

Safety Index Rating Instructions (Form C38)

(8-14-08)

PREFACE

On October 1, 2007 the Safety Index Rating (form C38) was incorporated into the prequalification process. Submitting copies of OSHA 300 logs are apart of this process. Keeping the OSHA logs may be new to many firms. A good place to obtain information about their record keeping requirements is at their website at the following:

<http://www.bls.gov>

FORM C38

PART 1

Part 1 #5

The Safety Philosophy Profile question 5 is requesting documentation on the firm's "formal safety training program". Requiring new employees to read a safety manual before entering a jobsite is not an ongoing formal safety training program. An informal discussion about safety is not a formal safety training program either. A formal safety training program is defined as "a safety program that is being performed on a regular schedule in a formal classroom setting". Firms with "formal safety training programs" should describe each program and document the last training date for each program. "Tool Box" safety training classes may be considered if the last formal training session is documented and a copy of the syllabus for that class is submitted. A copy of the firm's safety manual(s) may be submitted to document the firm's safety policy.

PART 2

Part2 #1

The documentation needed to perform Part 1 # 2 will come from the EMR furnished to your firm by the local office of your workers compensation insurance company.

Please submit the original letter with your prequalification submission. New and small firms may not have six (6) or any EMR scores. If your firm does not have EMR scores for the requested six (6) years, the insurance company document "none" for the missing years. If the firm has no workers compensation insurance, an authorized person from page 2 of Form C32 will need to sign a letter attesting that the firm has no workers compensation insurance and therefore no EMR scores.

1. Enter the EMR scores into the left box from the EMR furnished by your insurance company
2. Average the documented scores, and place the average on the line noted as "Average".
3. Perform the scoring as directed in the right box and enter the deduction on the line denoted "Points"

Part 2 # 2

The documentation to perform Part 2 #2 will come from the US Department of Labor website and from the OSHA 300 logs for the past 3 calendar years. A copy of the OSHA 300 logs on 8 ½" X 11" paper for the past 3 years needs to be submitted with Form C38. Both the "Log of Work-Related Injuries and Illnesses" and the "Summary" sheet need to be submitted.

Small Firms

Firms having 10 or fewer employees at all times during the calendar year are not required by OSHA to keep the logs, unless they were requested to do so in writing by OSHA. If your firm did not keep the log for a particular year and it had 10 or fewer employees, please document 0 for the year(s) the logs were not kept. Then document that the company had 10 or fewer employees for the calendar year(s) and that is why no logs were kept. Please document how the firm kept track of the work related injuries and illnesses for the year(s). Please note that 10 is the peak level of employees during the calendar year, not the average number of employees during the calendar year.

Contract Employees

If your firm obtains employees from a temporary help service, employee leasing service, or a personnel supply service, these employees must be supervised by your firm on a day-to-day basis. The U.S. Department requires firms with more than 10 employees under its supervision keep OSHA 300 logs.

1. Go to the U.S. Department of Labor's website at the following: <http://www.bls.gov>
2. Scroll down. On the left side, find **WORKPLACE INJURIES** (Click on it).
3. This brings up **INJURIES, ILLNESSES AND FATALITIES** screen
4. Scroll down to **CALCULATORS**
5. Under it, find **Incidence Rate Calculator and Comparison Tool**.
6. Click on the **calculator symbol**. (To the right of the calculator symbol is a tutorial that may also be helpful.)
7. Enter the requested information in steps 1 and 2. This information will come from your firm's OSHA Form 300 and/or Form 300A Logs.
8. In step 3 select a **year**. A separate calculation will need to be performed for each of the last 3 calendar years.
9. Under "Select An Area", click on **Private Industry**
10. Under "Select A Supersector", click on **Construction**
11. Under "Select an Industry" scroll down and select one of the below Highway Work Categories. Most firms will select 237000 Highway and Civil Engineering Construction.
12. 4 Click on **Calculate** to obtain the requested information.

- 13.** Enter this information on Form C38 Part 2 #2. The “Private Industry, All U.S.” on the right side of your computer screen, should match the “Private Industry Average, All U.S.” average for the same category as noted below. This is a good check point to make sure the correct data is being entered.
- 14.** Total the Contractors rates. Then compute the average and place the Contractors average in the left box. Then total the U.S. Industry rates, compute the average and place U.S. Average in the middle box
- 15.** The rating is the Contractor’s average divided (not subtracted) by the total U.S. Industry average. This number is placed in the Rating box below the 2 previous boxes.
- 16.** Perform the scoring as directed in the right box and enter the deduction on the line noted as “Points” just below the right box.

Some common highway work categories

237300 (Highway, Street and Bridge Construction)

Private Industry Average, All U.S.

2006 = 6.0

2005 = 6.3

2004 = 6.4

3 Year Average = 6.2

237900 (Heavy and Civil Construction, includes Tunnel Construction)

Private Industry Average, All U.S.

2006 = 5.5

2005 = 5.0

2004 = 5.8

3 Year Average = 5.4

238210 (Electrical Contractors, includes Electrical, Highway Lighting and Signal Construction) Firms performing Electrical work only.

Private Industry Average, All U.S.

2006 = 5.8

2005 = 6.3

2004 = 5.8

3 Year Average = 6.0

238320 (Painting and Wall Covering Contractors, includes Bridge Painting and Traffic Line Painting)

Private Industry Average, All U.S.

2006 = 3.6

2005 = 4.0

2004 = 3.6

3 Year Average = 3.7

238910 (Site Preparation Contractors, includes Right-of-Way Clearing, Line Slashing, Blasting and, Trenching)

Private Industry Average, All U.S.

2006 = 5.0

2005 = 5.1

2004 = 5.6

3 Year Average = 5.2

If your firm performs multiple highway work classifications, they may be documented using code 237000 (Highway and Bridge Construction). Additional codes may be found at the U.S. Department of Labor's website at: <http://www.bls.gov>

Please note that the U.S. Industry incidence rates are published in the fall of the following year. The 2007 U.S. Industry rates are not expected to be published before the middle of October 2008. Therefore the 2007 U. S. Industry rates can not be used until then.

Submit a copy of your firm's OSHA 300 logs for the last 3 calendar years on 8 ½ X 11 size paper. If your firm has not kept the OSHA 300 logs, then please document on the bottom of the page that your firm did not keep the records for the years that the rates are missing.

Part 2 Numbers 3, 4 & 5

In each of these sections, please submit a copy of each violation, citation and/or suspension. Do not submit the originals as you will need them to make additional copies for submission future years.

Perform the scoring for each section and place the deduction on the line denoted as "Points".

Final Scoring

The final score is computed by subtracting the points in part 1 and part 2 from 300. The final score is entered on page 1 of Form C38 just above the line denoted "OFFICAL USE ONLY".