standards, and regulations.
 - b. Virginia BEST fundamental principles.
 - c. Hazards in the workplace.
 - d. Personal protective equipment (PPE) required on the job.
 - e. Specific responsibilities for each type of emergency.
 - f. Emergency procedures.