



Application to the **Virginia BEST**

LEVEL I Applicants

Submitted to:
Associated General Contractors of Virginia
Virginia BEST Program
11950 Nuckols Rd.
Glen Allen, VA 23059
Attn: Mr. Gordon Dixon

Application Instructions	
<p>Please fill in the spaces provided. Each element has a link that will take you to the element requirements. Your answers must meet the requirements.</p> <p>Previous application forms will not be accepted, only this application form should be used.</p>	

Helpful Websites	
BLS Industry & Illness Rates	https://www.bls.gov/iif/oshsum.htm
OSHA Memo #5	https://www.osha.gov/dcsp/BEST/policy_memo5.html
Virginia BEST	http://www.doli.virginia.gov/vosh_enforcement/BEST_program.html
NAICS and SIC codes	http://www.census.gov/eos/www/naics

Attachments	
<p>Instructions: List any attachments here. Please list each attachment and label the attachment with the element that it is referred to. Add as many as needed. See each individual element for requirements.</p>	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

Company Information

Prepared By		Title	
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Company Information

Name:			
DUNS:			
FEIN:			
NAICS Code			
Mailing Address:			
Physical Address: <small>(If different)</small>			
BEST Contact Name & Title:			
E-Mail:			
Phone:		Fax:	
		# of Employees Company Wide:	

Is your company a member of the AGC of Virginia? If no, please join by clicking here.	
AGC Membership Number:	

Give a brief history of the company

Describe the scope of work performed

If applicable

Union Information – If more than 1, list each one separately

Union Name and Local Number:				
Site Rep:				
Address:				
Phone:		Fax:		E-Mail:

Union Information – additional

Union Name and Local Number:				
Site Rep:				
Address:				
Phone:		Fax:		E-Mail:

Recordable Injury Plus Illness Case Incident Rates
Table 1 - Records the TCIR (Total Case Incident Rate) and DART (Days Away from work, Restricted work activity, and/or job Transfer).

Table 1 – TCIR (Total Case Incident Rate) Employee Data, Past 3 Years

Year	Hours	Total Cases	Total Case Incident Rate (TCIR)	Days Away, Restricted, Transferred Cases	Days Away, Restricted or Transferred Rate (DART)
2015			#DIV/0!		#DIV/0!
2016			#DIV/0!		#DIV/0!
2017			#DIV/0!		#DIV/0!
<i>TOTAL</i>	<i>0</i>	<i>0</i>		<i>0</i>	
<i>Three Year Average Rates</i>			#DIV/0!		#DIV/0!
Most recently published **BLS rates					
<i>Percent above / (below) BLS rate</i>			#DIV/0!		#DIV/0!
2018 YTD			#DIV/0!		#DIV/0!

Management Leadership and Employee Involvement

Management Leadership

1.	<p><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>.</p>
2.	<p><u>Management Resources</u> Describe how management commits needed resources to safety & health.</p>
3.	<p><u>Visible Leadership</u> Describe how senior management demonstrates visible safety & health leadership.</p>
4.	<p><u>Communications</u> Please explain how management has developed and communicated annual safety & health objectives that are clear, attainable, and measurable.</p>
5.	<p><u>Targets and Objectives</u> Describe the process for setting and communicating the annual safety and health targets and objectives based on findings from initial hazard and trend analyses, and safety and health perception survey results.</p>
6.	<p><u>Accountability</u> Describe how your company has 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)</p>
7.	<p><u>Discipline</u> Please describe your company's established disciplinary program, to include any stand-alone safety components.</p>
8.	<p><u>Annual Self-Evaluation</u> Describe your company's written plan/procedure for conducting annual self-evaluations.</p>

Employee Involvement

1.	<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	
2.	<u>Employee Knowledge and Notification</u>			
	Describe any changes that were initiated in regards to employee perceptions or comments. (Ex: Action Plan)			
3.	<u>Rights and Responsibilities/Employee Notification</u>			
	How 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?			
4.	<u>Employee Involvement</u>			
	Describe how employees are involved in your company's safety & health program. Include any plan or implementation schedule for involving employees.			

Contract Worker Coverage

1.	<u>Key Subcontractors</u>			
	Explain how your company requires key subcontractors to provide safety & health protection equal to that received by your company employees.			
2.	<u>Adherence to Rules</u>			
	Explain how your company requires subcontractors and their employees to comply with VOSH and company safety and health rules.			
3.	<u>Key Subcontractor Practices</u>			
	Explain how your company ensures key subcontractors promptly identify, correct, & track uncontrolled hazards the workplace.			
4.	<u>Key Subcontractor Use</u>			
	Explain your company's established process for the selection of key subcontractors & describe how injury and illness records, along with copies of their written safety and health programs, are part of the bid package.			

Worksite Analysis

1.	<u>Initial Analysis</u>
	Please describe your company's initial safety & health hazard analysis and any follow-up studies that may have been justified.
2.	<u>Hazard Analysis of Routine Jobs, Tasks, and Processes</u>
	Explain how your company conducted an initial study of all routine tasks.
3.	<u>Hazard Analysis of Significant Changes, New Processes, and Non-Routine Tasks</u>
	Describe your company's process for analyzing safety & health hazards, including significant changes to tools, equipment, materials or processes.
4.	<u>Pre-Use Analysis</u>
	Explain your company's system for analyzing safety & health hazards of new equipment, materials and processes.
5.	<u>Routine Inspections</u>
	Explain your established routine safety & health inspection program.
6.	<u>Hazard Reporting</u>
	Explain your system that allows for employees to report hazards.
7.	<u>Investigation of Incidents</u>
	Please explain your company's documented system for incident investigations.
8.	<u>Trend Analysis</u>
	Explain the results of trending the past 3 years injury & illness rates & plans for trending other safety & health related information.

Hazard Prevention and Control

1.	<u>Certified Professional Resources</u>
	Explain what outside sources are available if needed to conduct initial hazard analysis.

2. Hazard Elimination
 Explain your system to prioritize and implement controls for identified hazards. Include how you picked the most appropriate control and how you require key subcontractors to adopt a hazard elimination & control system.

3. Hazard Control Program
 Discuss your inventory of existing hazard control programs required by VOSH regulations. Discuss how key subcontractors are required to develop & implement similar effective programs (if applicable).

4. Hazard Reporting Tracking System
 Please explain your company's hazard reporting tracking system and how you require key subcontractors to implement a company tracking system or equivalent.

5. Preventive Maintenance
 Explain how your company ensures all equipment is being maintained in accordance with manufacturer's preventive maintenance requirements?

6. Health Care
 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?)

7. Emergency Preparedness & Response

	YES	NO
As necessary, has the company provided an emergency physician & medical care?		
Has the company established & communicated written emergency procedures?		
Is there at least one first aid & CPR trained employee on every jobsite?		
As appropriate, are key subcontractors required to participate in emergency drills?		

Safety and Health Training

1. General Guidelines
 Is your company observing BEST guidelines in providing training for required programs?

Yes		No	
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2. Training for All & Specific Workers
 Explain how company managers, supervisors, and non-supervisory employees are made aware of Their rights & responsibilities under VOSH laws, standards & regulations.

Describe how company managers, supervisors, and non-supervisory employees are made aware of BEST and its basic principles.
Explain how company managers, supervisors, and non-supervisory employees have been trained to recognize unsafe conditions.
Explain how company managers, supervisors, and non-supervisory employees become familiar with emergency evacuation procedures and their specific responsibilities, when applicable.
Describe how company & key subcontractors managers and supervisors have specific knowledge of their safety & health roles & responsibilities.
Who is the designated individual(s) assigned safety & health responsibilities in your company?

Appendix

Definitions

- **DUNS#:** The D&B Data Universal Numbering System or D-U-N-S[®] Number is a unique nine-digit identifier for businesses. It is used to establish a business credit file, which is often referenced by lenders and potential business partners to help predict the reliability and/or financial stability of the company in question.
- **FEIN:** An Employer identification Number (EIN) is also known as a Federal tax identification Number, and is used to identify a business entity.
- **NAICS Code:** The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

ELEMENTS

Management Resources

- Describe how your company's management has committed resources to safety and health. Commitment can be displayed in many different and meaningful ways. Examples could be a budget line item for safety & health, allowing employees to meet during the workday for committee meetings, hiring safety professionals, supporting employees attending offsite training, etc. ([Click here to return](#))

Visible Leadership

- Describe the ways top management is visibly involved in the safety and health program such as wearing any required personal protective equipment, reporting hazards, reporting injuries and illnesses, following the same safety and health procedures expected for all employees at the workplace, and subjecting managers and employees to the same disciplinary system for infractions. ([Click here to return](#))

Communications

- Describe the methods used to communicate policies, goals and objectives with all employees and how the site created an environment that allows for reasonable employee access to site management and senior management. How does the site communicate goals and objectives to all employees? ([Click here to return](#))

Targets & Objectives

- Describe any health & safety targets your company may have developed and explain how you developed those. (hazard surveys, perception survey, trend analysis) ([Click here to return](#))

Accountability

- Explain how management has established accountability for health & safety. This could be attained by job descriptions, performance plans for managers, mid-level managers/supervisors and or designated safety & health staff). ([Click here to return](#))

Discipline

- Describe the company's documented disciplinary plan. Also include any "stand alone" type disciplinary plans for safety & health such as cardinal safety rules, safety work rules or other safety & health related discipline. ([Click here to return](#))

Annual Self-Evaluation

- Describe how your company annually evaluates the company's safety & health program and its elements? (The annual BEST report could be part of the process) ([Click here to return](#))

Safety & Health Perception Survey

- Has your company conducted a perception survey that is all, or in part, safety & health related? ([Click here to return](#))

Employee Knowledge and Notification

- Explain how your company responded to the responses given by employees during the perception survey. This may include changes in policies, procedures, forms or addressing safety & health concerns. ([Click here to return](#))

Rights and Responsibilities

- Discuss what your company did to inform all employees and key subcontractors of their rights and responsibilities under VOSH laws, standards and regulations. Was this handled by training, pre-qualification statements, new hire orientation, etc. ([Click here to return](#))

Employee Involvement

- List examples or describe how your company's employees are involved with safety & health. (Ex: safety committees, safety inspections, reviewing policies)([Click here to return](#))

Key Subcontractors

- Describe the methods used to ensure that all key subcontractors are providing their employees with safety & health protections equal to that of your company's employees.([Click here to return](#))

Adherence to Rules

- Describe how your company ensures key subcontractors comply with VOSH and company safety and health rules. ([Click here to return](#))

Key Subcontractor Practices

- Describe how your company ensures key subcontractors promptly identify, correct, & track uncontrolled hazards in the workplace. ([Click here to return](#))

Key Subcontractor Use

- How does your company select key subcontractors & describe how injury and illness records, along with copies of their written safety and health programs, are part of the bid package. ([Click here to return](#))

Initial Analysis

- Describe the methods used for initial determination of safety and health hazards (noise, air contaminants)
- Include baseline industrial hygiene surveys, comprehensive safety surveys, machine guarding surveys, radiological survey/exposure mapping etc.
- Provide evidence that the surveyors were qualified to perform the work([Click here to return](#))

Hazard Analysis of Routine Jobs, Tasks, and Processes

- State how the site reviews jobs, processes and/or the interaction among activities to determine safe work procedures at your worksite.
- Describe how results from analyses, such as job hazard analyses, are used in training employees to do their jobs safely and in planning and implementing the hazard correction and control program. Explain how the results improve work practices. Describe the frequency of these analyses and provide supporting documentation
- Describe how you decide which processes to analyze first. ([Click here to return](#))

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

- Pre-Use Analysis: When considering new equipment, chemicals, facilities, or significantly different operations or procedures is an analysis completed to address any concerns or hazards that might be created? Does the analysis address each step, hazard controls, dates conducted, recommendations for improvements, documented, included in training and the hazard control program? ([Click here to return](#))

Pre-Use Analysis

- 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.
- 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.

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

[\(Click here to return\)](#)

Routine Self-Inspections

- Describe the system used to conduct routine, general worksite safety and health inspections. Include schedules and types of inspections, the qualifications of those conducting the inspections, and how corrections are tracked to completion.
- Describe the system for inspecting the entire site quarterly. [\(Click here to return\)](#)

Hazard Reporting

- Use data collected on incident reports (e.g., Employers First Report of Injury), insurance loss runs, etc. to determine the areas that should be concentrated on.
- Share information and seek supervisor and employee input for a suggested plan of action for developing a hazard reporting system, using model programs (e.g., from insurance carriers, peer groups, BEST Coordinator) for guidance. [\(Click here to return\)](#)

Investigation of Incidents

- Describe the system used to conduct accident and incident investigations.
- Describe training and/or guidance given to investigators; provide criteria used for deciding which accidents/incidents will be investigated.
- Describe how near-miss incidents are handled. How many have been turned in? Is this information being trended?
- Describe the "lessons learned" process being used and demonstrate root cause analyses.
- Describe method of tracking recommendations and corrections to completion. [\(Click here to return\)](#)

Trend Analysis

- Explain the results of trending the past 3-years injury & illness rates and any plans of action that may have been developed to address these. [\(Click here to return\)](#)

Certified Professional Resources

- Explain what outside or internal resources may be have used at you company to assess hazards. (Ex: CSP's, CIH's, PE's) [\(Click here to return\)](#)

Hazard Elimination

- Describe how your company prioritizes and implements controls for hazards. Does it utilize the hierarchy of controls? [\(Click here to return\)](#)

Hazard Control Programs

- Conduct 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).
- Review existing programs to identify what is missing or unsatisfactory.
- Develop missing programs and modify existing programs, as needed, to meet all VOSH guidelines, including training requirements.
- Develop and distribute to employees appropriate company safety and health rules, requirements, procedures, manuals, etc., necessary to define and communicate company hazard control programs.
- Require key subcontractors to adopt and implement company hazard control programs or establish equivalent programs. [\(Click here to return\)](#)

Hazard Reporting Tracking System

- How does the site track hazards until completion? Does the tracking system assign responsibility, time frames for corrections, interim protection, provide feedback to employees that have reported the hazard? Does the system result in timely correction of hazards? [\(Click here to return\)](#)

Preventive Maintenance of Equipment

- Summarize and briefly describe the procedures in use for preventive maintenance of equipment. Include information on scheduling and describe how the maintenance timetable is followed and adjusted. [\(Click here to return\)](#)

HealthCare

- 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. [\(Click here to return\)](#)

Emergency Preparedness & Response

- Describe the company's emergency planning and preparedness program. Include information on emergency and annual evacuation drills. How many were completed and what types.
- Describe how credible scenarios are chosen for emergency drills and their relationship to site specific hazards.
- Describe the review process of the drills/exercises. [\(Click here to return\)](#)

General Guidelines

- Is your company observing BEST guidelines? [\(Click here to return\)](#)

Training for All & Specific Workers

- Describe how you inform company managers, supervisors, and non-supervisory employees on their rights & responsibilities under the VOSH laws, standards & regulations
- Describe how you inform company managers, supervisors, and non-supervisory employees are made aware of BEST principles.
- Describe how you train company managers, supervisors, and non-supervisory employees to recognize unsafe conditions.
- Describe how company managers, supervisors, and non-supervisory employees become familiar with emergency evacuation procedures.
- Describe how employees & key subcontractors have specific knowledge of their safety & health roles & responsibilities.
- Who is the designated individual assigned safety & health responsibilities in your company?
[\(Click here to return\)](#)