

## OSHA Challenge - Construction Track Site OCTPS Form Instructions

*This form is to be completed by Challenge participants.*

**Included in this spreadsheet are:**

- Tab 1. Challenge participant Status Summary
- Tab 2. Stage I Status Report
- Tab 3. Stage II Status Report
- Tab 4. Stage III Status Report

To access these worksheets, please click on the tabs at the bottom of this form.

## OSHA Challenge - Construction Track Summary Status Report

<b>Participant Name</b>	<b>Administrator Name</b>	<b>Report Period</b>	
		<b>Time Period</b>	
		<b>Year</b>	

### Stage I

Participant Summary		Mgt. Leadership and Worker Involvement		Worksite Analysis		Hazard Prevention and Control		Safety and Health Training		Documentation	
Status		#	%	#	%	#	%	#	%	#	%
Stage I Outcome Completion Status	No Action Taken	22	100%	20	100%	22	100%	19	100%	22	100%
	In Progress	0	0%	0	0%	0	0%	0	0%	0	0%
	Completed	0	0%	0	0%	0	0%	0	0%	0	0%
	<b>Total Outcomes</b>	<b>22</b>	<b>100%</b>	<b>20</b>	<b>100%</b>	<b>22</b>	<b>100%</b>	<b>19</b>	<b>100%</b>	<b>22</b>	<b>100%</b>

**Stage I Status Summary**    **No Action Taken/In Progress**

### Administrator Summary

Status		#	%	#	%	#	%	#	%	#	%
Stage I Outcome Completion Status	No Action Taken	22	100%	20	100%	22	100%	19	100%	22	100%
	In Progress	0	0%	0	0%	0	0%	0	0%	0	0%
	Completed	0	0%	0	0%	0	0%	0	0%	0	0%
	<b>Total Outcomes</b>	<b>22</b>	<b>100%</b>	<b>20</b>	<b>100%</b>	<b>22</b>	<b>100%</b>	<b>19</b>	<b>100%</b>	<b>22</b>	<b>100%</b>

**Stage I Status Summary**    **No Action Taken/In Progress**

### Stage II

Participant Summary		Mgt. Leadership and Worker Involvement		Worksite Analysis		Hazard Prevention and Control		Safety and Health Training		Documentation	
Status		#	%	#	%	#	%	#	%	#	%
Stage II Outcome Completion Status	No Action Taken	25	100%	28	100%	25	100%	9	100%	19	100%
	In Progress	0	0%	0	0%	0	0%	0	0%	0	0%
	Completed	0	0%	0	0%	0	0%	0	0%	0	0%
	<b>Total Outcomes</b>	<b>25</b>	<b>100%</b>	<b>28</b>	<b>100%</b>	<b>25</b>	<b>100%</b>	<b>9</b>	<b>100%</b>	<b>19</b>	<b>100%</b>

**Stage II Status Summary**      **No Action Taken/In Progress**

**Administrator Summary**

Stage II Outcome Completion Status	Status	#	%	#	%	#	%	#	%	#	%
	No Action Taken	25	100%	28	100%	25	100%	9	100%	19	100%
	In Progress	0	0%	0	0%	0	0%	0	0%	0	0%
	Completed	0	0%	0	0%	0	0%	0	0%	0	0%
	<b>Total Outcomes</b>	<b>25</b>	<b>100%</b>	<b>28</b>	<b>100%</b>	<b>25</b>	<b>100%</b>	<b>9</b>	<b>100%</b>	<b>19</b>	<b>100%</b>

**Stage II Status Summary**      **No Action Taken/In Progress**

**Stage III**

Participant Summary		Mgt. Leadership and Worker Involvement		Worksite Analysis		Hazard Prevention and Control		Safety and Health Training		Documentation	
		Status	#	%	#	%	#	%	#	%	#
Stage III Outcome Completion Status	No Action Taken	22	100%	14	100%	8	100%	3	100%	5	100%
	In Progress	0	0%	0	0%	0	0%	0	0%	0	0%
	Completed	0	0%	0	0%	0	0%	0	0%	0	0%
	<b>Total Outcomes</b>	<b>22</b>	<b>100%</b>	<b>14</b>	<b>100%</b>	<b>8</b>	<b>100%</b>	<b>3</b>	<b>100%</b>	<b>5</b>	<b>100%</b>

**Stage III Status Summary**      **No Action Taken/In Progress**

**Administrator Summary**

Stage III Outcome Completion Status	Status	#	%	#	%	#	%	#	%	#	%
	No Action Taken	22	100%	14	100%	8	100%	3	100%	5	100%
	In Progress	0	0%	0	0%	0	0%	0	0%	0	0%
	Completed	0	0%	0	0%	0	0%	0	0%	0	0%
	<b>Total Outcomes</b>	<b>22</b>	<b>100%</b>	<b>14</b>	<b>100%</b>	<b>8</b>	<b>100%</b>	<b>3</b>	<b>100%</b>	<b>5</b>	<b>100%</b>

**Stage III Status Summary**      **No Action Taken/In Progress**

## OSHA Challenge - Construction Track Stage I Tracking Form

<b>Participant Name</b>	<b>Administrator Name</b>	<b>Report Period</b>	
[Enter Participant Name]	[Enter Administrator Name]	<b>Time Period</b>	[Enter Time Period]
		<b>Year</b>	[Enter Year]

### Stage I -- Management Leadership and Worker Involvement

<b>1. Management Commitment - Actions Required</b>	<b>Participant Status</b>	<b>Administrator Status</b>
<b>1. Safety and Health Vision Statement.</b> Develop, issue, and communicate 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 OSHA Challenge. This process may include involving permanent workers in the development of these documents.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>2. Safety and Health Policy Statement.</b> Develop, issue, and communicate a Safety and Health Policy Statement (i.e., what the site commits to doing).	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>3. Leadership.</b> Company establishes a policy requiring managers to participate and demonstrate leadership in safety and health management system activities. Managers set an example and behaviors that demonstrate a commitment to safety and health, such as attending training, participating in planning meetings, wearing PPE, encouraging workers 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 workers.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>4. Adequate resources and safety and health integration.</b> Develop a safety and health budget for the present and for the future, including a plan for covering typical safety and health expenditures, as well as unusual or emergency expenditures such as requirements for prompt correction of uncontrolled hazards. Commit and ensure utilization of adequate resources to achieve this for OSHA Challenge. 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.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>5. Safety and health goals and objectives.</b> Establish, document, and communicate to workers the annual safety and health goals 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 goals and objectives. Goals should be based on outcome of baseline and trend analysis. Establish a policy/requirement that subcontractors will develop their goals and objectives supportive of the company goals in an equivalent manner.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>6. Clear lines of communication with workers and worker access.</b> Take action to establish clear lines of communication with all workers and ensure that they have reasonable access to top management with regard to safety and health issues. Address issues of worker language barriers by	No Action Taken	No Action Taken

providing safety and health information in languages spoken and understood by workers.		
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
7. <b>Clear responsibilities, authority, and accountability for safety and health.</b> Clarify the safety and health responsibilities of each company worker and contractor working on the site/project:		
a. Identify who will be responsible for achieving safety and health goals and objectives.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
b. Identify specific persons to be accountable for meeting safety and health goals, including, at a minimum, managers, supervisors, and specific safety and health staff; assign adequate authority, as appropriate to their level of responsibility; and explain their accountability and authority to all workers.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
c. Develop a safety and health accountability plan to hold managers, supervisors, and non-supervisory workers accountable for meeting their responsibilities through a documented performance standards and appraisal system.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
d. Establish a policy/requirement that subcontractors will adopt the company process for accountability plans and defining responsibilities or establish equivalent processes.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
8. <b>Disciplinary plan.</b> Establish a company policy/requirement for all workers that disciplinary action will be taken against any worker who does not comply with company rules, regulations, etc.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
9. <b>Annual Self-Evaluation.</b> No Action Required		
<b>2. Worker Involvement - Actions Required</b>	<b>Participant Status</b>	<b>Administrator Status</b>
1. <b>Worker Safety and Health Perception Survey.</b> Evaluate the current safety and health practices at the total site and establish a baseline in the following areas for each of the following categories of <i>personnel – managers, supervisors, and non-supervisory workers:</i>	No Action Taken	No Action Taken
a. Levels of involvement in the safety and health management system		
b. Values regarding the importance of worker safety and health		
c. <i>Perceptions of the effectiveness of the total company's safety and health management system</i>		
d. Perceptions of how well the culture encourages and supports reporting on hazards, accidents, and injuries		
e. Levels of compliance with rules or unwritten safety and health standards		
f. Perceptions regarding their roles, responsibilities, and accountability in ensuring safety and health on the total project/site		
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		

2. <b>Safety and Health Perception Survey Action Plan.</b> Develop an action plan to address the findings from the survey and begin implementation of the plan.	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
3. <b>Worker notification.</b> Notify company and subcontractor workers as follows:		
a. Inform managers, supervisors, non-supervisory workers of their rights under the Occupational Safety and Health (OSH) Act. Take steps to encourage them to freely exercise their rights, especially that of freely reporting hazards in the workplace.	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
b. Inform all workers, including new hires, of the company's participation in OSHA Challenge.	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
4. <b>Meaningful worker involvement.</b> Develop a plan, including an implementation schedule, for how to bring about the meaningful involvement of all managers, supervisors, and non-supervisory workers through participation in various safety and health related activities. Specifically, for this OSHA Challenge:	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
a. Consistent with applicable labor laws, initiate the establishment of a few key teams (e.g., a safety and health planning team) representing different sectors of the site's staff, to bring about meaningful change.	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
b. Begin to involve some workers in safety and health activities such as accident investigations. Note: ensure that proper training is provided before workers conduct such activities.	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
<b>3. Subcontract Worker Coverage - Actions Required</b>	<b>Participant Status</b>	<b>Administrator Status</b>
1. <b>Subcontractor oversight and management system.</b> Develop, document, and begin implementing the following basic elements of an oversight and management system covering subcontractors:		
a. <b>Equal safety and health protection.</b> Develop and begin implementing a plan for how to provide subcontractor workers with safety and health protection equal in quality to that provided to company workers.	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
b. <b>Adherence to safety and health rules.</b> Inform all subcontractors and their workers that they are required to adhere to all of the company's safety and health rules, regardless of their status or the length of time they perform work on the site/project.	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		

<b>Administrator Narrative:</b>		
c. <b>Hazards in subcontractor work areas.</b> Establish a requirement that subcontractors provide timely identification, correction, and tracking of uncontrolled hazards in their work areas.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. <b>Subcontractor Selection Criteria.</b> Establish and begin implementing a policy/requirement defining <i>the company's 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 systems.</i>	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. <b>Removal Policy.</b> No action required		
<b>Stage I -- Worksite Analysis</b>		
<b>1. Baseline Safety and Industrial Hygiene Hazard Analysis - Required Actions</b>		
	<b>Participant Status</b>	<b>Administrator Status</b>
1. Conduct a baseline safety and industrial hygiene hazard analysis to establish initial levels of company and subcontractor worker exposure ( baselines) for comparison to future levels, so that changes can be recognized. This study should include a review of previous accidents, injuries, and illnesses; complaints of workplace hazards; previous studies, etc.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
	<b>Participant Status</b>	<b>Administrator Status</b>
2. Ensure that the baseline survey accomplishes the following:	No Action Taken	No Action Taken
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 needed.		
c. Identifies and documents safety and health hazards that need further study.		
d. Adequately covers the entire worksite and indicates who conducted the survey and when it was completed		
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
	<b>Participant Status</b>	<b>Administrator Status</b>
3. Repeat the baseline survey only if warranted by significant changes (e.g., changes in processes, equipment, hazard controls, etc.).	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>2. Hazard Analysis of Routine Jobs, Tasks, and Processes - Required Actions</b>		
	<b>Participant Status</b>	<b>Administrator Status</b>
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.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
	<b>Participant Status</b>	<b>Administrator Status</b>
2. Begin to formalize a system to ensure workers are properly trained in the procedures implemented.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		

3. Hazard Analysis of Significant Change - Required Actions	Participant Status	Administrator Status
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.	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
2. Establish a policy/requirement that subcontractors will adopt the company process for hazard analysis of significant changes, participate in company hazard analysis activities, or establish equivalent processes.	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
4. Pre-Use Analysis - Actions Required	Participant Status	Administrator Status
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.	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
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.	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
3. Take proactive steps to ensure pre-use analysis continues to be integrated into the procurement/design phases.	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
4. Establish a policy/requirement that subcontractors adopt the company process for pre-use analysis, participate in company activities, or establish equivalent processes.	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
5. Industrial Hygiene Program - Required Actions	Participant Status	Administrator Status
1. No action required.		
6. Routine Self-Inspections - Required Actions	Participant Status	Administrator Status
1. Establish a routine self-inspection program and perform safety and health inspections on a regular basis.	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
2. Train company workers 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.	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		



<b>Administrator Narrative:</b>		
<b>7. Accident Investigations - Required Actions</b>	<b>Participant Status</b>	<b>Administrator Status</b>
1. Company establishes a documented policy/requirement on reporting and investigating accidents.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. Company investigates accidents and maintains written reports of the investigations. Investigations should follow the following guidelines:	No Action Taken	No Action Taken
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.		
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. Establish a policy/requirement that subcontractors adopt the company process for accident investigation, or establish equivalent processes.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>8. Hazard Reporting System for workers - Required Actions</b>	<b>Participant Status</b>	<b>Administrator Status</b>
1. Use data collected on accident incident reports (e.g., Employers First Report of Injury), insurance loss runs, etc. to determine the areas that should be concentrated on.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. Share information and seek supervisor and worker input for a suggested plan of action for developing a hazard reporting system, using model programs (e.g., from insurance carriers, peer groups, OSHA Challenge Coordinator) for guidance.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>9. Trend Analysis - Required Actions</b>	<b>Participant Status</b>	<b>Administrator Status</b>
1. Conduct a trend analysis of previous three complete calendar years' injury and illness history, based on a thorough review of OSHA 300 logs, workers' compensation claim forms, and accident reports.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. Begin developing a plan for conducting an analysis of other safety and health-related information (e.g., hazards identified during inspections, worker reports of hazards, accidents, near-misses, etc.) for the purpose of establishing or detecting trends, planning, and setting goals.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>Stage I -- Hazard Prevention and Control</b>		

1. Certified Professional Resources - Actions Required	Participant Status	Administrator Status
1. Ensure that outside sources are available if needed to conduct baseline hazard analysis, and that they are certified, competent, and qualified to perform baselines pertinent to the work activity involved.	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
2. Hazard Elimination and Control Methods - Actions Required	Participant Status	Administrator Status
1. Company establishes and implements a system that prioritizes hazards identified in this stage based on the potential seriousness of injury, illness, property loss, frequency of exposure, and long-term effects. Establish an action plan for correction.	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
2. Identify options and select the most appropriate option or combination of options for hazard elimination and control methods, including engineering controls, administrative controls, work practices, and PPE.	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
3. Take steps to ensure that the selected controls are appropriate to the project/site's hazard(s); understood and followed by all affected parties; equitably enforced through the disciplinary system; written, implemented, and updated as needed; used by workers; and incorporated into training, positive reinforcement, and correction programs.	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
4. Require subcontractors to adopt company hazard elimination and control system or implement an equivalent system.	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
3. Hazard Control Programs - Actions Required	Participant Status	Administrator Status
1. Conduct an inventory of existing hazard control programs required by OSHA standards (e.g., PPE, Hazard Communication, Respiratory Protection, Lockout/Tagout, Confined Space Entry, Process Safety Management, or Bloodborne Pathogens).	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
2. Review existing programs to identify what is missing or unsatisfactory.	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
3. Develop missing programs and modify existing programs, as needed, to meet all OSHA guidelines, including training requirements.	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		

<b>Administrator Narrative:</b>		
4. Develop and distribute to workers appropriate company safety and health rules, requirements, procedures, manuals, etc., necessary to define and communicate company hazard control programs.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
5. Require subcontractors to adopt and implement company hazard control programs or establish equivalent programs.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>4. Occupational Health Care Program - Actions Required</b>		
<b>Participant Status</b>	<b>Administrator Status</b>	
1. <b>Records Review.</b> Conduct a thorough review of injury/illness records (see above) and ensure they are in order.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. <b>Licensed health care professionals.</b> Provide workers access to licensed health care professionals who can provide onsite or offsite services and emergency services.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. <b>Subcontractor Health Care.</b> Require subcontractors to provide access to health care services, as required, based on results of the baseline safety and health analysis including physician and emergency medical care.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>5. Preventative Maintenance of Equipment - Actions Required</b>		
<b>Participant Status</b>	<b>Administrator Status</b>	
1. Conduct an inventory of equipment that requires preventive maintenance and develop a preventive maintenance schedule.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. Require subcontractors to adopt and implement the company preventive maintenance process, participate in the company if necessary, or establish an equivalent system.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>6. Tracking of Hazard Correction - Actions Required</b>		
<b>Participant Status</b>	<b>Administrator Status</b>	
1. Develop and begin using a documented system to record hazards identified in this stage through the baseline study, trend analysis, and accident investigations. The system must document priority, assign responsibility for correction, establish timeframes for correction, and follow up to ensure total abatement.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		

<b>Administrator Narrative:</b>		
2. Require subcontractors to adopt and implement the company tracking system or establish an equivalent system.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>7. Emergency Preparedness and Response - Required Actions</b>	<b>Participant Status</b>	<b>Administrator Status</b>
1. Establish and communicate company written procedures to company and subcontractor workers for responding during all shifts to all types of emergencies (fire, chemical spill, accident, terrorist threat, natural disaster, etc.).	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. Conduct at least one evacuation drill and assess how well the procedures worked.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. Make available and explain to all workers 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.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
4. Conduct at least one training class on first aid and CPR so that there is at least one trained worker for each shift .	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
5. Require subcontractors to adopt the company emergency procedures or equivalent procedures, and participate in company emergency drills and activities listed above.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>Stage I -- Safety and Health Training</b>		
<b>1. Safety and Health Training - Required Actions</b>	<b>Participant Status</b>	<b>Administrator Status</b>
1. Provide training to managers, supervisors, non-supervisory workers following the general guidelines below:		
a. Ensure OSHA required training is performed, documented, and up-to-date.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
b. Document attendance.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		

<b>Administrator Narrative:</b>		
c. Ensure that training is conducted by persons who have specific subject matter knowledge or expertise.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	Date Completed:	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
d. Use findings of the various worksite analysis activities (e.g., baseline study, hazard analysis of routine jobs, tasks, and processes, etc.) to develop training that is relevant to the company (e.g., training on safe job procedures; modifying workstations, equipment, or materials; incorporating findings in future planning efforts, etc.).	No Action Taken	No Action Taken
<b>Participant Goal:</b>	Date Completed:	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. At a minimum, provide the following types of training to current or new managers, supervisors, and non-supervisory workers:		
a. Their rights under the OSH Act	No Action Taken	No Action Taken
<b>Participant Goal:</b>	Date Completed:	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
b. OSHA Challenge	No Action Taken	No Action Taken
<b>Participant Goal:</b>	Date Completed:	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
c. Hazards in the workplace; how to recognize hazardous conditions; signs and symptoms of workplace-related illnesses; protective measures; safe work procedures	No Action Taken	No Action Taken
<b>Participant Goal:</b>	Date Completed:	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
d. What is required PPE, why it is required, its limitations, how to use it, and how to maintain it	No Action Taken	No Action Taken
<b>Participant Goal:</b>	Date Completed:	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
e. Specific responsibilities for each type of emergency	No Action Taken	No Action Taken
<b>Participant Goal:</b>	Date Completed:	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
f. Emergency evacuation procedures	No Action Taken	No Action Taken
<b>Participant Goal:</b>	Date Completed:	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. 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	No Action Taken	No Action Taken
<b>Participant Goal:</b>	Date Completed:	
<b>Participant Actions Taken:</b>		

<b>Administrator Narrative:</b>		
b. Methods for changing workplace safety and health attitudes and practices	No Action Taken	No Action Taken
<b>Participant Goal:</b>	Date Completed:	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
c. Requirements for OSHA Challenge Stage I	No Action Taken	No Action Taken
<b>Participant Goal:</b>	Date Completed:	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
4. At a minimum, provide the following types of training to subcontractor workers:		
a. Their rights under the OSH Act	No Action Taken	No Action Taken
<b>Participant Goal:</b>	Date Completed:	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
b. OSHA Challenge	No Action Taken	No Action Taken
<b>Participant Goal:</b>	Date Completed:	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
c. Hazards in the workplace	No Action Taken	No Action Taken
<b>Participant Goal:</b>	Date Completed:	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
d. What is required PPE, why it is required, its limitations, how to use it, and how to maintain it	No Action Taken	No Action Taken
<b>Participant Goal:</b>	Date Completed:	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
e. Specific responsibilities for each type of emergency	No Action Taken	No Action Taken
<b>Participant Goal:</b>	Date Completed:	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
f. Emergency evacuation procedures	No Action Taken	No Action Taken
<b>Participant Goal:</b>	Date Completed:	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>Stage I -- Documentation</b>		
<b>1. Minimum Required Documentation</b>	<b>Participant Status</b>	<b>Administrator Status</b>
1. Vision and policy statements	No Action Taken	No Action Taken
<b>Participant Goal:</b>	Date Completed:	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. The most recent annual safety and health goals and objectives	No Action Taken	No Action Taken

<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. Accountability plan	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
4. Budget documents showing allocated resources for Safety and Health	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
5. Disciplinary Plan	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
6. Contract selection requirements	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
7. Accurate and up to date records of injury and illness for the previous three calendar years including:		
• OSHA 300 logs	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
• Insurance claim forms	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
• Accident reports	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
8. Baseline hazard analysis results, including IH reports	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
9. Written hazard control programs	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
10. Accident investigation forms and reports	No Action Taken	No Action Taken

<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
11. Written contractor policies for this stage	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
12. Safety and Health Perception Survey form	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
13. Results of Safety and Health Perception Survey and plan for addressing changes	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
14. Trend analysis results	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
15. Accident Investigation procedure	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
16. Hazard correction action plan	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
17. Hazard correction tracking system	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
18. Preventive maintenance inventory	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
19. Written emergency procedures	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
20. Training records	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	



<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>

## OSHA Challenge - Construction Track Stage II Tracking Form

<b>Participant Name</b>	<b>Administrator Name</b>	<b>Report Period</b>	
[Enter Participant Name]	[Enter Administrator Name]	<b>Time Period</b>	[Enter Time Period]
		<b>Year</b>	[Enter Year]

### Stage II -- Management Leadership and worker Involvement

1. Management Commitment - Required Actions	Participant Status	Administrator Status
<b>1. Safety and Health Mission and Policy Statements.</b> <i>Continue to communicate the company's Safety and Health Vision and Policy Statements to Company and subcontractor workers. Incorporate appropriate information about the Safety and Health Vision and Policy Statement into the company's orientation training for new workers and subcontractors. Include the company's vision and policy in contract bid documents.</i>	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>2. Leadership.</b> <i>Company managers continue setting an example through behaviors that demonstrate total commitment to safety and health. Ensure increased participation by top executives and managers in safety and health related activities, including examples of activities established in Stage I. Require subcontractors to begin implementing a policy/requirement on leadership and participation or follow established policies and requirements of the subcontractor.</i>	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>3. Adequate resources and safety and health integration.</b> <i>Continue committing and ensuring the utilization of adequate resources to support safety and health activities and programs including of certified safety and health and licensed health care professionals. Improve the integration of safety and health into other planning and budgeting processes.</i>	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>4. Safety and health goals and objectives.</b> <i>Review progress towards achievement of the company safety and health goals and objectives, as well as the policies and procedures to meet them; revise and communicate new annual goals and objectives, as appropriate. Require that subcontractors develop goals and objectives that are consistent with and supportive of the Company's overall goals related to OSHA Challenge participation. Selected subcontractors begin implementing requirement.</i>	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>5. Clear lines of communication with workers and worker access.</b> <i>Continue to take necessary action to clarify lines of communication with Company and subcontractor workers and ensure access to senior management regarding safety and health issues.</i>	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>6. Clear responsibilities, authority, and accountability for safety and health.</b> <i>Continue clarifying safety and health expectations for company and subcontractor workers on the site.</i>	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		

<b>Administrator Narrative:</b>		
a. Begin implementing the accountability plan for Company managers, supervisors, and safety and health staff; incorporate performance, responsibilities, and standards for safety and health, as well as the consequences for meeting or failing to meet expectations.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
b. Communicate management expectations regarding everyone's safety and health responsibilities.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
c. Support the authority of designated staff members who are accountable for safety and health goals.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
d. Communicate which Company personnel are responsible for achieving safety and health goals and objectives, with no unassigned areas, so that each worker and contract worker understands his/her responsibility for safety and health.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
e. Monitor the performance of all Company managers, supervisors, and specific safety and health staff members; giving them specific and timely feedback on performance; requiring corrective action plans if needed; conducting performance appraisals; providing commensurate rewards and recognition for good performance; and implementing consequences for poor performance.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
f. Require that subcontractors adopt and begin implementing the Company accountability planning process or establish an equivalent process.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
7. <b>Disciplinary plan.</b> Develop and begin implementing a disciplinary plan (policy, procedures, consequences), with an implementation schedule. Ensure equitable enforcement among all non-supervisory workers, as well across levels (e.g., management staff should not get better treatment than non-supervisory workers). Demonstrate that workers will be held accountable for non-compliance with rules and requirements. Require that subcontractors adopt and begin implementing the company procedure or establish equivalent processes.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
8. <b>Annual self-evaluation of safety and health management system.</b> Develop a written company procedure defining how annual self evaluations and other evaluations will be performed, including the requirement for written narrative reports. Require that subcontractors adopt the company procedure or establish an equivalent process.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	

<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>2. Worker Involvement - Required Actions</b>	<b>Participant Status</b>	<b>Administrator Status</b>
1. <b>Safety and Health Perceptions Survey.</b> Review and respond to the findings and conclusions of the Safety and Health Perceptions Survey conducted in Stage I.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. <b>Safety and Health Perceptions Survey Change Plan.</b> <i>Implement the company's Safety and Health Perception Survey Change Plan developed in Stage I. Require subcontractors to develop an action plan that addresses findings related to them.</i>	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. <b>Worker notification.</b> Notify new Company managers, supervisors, and non-supervisory workers of their rights under the OSH Act, of the company's participation in OSHA Challenge, and any other pertinent information. Incorporate this information into the company's orientation for new workers and subcontractors.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
4. <b>Worker involvement.</b> Implement the company worker involvement plan, developed in Stage I, such as:		
a. <i>The formation of new and/or greater participation in safety and health teams to meet the company's needs at this Stage of OSHA Challenge.</i>	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
b. Increase worker participation as part of safety and health teams that conduct accident/near-miss investigations, self-inspections, and job hazard analyses.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
c. Require subcontractors to adopt and begin implementing the company worker involvement plan, participate in activities per contract and/or agreement, or establish equivalent plans.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>3. Subcontract Worker Coverage - Required Actions</b>	<b>Participant Status</b>	<b>Administrator Status</b>
1. <b>Subcontractor oversight and management program.</b> Company improves and fully implements the following basic elements of an oversight and management system covering subcontractors:		
a. <b>Equal safety and health protection.</b> Work with subcontractors to improve and continue implementing the subcontractor program begun in Stage I to the point that provides protections equal to company programs.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		

<b>Administrator Narrative:</b>		
b. <b>Adherence to safety and health rules.</b> Improve process for requiring subcontract workers who <i>work onsite whether regular or temporary to adhere to all of the company's safety and health rules</i> , regardless of their status or the length of time they perform work onsite. The process must include advising subcontractor workers that disciplinary action will be taken against workers that do not follow company rules and requirements.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
c. <b>Subcontractor selection and oversight.</b> Implement a policy and process for addressing safety and health performance of potential bidders, including the review of written safety and health plan and injury and illness rates, in subcontractor selection and oversight.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
d. <b>Hazards in subcontractor work areas.</b> Ensure subcontractors improve and formalize their own processes for the timely identification, correction, and tracking of uncontrolled hazards in their work areas and operations.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
e. <b>Removal of subcontractor for violations.</b> Company establishes and implements a penalty policy and process for safety or health violations in subcontractor work areas including removal and/or financial penalties.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>Stage II -- Worksite Analysis</b>		
<b>1. Baseline Safety and Industrial Hygiene Hazard Analysis - Required Actions</b>	<b>Participant Status</b>	<b>Administrator Status</b>
1. Company requires as a contract requirement that subcontractors must perform a baseline safety and IH hazard analysis for the work they are contracted and assigned to perform. Subcontractors begin performing the required baseline safety and IH hazard analyses. (See IH Required Actions below)	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>2. Hazard Analysis of Routine Jobs, Tasks, and Processes - Required Actions</b>	<b>Participant Status</b>	<b>Administrator Status</b>
1. Identify and document safety and health hazards of routine jobs, tasks, and processes and recommend adequate hazard controls by conducting task-based or system/process hazard analyses when the routine jobs, tasks, and processes have had injuries/illnesses associated with them or have: experienced significant incidents or near-misses; are perceived as high-hazard tasks, i.e., they could result in a catastrophic explosion, electrocution, or chemical overexposure; or are required by a regulation or standard. Identify the steps of the task or procedure being analyzed, the hazard controls currently in place, recommendations for needed additional hazard controls, dates conducted, and the responsible parties.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		

2. Update the hazard analysis as appropriate, such as when the environment, procedures, or equipment change or when errors are found that invalidate the most recent hazard analysis.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. Require subcontractors to adopt and begin implementing the company hazard analysis of routine system or establish equivalent plans. Subcontractors begin performing effective hazard analysis of routine work.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>3. Hazard Analysis of Significant Changes - Required Actions</b>		
<b>Participant Status</b>		
<b>Administrator Status</b>		
1. Company continues identifying and documenting safety and health hazards of significant changes, including but not limited to: non-routine tasks (e.g., performed less than once per year) and new processes, materials, equipment, and facilities. Company identifies uncontrolled hazards prior to the activity or use and recommends adequate hazard control measures.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. Subcontractors implement policy and begin identifying and documenting safety and health hazards of significant changes in the work they are contracted to perform, including but not limited to non-routine tasks.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>4. Pre-Use Analysis - Outcomes Achieved - Required Actions</b>		
<b>Participant Status</b>		
<b>Administrator Status</b>		
1. Company is continuing to consider new equipment, chemicals, facilities, or significantly different operations or procedures, conduct a pre-use analysis to review the potential safety and health impacts on workers.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. Subcontractors begin to perform pre-use analysis for work they are contracted to perform.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>5. Industrial Hygiene (IH) Program - Required Actions</b>		
<b>Participant Status</b>		
<b>Administrator Status</b>		
1. The site develops a written IH Program to establish procedures and methods for identifying, analyzing, and controlling health hazards to prevent occupational disease. The written program must address sampling issues, including sampling methods, performed by whom, compared to what, required documentation, and how communicated to workers.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. Company begins implementing the IH Program by doing the following:		

a. Follow up on the results of the baseline study conducted in Stage I.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
b. Establish and implement sampling frequencies – a schedule for sampling identified hazards – and conduct additional sampling as needed, based on findings of the baseline hazard analysis, review of chemicals, worker reports of hazards, previous exposures, and reports of illnesses.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
c. Begin implementing appropriate controls for hazards identified in Stages I and II.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. Company requires subcontractors to adopt and implement the company IH program for the work they are contracted to perform or establish an equivalent program.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
4. Subcontractors establish and begin implementing IH program activities discussed above, follow up on baseline IH study results, if appropriate, and perform more in-depth analyses to determine actual worker exposures.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>6. Routine Self-Inspections - Required Actions</b>	<b>Participant Status</b>	<b>Administrator Status</b>
1. Company develops a documented system for routinely scheduled self-inspections of the workplace, including a tool or checklist, the inspection schedule, the members of the regular self-inspection teams to be created, recording of findings, responsibility for abatement, and tracking of identified hazards for timely correction.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. Start self-inspections, at a minimum, by competent persons and cover the entire site at least weekly.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. Company requires subcontractors to adopt and implement the company routine inspection program or establish an equivalent program.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		

<b>Administrator Narrative:</b>		
4. Subcontractors have adopted an equivalent documented routine self-inspection system program and have begun performing routine inspections of work areas and the activities they are contracted to perform.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>7. Hazard Reporting System for workers - Required Actions</b>		
	<b>Participant Status</b>	<b>Administrator Status</b>
1. Company develops and begins implementing a hazard-reporting system, which may be anonymous, that allows workers to use specific tools to inform management staff without fear of reprisal, about potential hazardous conditions, accidents, and near-misses.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. Determine and communicate to workers how they will receive feedback on actions taken regarding the hazards they report.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. Company requires subcontractors to adopt and implement the company worker hazard reporting system or establish an equivalent system.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
4. Subcontractors begin to implement an equivalent worker hazard reporting system for work areas and the activities they are contracted to perform.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>8. Investigation of Accidents and Near-Misses - Required Actions</b>		
	<b>Participant Status</b>	<b>Administrator Status</b>
1. Company and subcontractors continue investigating accidents, following the guidelines established in Stage I for	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. Company and subcontractors expand their accident investigation procedures to include near-misses and begin investigating near-misses, following the same guidelines established in Stage I for investigating accidents.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. Company and subcontractors continue making findings and corrective actions available to workers on request (although actual investigation records need not be provided).	No Action Taken	No Action Taken



<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>9. Trend Analysis - Required Actions</b>	<b>Participant Status</b>	<b>Administrator Status</b>
1. Conduct a trend analysis of the other safety and health-related information not yet studied (e.g., hazards identified during inspections, worker reports of hazards, accidents, and near-misses, etc.) for the purpose of establishing or detecting trends, planning, and setting goals.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. Conduct another trend analysis of injury and illness history if a year has gone by since the initial trend analysis.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. Company requires subcontractors to adopt and implement the company systems for trend analysis or establish an equivalent system.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>Stage II -- Hazard Prevention and Control</b>		
<b>1. Certified Professional Resources - Required Actions</b>	<b>Participant Status</b>	<b>Administrator Status</b>
1. Company ensures adequate resources such as certified safety and health professionals, licensed health care professionals, and other experts as needed, based on the risks at the site.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. Subcontractors ensure the availability to certified safety and health professionals and licensed health care professionals as needed.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>2. Hazard Elimination and Control Methods - Required Actions</b>	<b>Participant Status</b>	<b>Administrator Status</b>
1. Company prioritizes hazards identified in this stage based on seriousness and frequency of injury or illness or property loss, frequency of exposure, and long- term effects. Establish an action plan for correction.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. Company identifies options and selects the most appropriate option or combination of options for hazard elimination and control methods, including engineering controls (including protective safety devices), administrative controls, work practices, and PPE.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		

<b>Administrator Narrative:</b>		
3. <i>Company takes steps to ensure that the selected controls are: appropriate to the site's hazard(s); understood and followed by all affected parties; equitably enforced through the disciplinary system; written, implemented, and updated as needed; used by workers; and incorporated into training, positive reinforcement, and correction programs.</i>	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
4. Subcontractors adopt equivalent hazard control methods and have begun implementing the controls listed above in the work it has been contracted to perform.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>3. Hazard Control Programs - Required Actions</b>		
	<b>Participant Status</b>	<b>Administrator Status</b>
1. Company continues implementing hazard control programs required by OSHA standards. Modify and improve, as needed.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. Company continues training all workers on these programs, as needed.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. Company establishes necessary hazard control programs in compliance with new OSHA standards, if any.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
4. Subcontractors adopt and begin implementing equivalent hazard control programs in the work they are contracted to perform.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>4. Tracking of Hazard Correction - Required Actions</b>		
	<b>Participant Status</b>	<b>Administrator Status</b>
1. Continue implementing and improving the documented system established in Stage I to record hazards identified.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. Record priority, responsibility for correction, timeframes for correction, and follow-up to ensure total hazard abatement.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		

<b>Administrator Narrative:</b>		
3. Subcontractors have begun implementing a hazard correction tracking system for hazards identified in the baseline hazards analyses, trend analysis, and self inspection.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>5. Preventive Maintenance of Equipment - Required Actions</b>		
<b>Participant Status</b>		
<b>Administrator Status</b>		
1. Company reviews the equipment inventory developed in Stage I.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. Company establishes and begins following a preventive maintenance schedule to monitor and maintain <i>equipment so it can be replaced or repaired on a schedule according to manufacturers' recommendations.</i>	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. Subcontractors adopt equivalent preventive maintenance systems and begin implementation by inventorying equipment and material needing preventive maintenance.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>6. Occupational Health Care Program - Required Actions</b>		
<b>Participant Status</b>		
<b>Administrator Status</b>		
1. Licensed health care professionals. Company provides workers access to licensed health care professionals who can provide onsite or offsite services.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. Health services, as needed. Company arranges for health services, such as pre-placement physicals, audiograms, and lung function tests for workers, as needed, based on the outcomes of the baseline safety and health analysis.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. Subcontractors determine how to provide equivalent access to licensed health care, physician care, and emergency services for their workers working on site.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
4. Subcontractors and company (per agreements) begin providing occupational health care for subcontractor workers.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		

<b>Administrator Narrative:</b>		
5. Information will be communicated to workers in writing and will be a part of the worker site orientation program.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>7. Emergency Preparedness and Response - Required Actions</b>		
1. Company and subcontractors continue communicating the emergency procedures .	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. Company and subcontractors improve emergency procedures and services, including provisions for emergency medical care, emergency transportation, emergency clinics, or hospital emergency rooms.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. Company and subcontractors establish an Emergency Response team including: persons trained in first aid and CPR available on all shifts (or an alternative that is at least as effective). Increase the number of trained individuals from Stage I.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
4. Company and subcontractors conduct at least one evacuation drill, assess how well the procedures worked, and improve the emergency procedures, as needed.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>Stage II -- Safety and Health Training</b>		
<b>1. Safety and Health Training - Required Actions</b>		
1. Company and subcontractors continue to provide training to managers, supervisors, non-supervisory workers, and subcontractors following the general guidelines established in Stage I.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. As needed, company and subcontractors continue to provide current or new managers, supervisors, non-supervisory workers, subcontractors, and designated safety and health staff all the required training established in Stage I.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. In addition to required training established in Stage I, at a minimum, company and subcontractors provide the following types of training to designated safety and health staff and others with assigned safety and health responsibilities to help them develop the knowledge and skills necessary to perform their assigned tasks. This includes the following:		

a. How to develop a disciplinary plan	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
b. How to develop a system and written procedures to annually evaluate the total site's safety and health management system	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
c. How to conduct hazard analyses of significant changes	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
d. How to conduct pre-use analyses	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
e. How to conduct IH sampling, if applicable	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
f. How to conduct an annual evaluation of the site's safety and health management system	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
4. In addition to required training established in Stage I, at a minimum, subcontractors provide their workers with training on how to recognize hazardous conditions, signs and symptoms of workplace-related illnesses, protective measures, and safe work procedures for the work they are contracted to perform.	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
<b>Stage II -- Documentation</b>		
<b>1. Minimum Required Documentation</b>	<b>Participant Status</b>	<b>Administrator Status</b>
1. All documentation required in Stage I	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
2. Job Hazard Analysis forms and records	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		

3. Routine self-inspection forms and records	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
4. Worker Hazard reporting forms	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
5. Minutes, charters, mission statements of safety and health teams	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
6. Subcontractor program documentation – updated to include additional policies established in this stage	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
7. Trend analysis procedure and reports	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
8. Written IH Program - and any sampling results since the baseline	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
9. Documentation showing implementation of hazard controls and their effectiveness (i.e.- ventilation studies, PPE purchases, machine guarding purchases)	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
10. Written Preventive Maintenance schedule and system	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
11. Emergency Procedures – updated since Stage I	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
12. Training matrix and records	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		

13. Revised S&H Goals and Objectives	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
14. Annual self evaluation procedure	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
15. Policy on subcontractor removal	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
16. Subcontractor documentation		
▪ Safety and Health Program	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
▪ Inspection reports	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
▪ Correction tracking reports	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		
▪ Accident reports	No Action Taken	No Action Taken
Participant Goal:	Date Completed:	
Participant Actions Taken:		
Administrator Narrative:		

## OSHA Challenge - Construction Track Stage III Tracking Form

<b>Participant Name</b>	<b>Administrator Name</b>	<b>Report Period</b>	
[Enter Participant Name]	[Enter Administrator Name]	<b>Time Period</b>	[Enter Time Period]
		<b>Year</b>	[Enter Year]

### Stage III -- Management Leadership and worker Involvement

1. Management Commitment - Required Actions	Participant Status	Administrator Status
<b>1. Safety and Health Mission and Policy Statements.</b> Continue to communicate the company's Safety and Health Vision and Policy Statements and take necessary steps to ensure all workers understand the statements. Ensure that appropriate information about the company's Safety and Health Vision and Policy Statements becomes a routine part of the training for new workers.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>2. Leadership by example.</b> Management continues setting an example through behaviors that demonstrate total commitment to safety and health (see examples in Stage I). Ensure total involvement of all executives, managers, and supervisors in the safety and health related activities and programs.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>3. Adequate resources and safety and health integration.</b> Managers continue committing and ensuring the utilization of adequate resources to support safety and health activities and programs. Ensure that safety and health is routinely integrated into all planning processes at the site, for both company and subcontractors.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>4. Safety and health goals and objectives.</b> Company and subcontractors review, revise, and continue communicating, as appropriate to this Stage, the previous year's safety and health goals and objectives, as well as the policies and procedures to meet them. Ensure that safety and health goals and objectives are routinely considered in planning for and implementing the various activities and programs.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>5. Clear lines of communication with workers and worker access.</b> Continue to take necessary action to clarify lines of communication with all workers and subcontractors and ensure reasonable access to senior management with regard to safety and health issues. Take proactive steps to encourage open dialogue between management staff and workers.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		



<b>Administrator Narrative:</b>		
6. <b>Clear responsibilities, authority, and accountability for safety and health.</b> Company and subcontractors continue clarifying safety and health expectations for each worker working on the project/site. Ensure that all workers understand and accept their safety and health roles and responsibilities. Continue supporting the authority of designated staff members who are accountable for achieving safety and health goals and objectives. In addition:	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
a. Ensure that safety and health performance elements have been incorporated into the written job descriptions and performance plans of all workers, including managers, supervisors, and non-supervisory workers, as well as subcontractors.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
b. Incorporate safety and health responsibilities into the job descriptions and performance plans of all non-supervisory workers and ensure that every individual's safety and health performance is monitored and evaluated and that everyone receives feedback on their safety and health performance.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
c. Develop and implement a system of rewards and recognition for exemplary safety and health performance.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
7. <b>Disciplinary plan.</b> Improve and continue implementing the disciplinary plan, developed in Stage I ensuring equitable enforcement as required. Enforce the plan to ensure higher levels of compliance to achieve the desired outcomes.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
8. <b>Annual self-evaluation of safety and health management system.</b> Company and subcontractors implement systems and written procedures to annually evaluate the entire site's safety and health mgmt. systems. The evaluations may be conducted by company and/or subcontractor workers with managers, qualified corporate staff, or trained outsiders. The evaluations must: identify in a written narrative report the strengths and weaknesses of the safety and health management system; contain specific recommendations, timelines, and assignment of responsibilities for improvements; and document actions taken to satisfy the recommendations. The company must conduct at least one annual self-evaluation of its safety and health management system in this stage. The company must conduct additional self-evaluations each year they remain in OSHA Challenge. If applicable, a self-evaluation must be performed immediately prior to construction completion.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	

<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>2. Worker Involvement - Required Actions</b>	<b>Participant Status</b>	<b>Administrator Status</b>
1. <b>Follow-up Safety and Health Perception Survey.</b> Company conducts a follow-up Safety and Health Perception Survey to identify further improvements.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. <b>Safety and Health Perception Survey Change Plan.</b> Company continues implementing the Safety and Health Perception Survey Change Plan developed in Stage I.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. <b>Worker notification.</b> Company continues notifying new managers, supervisors, and non-supervisory workers of their rights under the OSH Act and of the site's participation in OSHA Challenge. All changes will be incorporated into the company's orientation training for new workers and subcontractors. Take proactive steps to encourage all workers to freely exercise their rights, especially that of freely reporting hazards in the workplace. At least annually, reinforce policies regarding rights and responsibilities for all company and subcontractor workers working on the site or project.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
4. <b>Worker involvement.</b> Take proactive steps to ensure full implementation of the site's worker involvement plan developed in Stage I and refined in Stage II. Additionally for Stage III the company will:		
a. Ensure that all the safety health teams needed to achieve the required outcomes for Stage III are established and that there is broad and active worker participation in these teams.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
b. Ensure that audits, accident/incident investigations, self-inspections, and job hazard analyses are routinely conducted by regular teams that have broad and active worker representation.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
5. Take proactive steps for subcontractor worker participation. Encourage more active and open worker participation by all subcontractor workers and continue to develop programs to include more participation for subcontractor workers where appropriate.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		

3. Contract Worker Coverage - Required Actions		Participant Status	Administrator Status
1. <b>Adherence to rules.</b> Ensure subcontractors and multi-tier subcontractors are aware of company safety and health rules and continue to enforce for safety and health violations.		No Action Taken	No Action Taken
Participant Goal:	Date Completed:		
Participant Actions Taken:			
Administrator Narrative:			
2. <b>Subcontractor selection and oversight.</b> Continue to improve and implement subcontractor oversight program. Take proactive steps to ensure that subcontractors receive safety and health protection equal to that received by company workers; that they adhere to the company's safety and health rules and are removed promptly for safety and health violations; that company management considers contractors' safety and health management systems and performance in selecting subcontractors and overseeing their work.		No Action Taken	No Action Taken
Participant Goal:	Date Completed:		
Participant Actions Taken:			
Administrator Narrative:			
3. <b>Subcontractor hazard correction.</b> Ensure that the subcontractors have the ability to identify, correct, and track uncontrolled hazards in work areas for which they are responsible.		No Action Taken	No Action Taken
Participant Goal:	Date Completed:		
Participant Actions Taken:			
Administrator Narrative:			
4. <b>Removal Policy.</b> Ensure subcontractors and multi-tier subcontractors are aware of the penalty policies and possible their possible removal for serious safety and health violations that go uncorrected.		No Action Taken	No Action Taken
Participant Goal:	Date Completed:		
Participant Actions Taken:			
Administrator Narrative:			
5. <b>Safety and health management systems for subcontractors.</b> Continue working with subcontractors and encourage and support the development and operation of their own effective safety and health management systems.		No Action Taken	No Action Taken
Participant Goal:	Date Completed:		
Participant Actions Taken:			
Administrator Narrative:			
Stage III -- Worksite Analysis			
Worksite Analysis - Required Actions		Participant Status	Administrator Status
1. <b>Baseline survey.</b> Company and subcontractors repeat the baseline survey only if necessitated by significant changes (e.g., changes in processes, equipment, hazard controls, etc.).		No Action Taken	No Action Taken
Participant Goal:	Date Completed:		
Participant Actions Taken:			
Administrator Narrative:			
2. <b>Hazard analyses of routine jobs, tasks, and processes.</b> Company and subcontractors continue conducting hazard analyses, following guidelines specified in Stage II, to identify, analyze, and control hazards at the site. Specifically, for this Stage:		No Action Taken	No Action Taken
Participant Goal:	Date Completed:		
Participant Actions Taken:			

<b>Administrator Narrative:</b>		
a. Identify hazards of routine jobs, tasks, and processes and recommend adequate hazard controls by conducting task-based or system/process hazard analyses when the routine jobs, tasks, and processes have written procedures; have been recommended by other studies and analyses for more in-depth analysis; or are determined by the Challenge participant to warrant hazard analysis. Follow the guidelines established in Stage II.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. <b>Hazard analysis of significant changes.</b> Company and subcontractors continue to identify and document safety and health hazards of significant changes, including but not limited to non-routine tasks (e.g., performed less than once a year) and new processes, materials, equipment, and facilities to identify uncontrolled hazards prior to the activity or use and recommend adequate hazard controls.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>4. Pre-use analysis</b>		
a. Company and subcontractors when considering new equipment, chemicals, facilities, or significantly different operations or procedures, continue to conduct a pre-use analysis (defined in Stage II) to review the potential safety and health impact on the workers at a level of detail appropriate considering the perceived risk and the number of people who may be affected.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
b. Company develops and begins implementing a plan for how to integrate this practice into the procurement/design phase to maximize the opportunity for proactive hazard controls and requires that subcontractors adopt and implement the company or an equivalent plan.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
c. Company and subcontractors take proactive steps to ensure that pre-use analysis continues to be integrated into the procurement/design phase.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
5. <b>Industrial hygiene program.</b> Company and subcontractors continue implementing the IH programs to identify, analyze, and control health hazards to prevent occupational disease.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>6. Routine self-inspections</b>		
a. Company and subcontractors continue implementing the documented system for routinely scheduled self-inspections of the workplace developed in Stage II.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		

<b>Administrator Narrative:</b>		
b. Company and subcontractors continue conducting self-inspections by designated safety and health staff, with the participation of other non-supervisory workers.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
c. Company and subcontractors take proactive steps to ensure that self-inspections are routinely conducted and the entire worksite is covered at least weekly.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
7. <b>Hazard-reporting system.</b> Company and subcontractors continue implementing the hazard-reporting system and encourage more active reporting. Implement program improvements as needed. Ensure regular feedback to all workers on the status of hazards reported (e.g., through meetings, newsletters, e-mail messages, bulletin board postings, Intranet postings, etc.). Take proactive steps to encourage all workers to freely make suggestions and report hazardous conditions without fear of retaliation.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
8. <b>Investigation of accidents and near-misses.</b> Company and subcontractors continue investigating accidents and near-misses, as needed, following the guidelines specified in Stages I and II.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
9. <b>Trend analysis.</b> Company takes proactive steps to implement systems for trend analysis of company and subcontractor safety and health information and to ensure that the process takes place regularly (at least annually) as scheduled for all types of safety and health information and is used in setting future goals to address identified trends of accidents, injuries, and illnesses.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>Stage III -- Hazard Prevention and Control</b>		
<b>Hazard Prevention and Control - Required Actions</b>		
	<b>Participant Status</b>	<b>Administrator Status</b>
1. <b>Certified professional resources.</b> Company and subcontractors continue to provide necessary resources such as appropriate use certified safety professionals (CSP), Certified Industrial Hygienists (CIH), and other professionals and experts as needed based on the risks at the site.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. <b>Hazard elimination and control methods.</b> Company and subcontractors continue to proactively identify hazards through all means and select options or combinations of options to eliminate or control hazards using the most appropriate methods or combination of methods, i.e., engineering controls (including protective safety devices), administrative controls, work practices, and PPE. Correct all hazards identified in this and previous stages, including long-term abatement projects, before graduating from Stage III.	No Action Taken	No Action Taken

<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. <b>Hazard control programs.</b> Company and subcontractors continue to maintain all hazard control programs required by an OSHA standard, complying with all rules, requirements, and guidelines, including an annual review and training if required. Take proactive steps to establish hazard control programs, if any, required by new OSHA standards and to modify or update existing programs, as needed.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
4. <b>Hazard correction tracking.</b> Company and subcontractors continue to implement and improve the <i>company's documented hazard tracking system</i> . Take proactive steps to improve the tracking system, ensure that it is fully implemented, and communicate with all workers throughout the process on the status of specific hazards identified until they are totally abated.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
5. <b>Preventive maintenance of equipment.</b> Company and subcontractors continue to implement the preventive maintenance schedule on equipment to prevent any hazardous conditions. Take proactive steps to ensure that the company and subcontractors have an established, routinely-observed preventive maintenance schedule and that preventive maintenance is automatically part of future systems.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
6. <b>Occupational health care program.</b> Company and subcontractors take proactive steps to continue providing effective occupational health care programs, including:		
a. Provisions for access to or availability of certified health care professionals, needed health services, and emergency physician and medical care; improve the program based on all available safety and health information.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
b. Expand use of licensed health care providers to include site visits to help identify causes and symptoms of occupational injuries and illnesses. Ensure care provided is within the scope schedule of licensure and standard operating procedures.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
7. <b>Emergency preparedness and response.</b> Company and subcontractors continue to improve, communicate and implement the written procedures for responding during all shifts to all types of emergencies. Review the results of previous drills and conduct and evaluate, at a minimum, an annual drill. Ensure that there is at least one fully operational emergency response team in every shift. Encourage use of AEDs, as appropriate, and training on their use. Take proactive steps to ensure full implementation and <i>automatic tracking of the site's emergency preparedness and response program and procedures</i> . Establish	No Action Taken	No Action Taken

a HAZMAT Team if necessary and consult with local fire department to ensure adequate coverage for fire, explosion, or chemical release.		
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>Stage III -- Safety and Health Training</b>		
<b>Safety and Health Training - Required Actions</b>	<b>Participant Status</b>	<b>Administrator Status</b>
1. Company and subcontractors continue to provide training to all workers following the general guidelines specified in Stage I.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. Company and subcontractors take proactive steps to improve and continue providing training on specific topics, as needed.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. Company and subcontractors provide training for workers on how to recognize and control hazardous conditions and the signs and symptoms of workplace-related illnesses and injuries.	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>Stage III -- Documentation</b>		
<b>Documentation</b>	<b>Participant Status</b>	<b>Administrator Status</b>
1. All documentation from Stages I and II completed and updated	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. Hazard analysis form showing analysis of non-routine tasks or significant changes	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. Pre-use analysis forms and results	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
4. Annual self-evaluation of the company's safety and health management program	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		

<b>Administrator Narrative:</b>		
5. Follow up Safety and Health Perception Survey and results	No Action Taken	No Action Taken
<b>Participant Goal:</b>	<b>Date Completed:</b>	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		