



Application to the Virginia BEST

Submitted to:
Associated General Contractors of Virginia
Virginia BEST Program
11950 Nuckols Rd.
Glen Allen, VA 23059
Attn: Ms. Courtney Baker

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/oshwc/osh/os/summ1_00_2020.htm
Virginia BEST	https://www.doli.virginia.gov/voluntary-protection-program/virginia-best-outreach-docs/virginia-best-program/
NAICS and SIC codes	http://www.census.gov/eos/www/naics

Attachments	
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.	
1	Copy of Top-Level Safety and Health Policy (Required)
2	Organizational Chart (Required)
3	List of Current Job Sites (Required)
4	Signed Statement of Union Support if Applicable (Required)
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Company Information

Prepared By		Title	
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Company Information

Name:			
NAICS Code:			
FEIN:			
Virginia Contractor License Number:			
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:	
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What Level are you applying for?	Choose an item.
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Company History in VOSH

In the last 36 months have there been any of the following at any of the applying company sites? Check box if applicable

<input type="checkbox"/> Fatality	<input type="checkbox"/> In-Patient Hospitalization	<input type="checkbox"/> Amputations	<input type="checkbox"/> Loss of an eye
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If you checked yes to any of the above, did the investigation result in VOSH issuing any serious or willful citations related to the incident?

In the last 36 months, has there been any willful, repeat, or failure to abate violations that became final for the company applying?

Consultation Services			
Has the company used the VOSH Consultation Services in the past to conduct site inspections?			
If yes, how many times in the last 12 months have they been to any of the company's sites?			Date of Last Visit
What type of visits were they:			
Name of VOSH Consultant(s)			
Did any of the visits include sampling (noise, air contaminants, etc.?)			Results?
Did any of the visits include Training?			Subject?

Mentor Contact Information			
Name:		Title	
E-Mail:			
Phone:		Fax:	Length of Time with Mentoring

Give a brief history of the company & Describe the scope of work performed
(i.e. Ownership, date founded, business conducted in how many states, typical construction activities etc.)

If applicable

Union Information – If more than 1, list each one separately Click here for Union Support requirement			
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

NAICS:	
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(Double Click on chart to activate)

Year	Hours	Total Cases	Total Case Incident Rate (TCIR)	Days Away, Restricted, Transferred Cases	Days Away, Restricted or Transferred Rate (DART)
20xx			#DIV/0!		#DIV/0!
20xx			#DIV/0!		#DIV/0!
20xx			#DIV/0!		#DIV/0!
TOTAL	0	0		0	
<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!

Management Leadership and Employee Involvement

Management Leadership

1. Management Commitment and Leadership (Click here for help) Attach a copy of the company's Safety & Health Vision Statement. Attach a copy of the company's Safety & Health Mission Statement.	
2. Management Resources (Click here for help) Describe how management commits needed resources to safety & health.	
3. Visible Leadership (Click here for help) Describe how senior management demonstrates visible safety & health leadership.	
4. Communications (Click here for help) Please explain how management has developed and communicated annual safety & health objectives that are clear, attainable, and measurable.	
5. Responsibility and Authority (Click here for help) Define how management has clarified lines of communication & encourages workers to contact senior level management on unresolved health & safety issues.	
6. Accountability (Click here for help) 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)	
7. Discipline (Click here for help) Please describe your company's established disciplinary program, to include any stand-alone safety components.	
8. Annual Self-Evaluation (Click here for help) Describe your company's written plan/procedure for conducting annual self-evaluations.	

Employee Involvement

1. Safety & Health Perception Survey (Click here for help) Has the company conducted a safety & health perception survey of all employees on safety and health culture & practices? Describe any changes that were initiated in regards to employee perceptions or comments.	
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	Yes	No	
2. Employee Involvement (Click here for help) Describe how employees are involved in your company's safety & health program. Include any plan or implementation schedule for involving employees.			
3. Employee Knowledge and Notification (Click here for help) Describe any changes that were initiated in regard to employee perceptions or comments. (Ex: Action Plan)			
4. Rights and Responsibilities (Click here for help) 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?			

Contract Worker Coverage

1. Key Subcontractors (Click here for help) Explain how your company requires key subcontractors to provide safety & health protection equal to that received by your company employees.			
2. Adherence to Rules (Click here for help) Explain how your company requires subcontractors and their employees to comply with VOSH and company safety and health rules.			
3. Key Subcontractor Practices (Click here for help) Explain how your company ensures key subcontractors promptly identify, correct, & track uncontrolled hazards the workplace.			
4. Key Subcontractor Use (Click here for help) 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. Initial Analysis (Click here for help) Please describe your company's initial safety & health hazard analysis and any follow-up studies that may have been justified.
2. Hazard Analysis of Routine Jobs, Tasks, and Processes (Click here for help) Explain how your company conducted an initial study of all routine tasks.
3. Hazard Analysis of Significant Changes, New Processes, and Non-Routine Tasks (Click here for help) Describe your company's process for analyzing safety & health hazards, including significant changes to tools, equipment, materials or processes. Explain your company's system for analyzing safety & health hazards of new equipment, materials and processes.
4. Routine Inspections (Click here for help) Explain your established routine safety & health inspection program.
5. Investigation of Incidents (Click here for help) Please explain your company's documented system for incident investigations. (Including injuries, illnesses, near miss, near hit, property damage, and equipment/vehicle accidents).
6. Hazard Reporting (Click here for help) Explain your system that allows for employees to report hazards.
7. Trend Analysis (Click here for help) 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. Certified Professional Resources (Click here for help) Explain what outside sources are available if needed to conduct initial hazard analysis.
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2. [Hazard Control Program \(Click here for help\)](#)
 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).

3. [Hierarchy of Controls \(Click here for help\)](#)
 Explain your system to prioritize and implement controls for identified hazards. Do hazard controls follow the hierarchy of controls? Include how you picked the most appropriate control and how you require key subcontractors to adopt a hazard elimination & control system.

4. [Hazard Reporting Tracking System \(Click here for help\)](#)
 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 \(Click here for help\)](#)
 Explain how your company ensures all equipment is being maintained in accordance with manufacturer’s preventive maintenance requirements?

6. [Occupational Health Care \(Click here for help\)](#)
 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?) Describe the access company employees have to health care services based on results of initial health surveys to include physician & emergency medical care

7. [Emergency Preparedness & Response \(Click here for help\)](#)

As necessary, has the company provided an emergency physician & medical care?	Choose an item.
Has the company established & communicated written emergency procedures?	Choose an item.
Is there at least one first aid & CPR trained employee on every jobsite?	Choose an item.
As appropriate, are key subcontractors required to participate in emergency drills?	Choose an item.
Does the company conduct emergency drills at least annually, ensuring all employees participate or are at least briefed on each drill?	Choose an item.

Safety and Health Training

1. [Formal and Informal Training](#)

	<p>Briefly describe the required subject matter and methods for completing safety & health training for your company. Describe the systems in place to ensure employees understand and retain course information and the effectiveness of the training conducted. In addition, describe the frequency of required safety and health training as well as what requirements prompt retraining. (Click here for help)</p>					
2.	<p>Evaluation of Training (Click here for help) Describe how often and in what way training courses are evaluated and updated?</p>					
3.	<p>Training Records (Click here for help) What format are training records kept for the company?</p>					
4.	<p>Key Subcontractor Training (Click here for help) Describe the safety and health orientation provided for specialty (key) subcontractors. Describe how company & key subcontractors managers and supervisors have specific knowledge of their safety & health roles & responsibilities.</p>					
5.	<p>Hazard Recognition Training (Click here for help) Explain how company managers, supervisors, and non-supervisory employees have been trained to recognize unsafe conditions.</p>					
6.	<p>Emergency Action Training (Click here for help) Explain how company managers, supervisors, and non-supervisory employees become familiar with emergency evacuation procedures and their specific responsibilities during emergencies.</p>					
7.	<p>General Guidelines (Click here for help) Is your company observing BEST guidelines in providing training for required programs?</p>					
<table border="1"> <tr> <td data-bbox="159 1087 230 1327">Yes</td> <td data-bbox="230 1087 277 1327"></td> <td data-bbox="277 1087 339 1327">No</td> <td data-bbox="339 1087 386 1327"></td> <td data-bbox="386 1087 1542 1327"></td> </tr> </table>	Yes		No			
Yes		No				

Virginia BEST Assurances

Company Name

Date

Agrees to comply with the following items as a Voluntary Protection Program participant:

1. Compliance

- a. You will comply with the Occupational Safety and Health Act (OSH Act) and correct, in a timely manner, all hazards discovered through self-inspections, employee notifications, accident investigations, VOSH onsite reviews, process hazard reviews, annual evaluations, or any other means.

2. Correction of Deficiencies

- a. Within 45 days, you will correct safety and health deficiencies related to compliance with VOSH requirements and identified during any VOSH onsite review.

3. Employee Support ([Click here to return](#))

- a. Our employees support the Virginia BEST application.
- b. At sites with contractor employees organized into one or more collective bargaining units, the authorized representative for each collective bargaining unit must submit a signed statement indicating that the collective bargaining agent(s) support BEST participation.
- c. VOSH must receive concurrence from all such authorized agents to accept the application.
- d. At non-union sites, the VOSH onsite review team will verify management's assurance of employee support during employee interviews.

4. BEST Elements

- a. BEST elements are in place, and management commits to meeting and maintaining the requirements of the elements and the overall BEST.

5. Orientation

- a. Employees, including newly hired employees and contract employees, will receive orientation on the BEST, including employee rights under BEST and under the OSH Act.

6. Non-Discrimination

- a. You will protect employees given safety and health duties as part of your safety and health program from discriminatory actions resulting from their carrying out such duties, just as Section 40.1-51.2:1 of the Code of Virginia and protect employees who exercise their rights.

7. Employee Access

- a. Employees will have access to the results of self-inspections, accident investigations, and other safety and health data upon request. At unionized worksites, this requirement may be met through employee representative access to these results.

8. Documentation

- a. You will maintain your safety and health program information and make it available for VOSH review to determine initial and continued approval to the BEST. This information will include:
 - i. Any agreements between management and collective bargaining agent(s) concerning safety and health.
 - ii. All documentation enumerated under VOSH Directives 09-060 and 13-060.

9. Annual Submission

- a. Each year by February 15, you will submit the following information to the Virginia BEST Coordinator:
 - i. For the previous calendar year, the TCIR for injuries plus illnesses, and the DART rates.

- ii. The total number of cases for each of the above two rates.
- iii. Hours worked and estimated average employment for the past full calendar year.

10. Contractor Rates

- a. You will submit data on each applicable contractor. Applicable contractors are those employers who have contracted with you to perform certain jobs and whose employees worked a total of 1,000 or more hours in at least 1 calendar quarter at your worksite. The data will consist of:
 - i. The worksite’s TCIR and DART rate for each applicable contractor’s employees.
 - ii. The total number of cases from which these two rates were derived.
 - iii. Hours worked and estimated average employment for the past full calendar year.
 - iv. The appropriate NAICS code for each applicable contractor’s work at the worksite.

11. Annual Evaluation

- a. We will provide a copy of the most recent safety and health annual evaluation to VOSH. Include a description of any success stories, such as reductions in workers’ compensation rates, increased in employee involvement, and improvements in employee morale.
- b. Due by February 15 of each year to the Virginia BEST Coordinator.

12. Organizational Changes

- a. Whenever significant organizational or ownership changes occur, you will provide VOSH, within 60 days, a new Letter of Assurances signed by both management and any authorized collective bargaining agents.

13. Collective Bargaining Changes

- a. Whenever a change occurs in the authorized collective bargaining agent, you will provide VOSH, within 60 days, a new signed statement indicating that the new representative supports BEST participation.

Highest Company Official Signature and Title

3/12/2021

Date

Print Name and Title

Highest Union Official Representative Signature and Title

3/12/2021

Date

Print Name and Title

Appendix

Definitions

- **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.
- **Key Subcontractor:** A participant's subcontractor identified by AGCVA and VOSH based on the following criteria:
 1. **Risk** (the perceived risk level associated with the construction work activities/hazards scheduled to occur at the worksite – e.g., steel erection, roofing/siding, masonry work, scaffolding, fall protection hazards, electrical hazards)
 2. **Duration** (30% to 70% scheduled completion)
 3. **Size** (number of employees)
- **Virginia Contractor License (DPOR License):** licenses granted by the Department of Professional and Occupational Regulation (DPOR) to businesses engaged in the construction, removal, repair, or improvement of facilities on property owned by others. Contractor licenses consist of two parts: the class of license (A, B, or C), which determines the monetary value of contracts/projects that may be performed, and the classification/specialty, which determines what type of work is allowed.

ELEMENTS

Management Commitment to BEST Participation and Leadership

- Describe the company's statement of commitment to maintaining compliance with and continuously improving safety and health and meeting BEST requirements? How is this communicated to all employees? Establishing, documenting, and communicating to employees and contractors clear goals that are attainable and measurable, objectives that are relevant to workplace hazards and trends of injury and illness, and policies and procedures that indicate how to accomplish the objectives and meet the goals. Ensuring that all workers (including contract workers) are provided equal, high-quality safety and health protection. ([Click here to return](#))

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 worksite created an environment that allows for reasonable employee access to worksite

- management and senior management. How does the company communicate goals and objectives to all employees? ([Click here to return](#))

Responsibility and Authority

- Describe how the company has communicated the responsibility and authority to its employees to contact senior management on unresolved safety & health issues. Explain how this has been accomplished ([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 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](#))

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](#))

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](#))

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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 company reviews jobs, processes and/or the interaction among activities to determine safe work procedures at your company worksites.
- 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](#))

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 worksite weekly. ([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](#))

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](#))

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](#))

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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](#))

Hierarchy of Controls

- Describe how your company prioritizes and implements controls for hazards. Does it utilize the hierarchy of controls? Describe the different types of controls that are used at the company and have any follow-up studies been conducted based on incidents, inspections or recommendations from employees? ([Click here to return](#))
- **Engineering Controls**
 - Engineering controls directly eliminate a hazard by such means as substituting a less hazardous substance, isolating the hazard; these are the most reliable and effective. Describe and provide examples of engineering controls have been implemented at the worksite?
- **Administrative Controls**
 - Administrative controls significantly limit daily exposure to hazards by control or manipulation of the work schedule or work habits. (Example: job rotation) Describe ways you limit daily exposure to hazards by adjusting work schedules or work tasks.
- **Work Practice Controls**
 - These controls include workplace rules, safe and healthful work practices, personal hygiene, housekeeping and maintenance, OSHA required programs (i.e., PPE, LOTO, Confined Space Entry, etc.). List the written occupational safety and health programs implemented at your company worksites.
- **Personal Protective Equipment**
 - PPE should only be used when all other hazard controls have been exhausted or more significant hazard controls are not feasible. Describe the requirements for selecting, using, maintaining, and distributing personal protective equipment?
 - Describe if there is a complete PPE hazard assessment completed.

Hazard Reporting Tracking System

How does the worksite 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](#))

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Occupational 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.
- Describe how the company integrates the employee medical program with the safety and health program.
- Describe the availability of both onsite and offsite medical services and physicians.
- Describe how employees have access to health care services based on results of initial health surveys to include physician and emergency care.
- Are employees trained in First Aid, CPR, is there an AED on site? What type of training did employee receive?
- Describe how licensed occupational health professionals are involved in routine hazard analyses, in recognizing and treating injuries and illnesses early on, in limiting severity of harm and in managing injury and illness cases. [\(Click here to return\)](#)

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 each worksite specific hazards.
- Describe the review process of the drills/exercises. [\(Click here to return\)](#)

Formal and Informal Training

- 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.
- Who is the designated individual assigned safety & health responsibilities in your company?
- Describe testing in use to ensure that employees understand and retain course information and the effectiveness of the training. Examples include tests and work observations.
- Is there a passing score required in order to confirm comprehension?
- How many times, if any, is an employee allowed to retake a test before the material/course must be reviewed? If so, is the material/course reviewed again with a member of the safety department?
- Describe how frequently training is performed and what prompts repeat training.
- Is training provided on a weekly, monthly, quarterly, or annual basis?
- What controls are in place to assure training is completed on time/by established deadlines?

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

Evaluation of Training

- Describe how often and in what way training courses are evaluated and updated.
- Are changes in courses prompted by statutory changes and updates?
- Do JSA, JHA, or PHA play a role in updating training material?
- Are employees involved in the review and revision of training courses?
- Are incident, near miss, and hazard reports taken into account when updating training courses?
- [\(Click here to return\)](#)

Training Records

- Describe how and where training records are kept.
- Who or what department is in charge of keeping records and ensuring they are up to date?
- How often are records reviewed to ensure they are up-to-date?
- Are physical records kept?
- Are records kept electronically? If so, are they backed up? [\(Click here to return\)](#)

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Key-Subcontractor Training

- Describe how employees & key subcontractors have specific knowledge of their safety & health roles & responsibilities. ([Click here to return](#))

Hazard Recognition Training

- Describe how you train company managers, supervisors, and non-supervisory employees to recognize unsafe conditions. ([Click here to return](#))

Emergency Action Training

- Describe how company managers, supervisors, and non-supervisory employees become familiar with emergency evacuation procedures. ([Click here to return](#))

General Guidelines

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