

# HomeSafe® Colorado Applicant Self-Scoring Sheet

(Revised: 6-1-10)

## INSTRUCTIONS

Ten (10) key components of company safety programs are listed on the following pages (see letters A-J). Each component contains columns that describe four levels of safety performance. Select the column that BEST describes your company's performance. The score (number above the column) should be circled then written in the box labeled "component score" at the right of the page, then transfer the "sub-scores" to Section II of the Application Form.

### A. MANAGEMENT COMMITMENT TO SAFETY PROGRAM

Score 4	Score 3	Score 2	Score 1	
<b>Management:</b> <ul style="list-style-type: none"> <li>○ Participates in the safety program</li> <li>○ Sets objectives for safety</li> <li>○ Requires feedback on program</li> <li>○ Provides necessary funds for safety program and materials</li> <li>○ Includes safety as an integral part of performance evaluation</li> <li>○ Maintains a written safety policy</li> <li>○ Ensures that safety policy is known to all employees</li> <li>○ Distributes HomeSafe books to all field employees and ensures utilization</li> <li>○ Signed safety policy statement</li> <li>○ Defines safety responsibility for all levels of the company</li> </ul>	<b>Management:</b> <ul style="list-style-type: none"> <li>○ Participates in the safety program</li> <li>○ Requires feedback on program</li> <li>○ Provides funds for safety program</li> <li>○ Has created a safety policy</li> <li>○ Ensures that policy is in writing and posted</li> <li>○ Ensures that employees are aware of policy</li> <li>○ Ensures that HomeSafe books are made available for employees</li> <li>○ Authorizes loss prevention activities</li> <li>○ Defines safety responsibility for field personnel</li> </ul>	<b>Management:</b> <ul style="list-style-type: none"> <li>○ Supports safety but does not participate</li> <li>○ Provides funds for safety activities</li> <li>○ Has created a safety policy but it is unavailable and unknown to employees</li> <li>○ Does not routinely ensure that HomeSafe books are used</li> <li>○ Vests safety coordinator with responsibility for results of safety program and performance of safety activities</li> </ul>	<b>Management:</b> <ul style="list-style-type: none"> <li>○ Does not support safety program</li> <li>○ Uses "hands-off" approach to safety</li> <li>○ Leaves safety to safety coordinator or safety professionals</li> <li>○ Has not created a safety policy</li> <li>○ Does not provide HomeSafe books</li> <li>○ Has not defined responsibility for safety in the firm</li> </ul>	<p><b>COMPONENT A SCORE:</b></p> <hr style="width: 100%;"/>

**B. EXPERIENCE  
MODIFICATION  
RATE (EMR) OR  
LOSS RATIO (LR)**

<b>Score 4</b>	<b>Score 3</b>	<b>Score 2</b>	<b>Score 1</b>	
<ul style="list-style-type: none"> <li>○ EMR for the past three years and the current year is below 0.85 (EMR) or LR is 40% or less</li> <li>○ Management reviews the costs of accidents and the impact of the EMR/LR of the company</li> </ul>	<ul style="list-style-type: none"> <li>○ EMR for the past three years and the current year is between 1.0 and 0.85 (EMR) or LR is 50% or less</li> <li>○ The costs of accidents are reported to the project manager</li> </ul>	<ul style="list-style-type: none"> <li>○ EMR/LR has decreased in 2 of the last 3 years</li> </ul>	<ul style="list-style-type: none"> <li>○ EMR/LR is unknown</li> <li>○ EMR has increased in each of the last three years</li> </ul>	<p><b>COMPONENT B SCORE:</b></p> <hr/>

**C. MANAGEMENT  
SUPERVISORY  
MEETINGS**

<b>Score 4</b>	<b>Score 3</b>	<b>Score 2</b>	<b>Score 1</b>	
<ul style="list-style-type: none"> <li>○ Safety is on the agenda of weekly meetings held by management with supervisors</li> <li>○ Management gives an overview of safety activity at weekly meetings</li> <li>○ Serious accidents are reviewed at weekly meetings</li> </ul>	<ul style="list-style-type: none"> <li>○ Monthly meetings are held with supervisors where safety is on the agenda</li> <li>○ Supervisors give an overview of safety activity at monthly meetings</li> <li>○ Serious accidents are reviewed at monthly meetings</li> </ul>	<ul style="list-style-type: none"> <li>○ Occasional meetings are held with supervisors where safety is on the agenda</li> <li>○ Information on safety is given to supervisors at occasional meetings</li> <li>○ Serious accidents are reviewed at occasional meetings</li> </ul>	<ul style="list-style-type: none"> <li>○ No meetings are held with supervisors where safety is on the agenda</li> </ul>	<p><b>COMPONENT C SCORE:</b></p> <hr/>

**D. EMPLOYEE PARTICIPATION**

<b>Score 4</b>	<b>Score 3</b>	<b>Score 2</b>	<b>Score 1</b>	
<ul style="list-style-type: none"> <li>○ Employee participation in safety program is in place</li> <li>○ Training is provided for supervisors on facilitating employee participation in safety program</li> <li>○ Employees are encouraged to participate in tool box talks, hazard recognition &amp; reporting, site inspections, safety rule development, accident investigations, formal safety training</li> </ul>	<ul style="list-style-type: none"> <li>○ Training is provided for supervisors on facilitating employee participation in safety program</li> </ul>	<ul style="list-style-type: none"> <li>○ Employee participation in safety program is encouraged</li> <li>○ Information is given to supervisors on how to involve employees in safety program</li> <li>○ Employee suggestion and comment program on safety issues is implemented</li> </ul>	<ul style="list-style-type: none"> <li>○ No employee participation program</li> </ul>	<p><b>COMPONENT D SCORE:</b></p> <hr/>

**E. NEW EMPLOYEE ORIENTATION**

<b>Score 4</b>	<b>Score 3</b>	<b>Score 2</b>	<b>Score 1</b>	
<ul style="list-style-type: none"> <li>○ Formal orientation program is in effect for all new or transferred employees</li> <li>○ A record is maintained showing date, person doing orientation and safety items covered</li> <li>○ Safety orientation includes: safety program, exposures, PPE, reporting and management concern for safety</li> <li>○ Employee signs record</li> </ul>	<ul style="list-style-type: none"> <li>○ Orientation that includes safety is given to new employees</li> <li>○ A record is maintained showing safety items covered in orientation</li> <li>○ Safety orientation includes: safety program, exposures, PPE, reporting and management concern for safety</li> <li>○ Job safety requirements are stressed</li> </ul>	<ul style="list-style-type: none"> <li>○ Safety orientation is given to employees but no training records are maintained</li> </ul>	<ul style="list-style-type: none"> <li>○ No safety orientation is given to new employees</li> </ul>	<p><b>COMPONENT E SCORE:</b></p> <hr/>

**F. SAFETY RULES**

<b>Score 4</b>	<b>Score 3</b>	<b>Score 2</b>	<b>Score 1</b>	
<ul style="list-style-type: none"> <li>○ Safety rules are published</li> <li>○ All employees are aware of the safety rules</li> <li>○ Safety rules are concise and easy to understand</li> <li>○ Safety rules are enforced equally among all employees</li> <li>○ Rules are updated on a regular basis</li> <li>○ Subcontractors must follow safety rules</li> </ul>	<ul style="list-style-type: none"> <li>○ Safety rules are published</li> <li>○ Copies of the safety rules are posted at work sites</li> <li>○ All employees are made aware of the safety rules</li> <li>○ Supervisors enforce most of the safety rules</li> <li>○ Subcontractors must follow safety rules</li> </ul>	<ul style="list-style-type: none"> <li>○ There are some general safety rules</li> <li>○ The safety rules are enforced most of the time</li> <li>○ Safety rules have not been updated within the last two years</li> </ul>	<ul style="list-style-type: none"> <li>○ There are no safety rules</li> </ul>	<p><b>COMPONENT F SCORE:</b></p> <hr style="width: 100%;"/>

**G. SAFETY TOOL BOX MEETINGS**

<b>Score 4</b>	<b>Score 3</b>	<b>Score 2</b>	<b>Score 1</b>	
<ul style="list-style-type: none"> <li>○ Safety tool box meetings are held weekly</li> <li>○ Safety tool box maintenance conducted by supervisors</li> <li>○ Record kept on safety tool box meeting attendance and material presented</li> <li>○ Employees participate in safety tool box meetings</li> <li>○ Management attends safety tool box meetings occasionally</li> </ul>	<ul style="list-style-type: none"> <li>○ Supervisors hold safety tool box meetings at least monthly</li> <li>○ Records kept on safety tool box meeting attendance and topics presented</li> </ul>	<ul style="list-style-type: none"> <li>○ Safety coordinator or management conducts safety tool box meetings with all employees less than once a month</li> </ul>	<ul style="list-style-type: none"> <li>○ No safety tool box meetings held with employees</li> </ul>	<p><b>COMPONENT G SCORE:</b></p> <hr style="width: 100%;"/>

**H. SUPERVISORY TRAINING**

<b>Score 4</b>	<b>Score 3</b>	<b>Score 2</b>	<b>Score 1</b>	
<ul style="list-style-type: none"> <li>○ Supervisory training includes:               <ul style="list-style-type: none"> <li>○ Hazard Recognition</li> <li>○ Emergency Reporting Procedures</li> <li>○ OSHA 10 hour or greater</li> <li>○ Conducting meetings</li> <li>○ Accident Investigation</li> <li>○ Job site safety inspections</li> </ul> </li> <li>○ Company has in-house facilities for safety training or has attended HBA safety training</li> <li>○ Supervisors have access to safety professional</li> </ul>	<ul style="list-style-type: none"> <li>○ Most supervisors receive training in:               <ul style="list-style-type: none"> <li>○ Hazard recognition</li> <li>○ Emergency reporting</li> <li>○ Procedures</li> <li>○ Accident investigation</li> <li>○ Job site safety inspections</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Some supervisors are sent to outside safety training courses</li> </ul>	<ul style="list-style-type: none"> <li>○ Company has no training for supervisors</li> </ul>	<p><b>COMPONENT H SCORE:</b></p> <hr/>

**I. USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)**

<b>Score 4</b>	<b>Score 3</b>	<b>Score 2</b>	<b>Score 1</b>	
<ul style="list-style-type: none"> <li>○ Employees are trained in use and maintenance of PPE</li> <li>○ Approved PPE is used</li> <li>○ PPE is provided for employees</li> <li>○ Disciplinary consequences are in place for not using PPE</li> <li>○ Employees are aware of disciplinary consequences of not using PPE</li> </ul>	<ul style="list-style-type: none"> <li>○ PPE is provided and use is required</li> <li>○ Employees are trained in use and maintenance of PPE</li> <li>○ Employees are informed on PPE requirements for each job</li> </ul>	<ul style="list-style-type: none"> <li>○ PPE is provided and its use is encouraged</li> <li>○ Some training is given in use and maintenance of PPE</li> </ul>	<ul style="list-style-type: none"> <li>○ Use of PPE is left to the discretion of each employee, resulting in rare use</li> </ul>	<p><b>COMPONENT I SCORE:</b></p> <hr/>

**J. ACCIDENT INVESTIGATION**

Score 4	Score 3	Score 2	Score 1	
<ul style="list-style-type: none"> <li>○ Accidents including near misses are investigated by the immediate supervisor</li> <li>○ All supervisors are trained in the techniques of accident investigation</li> <li>○ Reports are completed on all accidents that require emergency treatment</li> <li>○ There is a management review of all serious accidents</li> <li>○ The basic causes of all accidents are determined</li> <li>○ Information learned is shared with all job sites</li> <li>○ There is a follow up system to assure corrective action is taken</li> </ul>	<ul style="list-style-type: none"> <li>○ All accidents are investigated with a report written on serious incidents</li> <li>○ Supervisors are trained to make accident investigations</li> <li>○ Management reviews all accident investigation reports</li> <li>○ Information on serious incidents are shared on other job sites</li> </ul>	<ul style="list-style-type: none"> <li>○ Informal accident investigations are made with no written report</li> <li>○ Some supervisory personnel know how to investigate an accident</li> <li>○ Information gained is not shared on other job sites</li> <li>○ Safety personnel make most accident investigations</li> </ul>	<ul style="list-style-type: none"> <li>○ Accidents are not investigated to determine cause</li> </ul>	<p><b>COMPONENT J SCORE:</b></p> <hr style="width: 100%;"/>

**FINAL STEP: PLEASE TRANSFER INDIVIDUAL COMPONENT SCORES TO SECTION II OF THE APPLICATION FORM.**