



Independent Electrical
Contractors

SAFETY PROGRAM Awareness & Retention Kit

Submittal Deadline August 6, 2010





SAFETY PROGRAM

Awareness & Retention Kit



Company Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Chapter Name: _____

Date Completed: _____

Preparer's Name: _____

Signature: _____

The IEC Safety Committee would like to thank the IEC Dallas Chapter for the development of this tool.

2010 SAFETY COMMITTEE MEMBERS:

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IEC SPARK RECOGNITION FORM

This program is a method for you to evaluate your company’s safety program by giving it a “safety check-up.” This is not a competition. This document is for survey purposes only and will not be reprinted, circulated or published by IEC or its Chapters.

IEC National will present those companies that rate themselves *Grand Achievement*, *Superior Achievement* or *SPARK Achievement* with a SPARK Recognition Certificate.

To begin your company’s “safety check-up,” please review each section and enter the number that best describes your level of safety. No partial credit is given. Please choose one whole number for each category.

If there are any categories which you feel do not apply to your company, please mark N/A in the space designated for the evaluation score for that category. You may then offer comments or explanations in the “comments” section located at the end of the form.

EXAMPLE

I. MANAGEMENT POLICY STATEMENT ON SAFETY			SECTION 1 SCORE
9	6	3	0
<ul style="list-style-type: none"> • Safety policy exists • Provides support for safety activities • Safety policy posted and is in employee handbook • Is budgeted and provides necessary funds • Contained in separate safety manual 	<ul style="list-style-type: none"> • Safety policy exists • Provides support for safety activities • Safety policy posted and is in employee handbook 	<ul style="list-style-type: none"> • Safety policy exists • Provides support for safety activities 	<ul style="list-style-type: none"> • Safety policy exists

Once you’ve completed the review and scored each category, add all evaluation scores together and place your total score on the ANSWER SHEET.

Next, please submit your document to either your local chapter office for submission to IEC National - or send directly to IEC National if your chapter has directed you to do so.

New This Year: An award will be given to the chapter in each IEC Region with the highest percentage of members participation, with the highest of those chapters winning the National Award.

Submission deadline: August 6, 2010.

For help with the SPARK assessment application, contact your local chapter office or call IEC National at (703) 549-7351 or (800) 456-4324.





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ANSWER SHEET

CATEGORY	SCORE
I. Management Commitment	
II. Management Policy Statement on Safety	
III. Responsibility for Safety Defined	
IV. Safety Statistics	
V. Safety Budget	
VI. Safety Program Goal-Setting	
VII. Management Supervisory Meetings	
VIII. Pre-Jobsite Inspection	
IX. Employee Participation	
X. New Employee Orientation	
XI. Safety Rules	
XII. On-Going Employee Safety Training (Material Safety Data Sheets)	
XIII. Safety Toolbox Meetings	
XIV. Inspections	
XV. Supervisory Training	
XVI. Accident Investigation	
XVII. Use of Personal Protective Equipment (PPE)	
XVIII. Performance Audit	
XIX. Substance Abuse Policy	
XX. Record Keeping	
XXI. Test Equipment	
XXII. Fall Protection	
XXIII. Material Handling	
XXIV. Automobile Accidents	
XXV. Energized Work	
XXVI. Confined Space	

PLEASE INDICATE YOUR SPARK COUNT:

TOTAL SCORE: _____

- _____ Grand Achievement (187-234)
- _____ Superior Achievement (140-186)
- _____ SPARK Achievement (94-139)

I. MANAGEMENT COMMITMENT			SECTION I SCORE:
9	6	3	0
<ul style="list-style-type: none"> • Supports safety • Actively participates in safety program • Provides support for safety activities • Sets objectives and goals • Requires feedback on safety program • Safety is a part of company-wide performance appraisals 	<ul style="list-style-type: none"> • Supports safety • Actively participates in safety program • Provides support for safety activities • Sets objectives and goals 	<ul style="list-style-type: none"> • Supports safety • Actively participates in safety program • Provides support for safety activities 	<ul style="list-style-type: none"> • Safety not discussed
II. MANAGEMENT POLICY STATEMENT ON SAFETY			SECTION II SCORE:
9	6	3	0
<ul style="list-style-type: none"> • Safety policy exists • Safety policy posted in writing or part of employee handbook • Known by all employees • Contained in separate safety manual 	<ul style="list-style-type: none"> • Safety policy exists • Safety policy posted in writing or part of employee handbook 	<ul style="list-style-type: none"> • Safety policy exists 	<ul style="list-style-type: none"> • No safety policy
III. RESPONSIBILITY FOR SAFETY DEFINED			SECTION III SCORE:
9	6	3	0
<ul style="list-style-type: none"> • Owner and or Safety Coordinator has full responsibility for safety program • Supervisors perform safety activities • Responsibility for safety is in writing for all levels of the firm and stated in a safety manual • All employees have responsibilities in safety program 	<ul style="list-style-type: none"> • Owner and/or Safety Coordinator has full responsibility for safety program • Supervisors perform safety activities • Responsibility for safety is in writing for all levels of the firm and stated in a safety manual 	<ul style="list-style-type: none"> • Owner has full responsibility for safety program 	<ul style="list-style-type: none"> • No one responsible for safety
IV. SAFETY STATISTICS			SECTION IV SCORE:
9	6	3	0
<ul style="list-style-type: none"> • Know what EMR is • Know your company's EMR rate • EMR rate is below 0.85 • Management knows and reviews the cost of accidents and the impact of the EMR*/LR**on the co. 	<ul style="list-style-type: none"> • Know what EMR is • Know your company's EMR rate • EMR rate is below 0.85 • The cost of accidents are reported <p>*LR = Loss Ratio</p>	<ul style="list-style-type: none"> • Know what EMR is • Know your company's EMR rate • EMR has shown recent decrease <p>**EMR = Experience Modification Rate</p>	<ul style="list-style-type: none"> • What is EMR?
V. SAFETY BUDGET			SECTION V SCORE:
9	6	3	0
<ul style="list-style-type: none"> • Provides funds for safety activities • An annual safety budget is established and based on planned programs • Estimates are made on savings contributed by safety program 	<ul style="list-style-type: none"> • Provides funds for safety activities • An annual safety budget is established and based on planned programs 	<ul style="list-style-type: none"> • Provides funds for safety activities 	<ul style="list-style-type: none"> • No funds for safety program



VI. SAFETY PROGRAM GOAL-SETTING

SECTION VI SCORE:

9	6	3	0
<ul style="list-style-type: none"> • Company has a written safety program and goals • Written goals & obj. are set to be achieved through the safety prog. • Goal results are discussed, and published/distributed annually • Feedback from those responsible for achieving results is required to measure performance • A strategy is developed to accomplish these goals 	<ul style="list-style-type: none"> • Company has a safety program and goals • Written goals & obj. are set to be achieved through the safety prog. • Goal results are discussed, and published/distributed annually • Feedback from those responsible for achieving results is required to measure performance 	<ul style="list-style-type: none"> • Company has a written safety program and goals 	<ul style="list-style-type: none"> • Company has no safety program

VII. MANAGEMENT SUPERVISORY MEETINGS

SECTION VII SCORE:

9	6	3	0
<ul style="list-style-type: none"> • Info. is given to supervisors on safety • Management gives an overview of safety activity to supervisor/leadmen • Supervisor gives status report on jobsite activities • Regular safety meetings are held with supervisor/leadmen • Accidents are rev. at supervisor mtgs. Near-misses are discussed and investigated 	<ul style="list-style-type: none"> • Info. is given to supervisors on safety • Management gives an overview of safety activity to supervisor/leadmen • Supervisor gives status report on jobsite activities • Regular safety meetings are held with supervisor/leadmen 	<ul style="list-style-type: none"> • Info. is given to supervisors on safety • Management gives an overview of safety activity to supervisor/leadmen • Supervisor gives status report on jobsite activities 	<ul style="list-style-type: none"> • No info. given to supervisors on safety

VIII. PRE-JOBSITE INSPECTION

SECTION VIII SCORE:

9	6	3	0
<ul style="list-style-type: none"> • Pre-jobsite inspection and planning are required to identify needed safety equipment • A checklist is used • Pre-site training is required • Job supervisors are trained in planning for pre-jobsite safety inspections 	<ul style="list-style-type: none"> • Pre-jobsite inspection and planning are required to identify needed safety equipment • A checklist is used • Pre-site training is required 	<ul style="list-style-type: none"> • No formal jobsite inspection but some thought is given to safety prior to starting the job 	<ul style="list-style-type: none"> • No pre-jobsite inspection

IX. EMPLOYEE PARTICIPATION

SECTION IX SCORE:

9	6	3	0
<ul style="list-style-type: none"> • Information is given to supervisors on how to involve employees • Training is provided for supervisors • Employee suggest./comments prog. • Procedures are set for employees to participate in activities ranging from training to accident investig. • Employees are required to participate in toolbox talks, hazard recognition reporting, site inspect., safety rule development & revision, new hire & formal safety training, accident investigation • Employees are rewarded with an incentive for Zero Accident perf. 	<ul style="list-style-type: none"> • Information is given to supervisors on how to involve employees • Training is provided for supervisors on facilitating • Employee suggest./comments prog. • Procedures are set for employees to participate in activities ranging from training to accident investigations 	<ul style="list-style-type: none"> • Information is given to supervisors on how to involve employees • Training is provided for supervisors • Employee suggest./comments prog. 	<ul style="list-style-type: none"> • No employee participation



X. NEW EMPLOYEE ORIENTATION**SECTION X SCORE:**

9	6	3	0
<ul style="list-style-type: none"> • An orientation program is given to new employees • The orientation program includes safety information • A record is kept showing information covered • Orientation includes Lockout/Tagout, PPE, falls, automobile accidents, and material handling • Management's concern for safety is stressed • Employee signs orientation training form 	<ul style="list-style-type: none"> • An orientation program is given to new employees • The orientation program includes safety information • A record is kept showing information covered • Orientation includes Lockout/Tagout, PPE, falls, automobile accidents, and material handling 	<ul style="list-style-type: none"> • An orientation program is given to new employees 	<ul style="list-style-type: none"> • There is no safety orientation given to new employees

XI. SAFETY RULES**SECTION XI SCORE:**

9	6	3	0
<ul style="list-style-type: none"> • There are written company rules • All employees are made aware of all safety rules • Rules are enforced all of the time • Supervisors enforce the rules and report violations • Rules are updated on an as needed basis 	<ul style="list-style-type: none"> • There are written company rules • All employees are made aware of all safety rules • Rules are enforced all of the time • Supervisors enforce the rules and report violations of the time 	<ul style="list-style-type: none"> • There are safety rules such as those found in the IEC Safety Manual Guidelines • Some employees are made aware of safety rules • Rules are enforced some of the time 	<ul style="list-style-type: none"> • No safety rules formulated

XII. ON-GOING EMPLOYEE SAFETY TRAINING (MATERIAL SAFETY DATA SHEETS)**SECTION XII SCORE:**

9	6	3	0
<ul style="list-style-type: none"> • Formal training program • Safety training provided and documented in use of MSDS, First Aid/CPR and Hazard Recognition • Safety training is provided and documented in areas such as hazard, standard, specific, heavy equipment, personal safety, OSHA and Lockout/Tagout • Training comprehension/ understanding by employees is verified and documented 	<ul style="list-style-type: none"> • Some basic formal training • Safety training provided and documented in use of MSDS, First Aid/CPR, hazard recognition and Lockout/Tagout 	<ul style="list-style-type: none"> • Some basic formal training • Safety training is provided in use of MSDS, First Aid/CPR 	<ul style="list-style-type: none"> • What are MSDS?

XIII. SAFETY TOOLBOX MEETINGS**SECTION XIII:**

9	6	3	0
<ul style="list-style-type: none"> • Supervisors or Safety Coordinators hold meetings at least weekly • Meetings are held weekly for all employees; topics and attendance records are documented and maintained • Employees participate openly • Management attends occasionally 	<ul style="list-style-type: none"> • Supervisors or Safety Coordinators hold meetings • Meetings are held monthly for all employees; topics and attendance records are documented and maintained 	<ul style="list-style-type: none"> • Supervisor or Safety Coordinators hold toolbox talks meetings 	<ul style="list-style-type: none"> • No toolbox talks held



XIV. INSPECTIONS

SECTION XIV:

9	6	3	0
<ul style="list-style-type: none"> • Jobsite inspections made by supervisor/employee or management weekly • Weekly jobsite inspections made by supervisor or management • Site inspections done by independent source and/or safety director • Critical safety items are identified and checked • Discoveries are classified according to seriousness • Target dates are set for corrective follow-up action 	<ul style="list-style-type: none"> • Jobsite inspections made by supervisor/employee or management weekly • Monthly jobsite inspections made by supervisor or management • Site inspections done by independent source and/or safety director • Critical safety items are identified and checked 	<ul style="list-style-type: none"> • Job site inspections made occasionally by supervisor and/or employee 	<ul style="list-style-type: none"> • No Inspections

XV. SUPERVISORY TRAINING

SECTION XV:

9	6	3	0
<ul style="list-style-type: none"> • All supervisors sent to outside training courses • Supervisor training in haz com, First Aid/CPR emergency reporting, job site inspections, accident investigation, job safety analysis and planning, conducting meetings, supv skills • Supervisors attend OSHA 10-Hour course • Company has in-house facilities for training or has good outside source for training • Supervisors have access to a safety professional 	<ul style="list-style-type: none"> • All supervisors sent to outside training courses • Supervisor training in haz com, First Aid/CPR emergency reporting, job site inspections, accident investigation, job safety analysis and planning, conducting meetings, supv skills • Supervisors attend OSHA 10-Hour course 	<ul style="list-style-type: none"> • Some supervisors sent to outside training course 	<ul style="list-style-type: none"> • No supervisor training

XVI. ACCIDENT INVESTIGATION

SECTION XVI:

9	6	3	0
<ul style="list-style-type: none"> • Supervisor trained to conduct investigations • Formal investigation by supervisor and written report made • Safety personnel involved in all investigations • Management reviews all investigation reports • Information on "serious" incidents are shared with employees • Basic causes of accidents are determined and follow-up system is in place to assure corrective action is taken 	<ul style="list-style-type: none"> • Supervisor trained to conduct investigations • Formal investigation by supervisor and written report made • Safety personnel involved in all investigations • Management reviews all investigation reports 	<ul style="list-style-type: none"> • Investigations made by supervisor 	<ul style="list-style-type: none"> • No investigation made



XVII. USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

SECTION XVII:

9	6	3	0
<ul style="list-style-type: none"> • Analysis made to determine needs and PPE is provided, paid for, and required to use • All employees trained in use and maintenance of PPE • Employees informed on PPE requirements on each job and are made aware of disciplinary consequences of not using PPE • Annual review of program made; re-training required 	<ul style="list-style-type: none"> • Analysis made to determine needs and PPE is provided, paid for, and required to use • Training is provided in use and maintenance of PPE 	<ul style="list-style-type: none"> • PPE use is encouraged but not provided by employer 	<ul style="list-style-type: none"> • Not familiar with PPE

XVIII. PERFORMANCE AUDIT

SECTION XVIII:

9	6	3	0
<ul style="list-style-type: none"> • Subjective evaluation made of safety activities to judge if they are effective • Safety performance level is evaluated at least quarterly • Exceeds standards measuring performance • Rating is given to ea. area audited • Results are disc. with all employees 	<ul style="list-style-type: none"> • Subjective evaluation made of safety activities to judge if they are effective • Safety performance level is evaluated at least annually • Meets standards measuring performance 	<ul style="list-style-type: none"> • Review safety activities annually 	<ul style="list-style-type: none"> • No review

XIX. SUBSTANCE ABUSE POLICY

SECTION XIX:

9	6	3	0
<ul style="list-style-type: none"> • Company has written policy • Policy contains strict rules regarding drug/alcohol use • All employees trained in hazards of drug/alcohol use on the job • Company does pre-employment, post-accident for cause testing • Conducts random tests • Has employee assistance prog. 	<ul style="list-style-type: none"> • Company has written policy • Policy contains strict rules regarding drug/alcohol use • All employees trained in hazards of drug/alcohol use on the job • Company does pre-employment, post-accident testing 	<ul style="list-style-type: none"> • Company has policy • Policy contains rules regarding drug/alcohol use 	<ul style="list-style-type: none"> • No policy

XX. RECORD KEEPING

SECTION XX:

(Companies with 10 or less employees are not required to maintain an OSHA 300 log. If this applies to you, please score yourself using the criteria listed that DO NOT REFERENCE the OSHA 300).

9	6	3	0
<ul style="list-style-type: none"> • OSHA 300 log maintained according to OSHA requirements (if required) • Records are kept on accident investigations, inspection, and First-Aid treatment • Records are kept on safety training orientations, hazard communic., and employee absences • Posted previous year's OSHA Form 300A <i>Summary of Work-Related Injuries and Illnesses</i> log during month of February 	<ul style="list-style-type: none"> • OSHA 300 log maintained according to OSHA requirements (if required) • Records are kept on accident investigations, inspection, and First-Aid treatment 	<ul style="list-style-type: none"> • Not required to keep information for OSHA 300 log 	<ul style="list-style-type: none"> • No records kept of injuries and accidents

XXI. TEST EQUIPMENT			SECTION XXI:
9	6	3	0
<ul style="list-style-type: none"> • Employees required & trained in the use of test equip. (documented) • Written test equipment policy • Semi-annual equip. calibration per individual employee 	<ul style="list-style-type: none"> • Employee required to have a tester • Annual equipment check per individual employee 	<ul style="list-style-type: none"> • Minimal test equipment used • Employee equipment checked occasionally 	<ul style="list-style-type: none"> • No test equipment
XXII. FALL PROTECTION			SECTION XXII:
9	6	3	0
<ul style="list-style-type: none"> • Recognition of fall hazards • Fall protection equip. provided • Documented training in use of fall protection methods and inspection • Annual re-training that is documented 	<ul style="list-style-type: none"> • Fall protection equip. provided • Training and inspection 	<ul style="list-style-type: none"> • Some inspection and training 	<ul style="list-style-type: none"> • No knowledge of fall protection
XXIII. MATERIAL HANDLING			SECTION XXIII:
9	6	3	0
<ul style="list-style-type: none"> • Training provided to encourage proper handling of materials and tools • Tools are recommended to minimize ergonomic injuries • Tools are provided for workers • Supervisors are trained in ergonomic injuries & best practice 	<ul style="list-style-type: none"> • Training provided to encourage proper handling of materials and tools • Tools are recommended to minimize ergonomic injuries 	<ul style="list-style-type: none"> • Training provided to encourage proper handling of materials and tools 	<ul style="list-style-type: none"> • No knowledge of ergonomics
XXIV. AUTOMOBILE ACCIDENTS			SECTION XXIV:
9	6	3	0
<ul style="list-style-type: none"> • Defensive driving required for companies with a fleet of one or more • Employees that drive company vehicles are required to have good driving records • Seat belts are required • Company has a policy not to drive and use cell phones 	<ul style="list-style-type: none"> • Defensive driving required for companies with a fleet of one or more • Employees that drive company vehicles are required to have good driving records • Seat belts are required 	<ul style="list-style-type: none"> • Defensive driving required for companies with a fleet of one or more 	<ul style="list-style-type: none"> • Company does not provide accident training
XXV. ENERGIZED WORK			SECTION XXV:
9	6	3	0
<ul style="list-style-type: none"> • Written policy with guidelines and procedures. Management authority to approve work • Use qualified personnel and proper equipment • Regular testing and maintenance of equipment; training/re-training • Use of PPE required 	<ul style="list-style-type: none"> • Use qualified personnel and proper equipment • Written policy with procedures enforced 	<ul style="list-style-type: none"> • Unwritten policy exists • Use qualified personnel and proper equipment 	<ul style="list-style-type: none"> • Company does not have a working live policy



XXVI. CONFINED SPACE

SECTION XXVI:

(Confined Space is defined as a space not intended for normal human occupancy and which, by design, has limited access and egress should an emergency arise).

9	6	3	0
<ul style="list-style-type: none">Written policy is mandatory for all confined space work Pre-job training and retrainingUtilize permit and non-permit systems for confined space work	<ul style="list-style-type: none">Written confined space policyConfined space training	<ul style="list-style-type: none">Identify what is confined space	<ul style="list-style-type: none">No training or inspections

Please make sure to mark your total score on the ANSWER SHEET.

Please note any comments here:

SAFETY SURVEY

Please take a moment to complete this short survey, so that we may be better able to serve YOU!

1. What kinds of safety resources, tools, information, etc., do you like or would like IEC National to provide to its members?

2. Are you interested in participating in the IEC National Safety Committee?

YES NO

THANK YOU!



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