

PENN-DEL-JERSEY NECA - IBEW - OSHA

Construction Industry Safety Partnership



1 Introduction

To more fully realize the objectives of the Occupational Safety and Health Act of 1970 (to provide a safe and healthful work environment for all workers engaged in the electrical construction and maintenance industry), the Penn-Del-Jersey Chapter of the National Electrical Contractors Association, Inc. (PDJNECA) and International Brotherhood of Electrical Workers Union (IBEW) Locals 81, 98, 126, 143, 163, 229, 313, 375, 380, 607, 654, 743 and 812 by this Partnership enter into an agreement with the United States Department of Labor, Occupational Safety and Health Administration (OSHA), Region III. This partnership shall be known as the Penn-Del-Jersey NECA-IBEW-OSHA Construction Industry Safety Partnership.

2 Objectives

Working as partners and associates, the above parties are committed to achieving measurable, meaningful improvements in electrical worker safety and health through the following blueprint:

- 2.1 Through cooperation and respect, build an open and continuous communication channel amongst OSHA, the PDJNECA, IBEW, and participating firms.
- 2.2 Actively research, share and implement the top safety and health programs for electrical workers, which include technology, innovations and best practices that provide measurable improvement in electrical worker safety and health.
- 2.3 Continuously develop, build and share effective safety and health programs specifically for electrical workers.
- 2.4 With help from the Local and National Joint Apprenticeship and Training Committee (NJATC), develop and build improved, effective, meaningful safety and health training programs specific enough for the trade, yet broad enough to be effective in every facet of the diverse industry.
- 2.5 Continue to recognize and promote electrical worker safety and health excellence.

Agreed this 8th day of November , 2004

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3 Background

For over 65 years, PDJNECA/IBEW labor - management partnerships have provided their respective members and the construction industry with model programs designed to meet industry specific needs in Pennsylvania and Delaware.

PDJNECA and the IBEW have worked together to develop programs and procedures for rational and peaceful dispute resolution and improving safety and health, training of apprentices and journeymen, employment and benefit programs, and other programs for the benefit of the industry, its workers, and the general public. Among others, programs in which PDJNECA and the IBEW have sponsored and participated in include the Council on Industrial Relations, the National Joint Apprenticeship and Training Committee, the National Electrical Benefit Fund (NEBF) and a partnership between the PDJNECA, IBEW, and OSHA designed to foster safety and health in the workplace. The PDJNECA/IBEW partners continue to work together to develop harmonious relationships aimed at promoting the well being of labor while improving the economic and financial interests of the industry.

The PDJNECA/IBEW partners are pleased to expand their umbrella of partnership to extend the hand of cooperation and consideration to the Pennsylvania and Delaware Area Offices of OSHA by participating in a partnership tailored to furthering safety and health in the electrical construction industry.

4 Goals

The measurable expectations of this Partnership are:

- 4.1 Decrease the participating firms' employee injury and illness rates by 4% per year over the life of the Partnership.
- 4.2 Develop an industry standard checklist, that will be provided to members, that is designed to exceed OSHA requirements and should be used when working with energized circuits. This policy will be based on the most recent National Fire Protection Association (NFPA) 70E Standard for Electrical Safety Requirements for Employee Workplaces. Part II, Appendix C of this standard provides a typical description of electrical safety programs that are built around NFPA 70E. (See Appendix A of this Partnership).
- 4.3 Decrease workers compensation costs for participating contractors and decrease workers lost time due to injuries.
- 4.4 Increase the implementation of effective contractor safety and health programs.
- 4.5 Increase accessibility to quality safety and health training and education,

thereby raising safety and health awareness for both employees and contractors.

- 4.6 Provide a leadership role for the entire industry.
- 4.7 Utilize OSHA as a proactive resource: to provide leadership in the development and implementation of safety and health programs, to provide advice and training regarding workplace hazards, and to advise participants of current regulations and interpretations of pertinent standards.
- 4.8 All parties will be consulted on a continuing basis to assess progress in achieving these goals.
- 4.9 Increase the number of electrical workers who have been trained in the OSHA 10 and 30 Hour courses.

5 PDJNECA/IBEW Partnership Commitment/Role

- 5.1 Representative(s) from the PDJNECA/IBEW partnership will administer this program as outlined herein and will serve as the primary safety and health resource, supporting the participating contractors and employees. To fulfill this Partnership, the PDJNECA/IBEW partnership will also provide the following services:
 - 5.1.1 Act as a liaison for PDJNECA/IBEW members with OSHA. Members will be able to call the PDJNECA/IBEW Partnership with questions and the PDJNECA/IBEW Partnership will contact OSHA for responses if required.
 - 5.1.2 In concert with the Local and National Joint Apprenticeship and Training Committee, offer ongoing, quality training on topics of importance for members including but not limited to the focused hazard areas relating to falls, electrocution, struck by and caught between.
 - 5.1.3 Provide up-to-date publications, brochures, and other informational materials from OSHA, OSHA's Pennsylvania and Delaware On-Site Consultation Services, and other appropriate organizations to the PDJNECA/IBEW Partnership members.
 - 5.1.4 Foster improvement and promotion of worker safety and health in PDJNECA's jurisdictional area by facilitating communications between OSHA and employers.
 - 5.1.5 Assist participating contractors, of all sizes, in understanding OSHA's requirements and emerging issues impacting workers' safety and health.

- 5.1.6 Provide leadership, guidance, and a positive example to other contractors on issues relating to safety and health.
- 5.1.7 Develop and build written safety and health policies and programs for participating contractors, including emphasis on contractor/employee responsibilities.
- 5.1.8 Promote construction safety and health excellence through an annual PDJNECA/IBEW Partnership Safety and Health Recognition Program.
- 5.1.9 Notify OSHA on a regular and recurring basis with the name(s) of contractor(s) that have met the partnership criteria.
- 5.1.10 Conduct periodic self-audits to determine the impact and effectiveness of this partnership with OSHA.
- 5.1.11 IBEW and PDJNECA will form an advisory committee and OSHA will provide input as needed and as provided by 5.1.12
- 5.1.12 OSHA and the PDJNECA/IBEW Partnership have the discretion to jointly dismiss contractors from participating in the partnership for just cause. OSHA Area Directors have the discretion to unilaterally dismiss contractors from participating in this partnership, for just cause, upon providing notification and explanation to the PDJNECA/IBEW Partnership Advisory Committee.

If necessary, terminate contractors from the partnership when findings indicate unacceptable performance or submission of falsified information. At the discretion of the PDJNECA/IBEW Partnership Advisory Committee and OSHA, a participating contractor may be permitted to correct deficiencies within 30 days of notification and apply to the PDJNECA/IBEW Partnership for continued recognition as a partner in good standing before the termination would take effect.

6 OSHA’s Commitment/Role

- 6.1.1 OSHA will conduct meetings quarterly with the PDJNECA/IBEW partnership and participating contractors, to provide information on “what’s hot” and to answer general and specific questions. Additionally these meetings will serve as evaluation sessions as provided in Section 9. The above meetings may take any form including face-to-face, conference call, internet web conferencing, etc.
- 6.1.2 To the extent that resources allow, OSHA will provide training and technical support to partnering contractors to assist them in developing

safety and health management systems and, in particular, will train contractors to eliminate hazardous situations where employees are working “hot” without appropriate PPE.

- 6.1.3 To the extent resources allow, OSHA, will provide compliance assistance to those employers who qualify, to assist them in developing safety and health management systems.
- 6.1.4 For small employers, ensure priority service from the OSHA funded free consultation program, which will emphasize development of a construction safety and health program, as part of the consultation “phase two” program. This free service, which is independent of OSHA’s enforcement program, is administered by Indiana University of Pennsylvania (1-800-382-1241).

6.2 OSHA Incentives for Participant Contractors

6.2.1 Incentives:

- 6.2.1.1 Participating contractors will be recognized by OSHA and PDJNECA by way of providing a certificate from the PDJNECA designating the contractor as a Participant Contractor in the PDJNECA/IBEW Partnership.
- 6.2.1.2 OSHA will not issue penalties for other-than-serious violations, provided the violations are immediately abated. OSHA reserves the right to issue penalties for regulatory violations for which mandatory penalties are established pursuant to the policy set forth in the Field Inspection Reference Manual.
- 6.2.1.3 Participating contractors will receive the maximum allowable good-faith penalty discount as OSHA policy allows.
- 6.2.1.4 Participating contractors will be given a penalty reduction for the “Quick Fix” of violations in accordance with OSHA Directive CPL 2.112.
- 6.2.1.5 Participating contractors will be eligible for an additional discount on penalties, through the Expedited Informal Settlement Agreement (EISA).
- 6.2.1.6 In the event an OSHA inspection does occur, Participant Contractors will be eligible for “Focused” inspections in accordance with established OSHA policies for Focused Inspections (CPL 2.103, September 26, 1994, FIRM, Chapter II section A.1.b. and OSHA Guidance to Compliance Officers for Focused Inspections, August 22, 1994 (Revision 2 9/20/95)).

6.2.1.7 The contractors participating in this partnership will not be subjected to programmed inspections for one year following the completion of a successful OSHA verification inspection, provided the contractors have given adequate notice to the OSHA inspector on-site that they are participating in the PDJNECA/IBEW/OSHA partnership.

6.3 Complaint / Referral Investigations

6.3.1 This partnership provides for the immediate response to each allegation of a safety and/or health hazard brought to the attention of any participating contractor. Upon finding any valid allegations, the contractor shall promptly abate the hazard.

6.3.2 OSHA agrees that a copy of each non-formal complaint/referral related to work sites of participating contractors will be forwarded by fax to the PDJNECA Chapter office, the IBEW Local which has jurisdiction over the location of the work site, and the appropriate contractor.

6.3.2.1 An investigation by the participating contractor will be conducted as soon as possible after receipt of the complaint/referral.

6.3.2.2 A written response outlining the investigation findings and any corrective action taken will be faxed to OSHA and the IBEW Local within two work days.

6.3.2.3 Failure to meet these time frames will place the complaint/referral beyond the scope of this partnership and OSHA will respond as it would to any complaint/referral of a similar nature.

6.3.3 All Participating Contractors recognize that OSHA will fully investigate formal complaints. These investigations will be conducted outside of this partnership agreement in accordance with normal enforcement practices and may include the issuance of citations and penalties.

6.4 Other Investigations

6.4.1 OSHA personnel will continue to investigate under local and national emphasis programs, workplace complaints, referrals, fatalities, catastrophes, other accidents or significant events, and contractors whose employees are exposed to or are creating plain view hazards at partnering worksites. These investigations will be conducted outside of this partnership agreement in accordance with established OSHA enforcement policy. Violations documented during such investigations may result in the issuance of citations and penalties.

7 Program Requirements

7.1 Eligibility Requirements for the Program. Listed below you will find the eligibility requirements for the partnering program.

7.1.1 Applicants seeking entrance must meet the following requirements:

7.1.1.1 Develop and implement a written safety and health program;

7.1.1.2 Conduct weekly employee safety meetings, and to the extent possible include union representatives;

7.1.1.3 Conduct and document self-audits under the direction of a *competent person**

* Competent person as defined by OSHA in 29CFR1926.32 (f): A “competent person” means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them.

7.1.2.1 Develop and implement a comprehensive written safety and health program based on ANSI A10.38-1991 Guidelines or OSHA’s 1989 Safety and Health Program Management Guidelines and also includes the principles of Electrical Safety Programs as contained in NFPA 70E (see Appendix A);

7.1.2.2 Assign at least one *competent person*, who has had training equivalent to the OSHA 30-Hour Construction Safety and Health Outreach program, and who has the responsibility for employee safety and health;

7.1.2.3 Ensure designated safety personnel at each site conduct and document daily inspections to identify and correct safety and health hazards;

7.1.2.4 Conduct an orientation of all new employees on the contractor’s safety and health program and show evidence of effective employee training for avoidance of hazards specific to the contractor’s work site(s);

7.1.2.5 Show evidence of employee involvement in the safety and health program; for example, participation in self-audits, site inspections, job hazard analyses, safety and health program reviews, safety training, and accident investigations;

7.1.2.6 Achieve a score of 109 from Part III of the Application Packet - Self Evaluation scoring at least half of the points available for each section.

7.2 Application submission

7.2.1 All applicants shall:

7.2.1.1 Complete the program application form.

7.2.1.2 The first part will request company information.

7.2.1.3 The second part will request safety statistical data from the summary of the contractor's OSHA 300 logs for the past two calendar years. If employers have not been in business for the past three calendar years, they may submit OSHA 300 data for the calendar years they have been in business. All applicants must have been in business long enough to have complete OSHA 300 data for at least one full calendar year, and will provide OSHA 300 data on an annual basis, in February, for the previous calendar year.

7.2.1.4 The third part will be a self-audit checklist, related to the company's written safety program.

7.2.1.5 All applicants must score at least half of the available points per section of the Self Evaluation. Additionally, the following minimum total scores must be attained: 109 points

7.2.1.6 Have no workplace related fatalities or willful violations in the past five years.

7.2.1.7 Have a DART rate (cases with days away from work, job-transfer, or restriction) equal to or better than the national average for the most recent year published, for SIC 1731, which was 3.1 for the year 2002.

7.3 Program Verification and Acceptance

7.3.1 The PDJNECA is responsible for the following program monitoring activities:

7.3.1.1 Receive and maintain all application information submitted by Participant contractors.

7.3.1.2 Review applications submitted by perspective Participants and determine their eligibility for the program. These applications shall be reviewed by the Advisory Committee.

7.3.1.3 Termination of a participant's current status and re-designation to the appropriate status, if any, in the event the PDJNECA discovers information that significantly contradicts the representations made by

the participant in its application.

7.3.1.4 Recommend program improvements to Participant Contractors.

8 Program Confidentiality

Information submitted by contractors as part of the application or renewal process, as well as obtained by virtue of the contractor's application or participation in the program, will be held in strict confidence within the confines of the partnership program and to the extent that the law allows. Information will be used only to measure the effectiveness of the partnership program.

9 Partnership Evaluation

9.1 It is the responsibility of the PDJNECA designated representative to gather required participant data to evaluate the overall success of the program. Aggregated data will be reported to the OSHA Regional Office.

This aggregate data will include the following:

- 9.1.1 the number of new Participant Contractors;
- 9.1.2 the number of electrical workers who have been trained in the OSHA 10 and 30 Hour courses within the jurisdictional area of PDJNECA during the previous year;
- 9.1.3 the number of supervisory employees of participating members trained to the OSHA 30hr. level;
- 9.1.4 the number of PDJNECA members who have established written safety and health programs;
- 9.1.5 OSHA 200 data from calendar year 2001 and OSHA 300 data from subsequent calendar years from all participating contractors at all levels. This data shall include the aggregate totals for all OSHA Log columns for each calendar year as well as the aggregate total number of hours worked for each calendar year, including the LWDII or DART rates.
- 9.1.6 contractor Experience Modification Rate (EMR) aggregate average.
- 9.2 The partnership will be evaluated annually (See Appendix D) to determine if the annual goal of a 4% reduction in injury and illnesses has been met. PDJNECA is responsible for collating the baseline and annual performance data. This information will be reported to the signatory, the OSHA Regional

Office.

- 9.4 Participant incidence of injuries resulting from the four leading construction hazards (falls, electrocution, struck by and caught between) will be measured and compared against the baseline established in the first year of the partnership.
- 9.5 If all signatory partners agree, partnership criteria may be revised annually based on recommendations for continuous improvement.

10 Contractor Termination.

- 10.1 A contractor's participation will be referred to the Advisory Committee for termination by the PDJNECA/IBEW, and OSHA will be informed, if one or more of the following occurs:
 - 10.1.1 Information is obtained and verified by the PDJNECA or OSHA that reveals a significant deviation from program criteria;
 - 10.1.2 The contractor has falsified information on the application or supporting records;
 - 10.1.3 The contractor takes other actions inconsistent with the goals and intent of this program.
- 10.2 OSHA may terminate the partnership with any individual contractor at any time via notification in writing to the management and labor representatives. However, the observation by OSHA from any public place of an imminent danger situation resulting in the issuance of a citation will result in the immediate temporary termination of any partnership with that contractor. OSHA's final decision on the status of the partnership with this contractor will take into account the recommendations of PDJNECA/IBEW.
- 10.3 Prior to final termination of a contractor's status, the following will occur:
 - 10.3.1 The contractor will be notified in writing of the intent to terminate;
 - 10.3.2 The notice will include an explanation of the reasons for termination;
 - 10.3.3 The contractor will have an opportunity to reply to the written notice within a period of thirty (30) days;
 - 10.3.4 The contractor will have the right to appear before the Advisory Board.
- 10.4 The PDJNECA/IBEW Advisory Committee will have the authority to reinstate the contractor for a 1 year probationary period with the agreement of the

OSHA Area Director if it determines that the contractor's experience was unusual and not necessarily inconsistent with a sound safety and health program. In this event, OSHA may conduct another verification inspection.

10.5 Any contractor may terminate participation in the program at any time.

11. Terms and Location of Partnership.

11.1 The overall partnership for all level participants shall have an initial term of three years and may be renewed if all signatories concur.

11.2 Any signatory to the partnership may withdraw from the agreement at any time after submitting written notification of intent to the other parties.

11.3 Area Directors in Pennsylvania and Delaware will administer separate but identical partnerships under this program.

12. Contractor/Employee Rights

12.1 As an integral part of an effective safety and health program, the ability of employees to exercise rights guaranteed under the OSH Act and other applicable regulations, (such as, but not limited to, the right to file a safety and health complaint and the right to information collected pursuant to OSHA requirements) will not be infringed.

12.2 Contractors retain all rights guaranteed under the OSH Act, including but not limited to the right to appeal or contest violations issued by OSHA.

12.3 Routine employee involvement in the day to day implementation of worksite safety and health programs is to be assured, including employee participation in contractor self-audits, site inspections, job hazard analysis, safety and health program reviews and near miss investigations.

13. Termination of this Partnership

13.1 This agreement will terminate on November 8, 2007, which is three (3) years from the date of the signing. If either OSHA or PDJNECA / IBEW wishes to withdraw their participation prior to the established termination date, the agreement will terminate upon receiving a written notice of the intent to withdraw from either signatory.

OSHA will terminate the partnership if a participating employer is issued a citation related to workplace hazards which resulted in a fatality.

Furthermore, if an individual contractor wishes to withdraw their participation prior to the established termination date, their participation will cease upon the

PDJNECA/IBEW partnership and OSHA receiving written notice of intent to withdraw from the partnership.

Upon withdrawal of any party from this agreement, the advisory committee shall meet to determine whether such withdrawal constitutes nullification of this agreement.

- 13.2 An individual participating contractor's violation of this Partnership shall not be grounds for OSHA to terminate this Partnership.
- 13.3 The PDJNECA/IBEW partnership and OSHA may terminate an individual contractor from the partnership if the contractor fails to meet the qualifications or otherwise violates the terms and conditions of this Partnership.
- 13.4 Any party may propose modification or amendment to this Partnership which will be subject to concurrence by all parties to the Partnership.

Appendix A

C-1 Typical Electrical Safety Program Principles. *Electrical safety program principles can include, but are not limited to, the following:*

- (a) Inspect/evaluate the electrical equipment*
- (b) Maintain the electrical equipment's insulation and enclosure integrity*
- (c) Plan every job and document first-time procedures*
- (d) De-energize, if possible (see NECA 70e)*
- (e) Anticipate unexpected events*
- (f) Identify and minimize the hazard*
- (g) Protect the employee from shock, burn, and blast, and other hazards that are due to the working environment*
- (h) Use the right tools for the job*
- (i) Assess people's abilities*
- (j) Audit these principles*

C-2 Typical Electrical Safety Program Controls. *Electrical safety program controls can include, but are not limited to, the following:*

- (a) Every electrical conductor or circuit part is considered energized until proven otherwise.*
- (b) No bare-hand contact is to be made with exposed energized electrical conductors or circuit parts above 50 volts to ground, unless the "bare-hand method" is properly used.*
- (c) De-energizing an electrical conductor or circuit part and making it safe to work on is in itself a potentially hazardous task.*
- (d) Employer develops programs, including training, and employees apply them.*
- (e) Use procedures as "tools" to identify the hazards and develop plans to eliminate/control the hazards.*
- (f) Train employees to qualify them for working in an environment influenced by the presence of electrical energy.*
- (g) Identify/categorize tasks to be performed on or near exposed energized electrical conductors and circuit parts.*
- (h) Use a logical approach to determine potential hazard of task.*
- (i) Identify and use precautions appropriate to the working environment.*

C-3 Typical Electrical safety program Procedures. *Electrical safety program procedures can include, but are not limited to, the following:*

- (a) Purpose of task*
- (b) Qualifications and number of employees to be involved*
- (c) Hazardous nature and extent of task*
- (d) Limits of approach*
- (e) Safe work practices to be utilized*
- (f) Personal protective equipment involved*
- (g) Insulating materials and tools involved*
- (h) Special precautionary techniques*
- (i) Electrical diagrams*
- (j) Equipment details*
- (k) Sketches/pictures of unique features*
- (l) Reference data*

APPENDIX B

SUMMARY & APPLICATION PACKET

PDJNECA/IBEW Construction Industry Safety Partnership Program Summary & Application Packet

This program was designed in conjunction with management, trade labor and OSHA representation all working together to create a program which will mutually benefit the membership of the PDJNECA, all corresponding trades which work with the PDJNECA, and the Occupational Safety and Health Administration.

The goals of this program are:

- To reduce the injury and illness rates within the participating partners of the PDJNECA/IBEW Construction Industry Safety Partnership Program annually by 4%;
- To give contractors a tool to measure their own safety programs and performance;
- To offer incentives to NECA contractors so that they may want to participate in such a program;
- To help decrease worker compensation, accident and OSHA penalty costs for participants; and
- To increase the number of contractors who implement effective safety and health programs and provide effective safety and health training for management, supervisors and employees.
- In addition to the above, this program will aid the PDJNECA, the Construction Trades and OSHA in identifying the safety needs of the participating contractors. In doing so, the PDJNECA, IBEW and OSHA will be able to target their resources and training to these issues so the goals stated above will be reached in an efficient and productive manner.

PARTICIPATION RECOGNITION:

-Certificates for participating contractor

-All participants must report annually to maintain status in the program.

An annual awards program will also be conducted, sponsored by the PDJNECA, IBEW and OSHA, to acknowledge publicly those who participate in this program. Awards will be judged by the Advisory Committee.

This is an exciting new venture for Delaware and Pennsylvania's construction industry. It promises to be an effective new communication tool between the

membership *of* the PDJNECA, IBEW and OSHA in which all participants will benefit.

If you have any questions, please call the PDJNECA. office at 215-732-1444.

The PDJNECA, IBEW and OSHA sincerely appreciate your interest and participation in this program.

PDJNECA/IBEW Construction Industry Safety Partnership Program

DIRECTIONS FOR ENROLLMENT

Checklist and Mailing Address

All applicants must complete the following application to considered for participation in the partnership.

___ Complete the PDJNECA/IBEW Construction Industry Safety Partnership Program Application Packet:

___ Part I - Company Information

___ Part II - Statistical Data

___ Part III - Self - Evaluation

___ Attach a copy of your OSHA 200 Log (for Calendar year 2000 only) and 300 Logs (for calendar years beginning 2001) for the previous three calendar years

___ Make sure all forms are signed

___ Mail completed package to the Penn-Del-Jersey Chapter National Electrical Contractors Association

NOTE: All application packets must be complete upon submission. Incomplete packets will be returned by PDJNECA unapproved.

Send completed package to:

PDJNECA/IBEW Construction Industry Safety Partnership Program

Shipping Address: (FedEx, UPS, etc.)

Penn-Del-Jersey Chapter National Electrical Contractors Association

1500 Walnut Street, Suite 1630

Philadelphia, PA 19102

Mailing Address:

Penn-Del-Jersey Chapter National Electrical Contractors Association

1500 Walnut Street, Suite 1630

Philadelphia, PA 19102

Application for Enrollment

Part I - Company Information

All companies wishing to participate in the PDJNECA/IBEW Construction Industry Safety Partnership Program must submit a completed application.

_____ New Application OR _____ Renewal Report (required annually to sustain participation)

Company

Name: _____

Address: _____

City: _____ **State:** _____ **ZIP Code:** _____

Phone Number: () _____ **Fax:** () _____

E-mail: _____

Please supply the following information:

Number of employees: _____ (Include all field and office personnel)

Number of Safety, Health and Environmental Personnel within company:

Full-Time: _____ Part-Time: _____

Do you subcontract safety responsibilities to an outside firm? Yes No
(If yes, please supply the following information)

Name of Consultant: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: () _____ **Fax:** () _____

E-mail: _____

Do you have a substance abuse program? (If yes, please provide copy with application.) Yes No

Number of Recordable Injuries/Illnesses in current and past two calendar years: _____

Have you had any fatalities in the past 3 years? Yes No

Number of Fatalities: _____

If so, did you receive OSHA citations? Yes No

What were the citations you received?

I have supplied the above information to the best of my ability and have not knowingly made any false representation of the above stated company applying for enrollment Into the PDJNECA/IBEW Construction Industry Safety Partnership Program.

Completed

by: _____

Title: _____

Signature: _____

Confirmed

by: _____

(President/CEO)

Title: _____

Signature: _____

**PDJNECA/IBEW Construction Industry Safety Partnership
Program
Application for Enrollment**

Part II - Statistical Data

Company Name: _____

Address: _____

City: _____ State: _____ Zip
Code: _____

Phone Number: _____ Fax: _____ E-mail: _____

Previous Three Calendar Years

1. _____ **Average Number of Employees** - (an average number of persons on your payroll for each of the previous calendar years)

2. _____ **Total Hours Worked** - (the total of all hours worked for each of the previous three calendar years by all employees in the company, including office personnel, not including hours for vacation or sick leave).

Number of Work-Related Injury or Illness Cases*

a. _____ Total number of work-related deaths (report all deaths which were the result of any injury or occupational illness). **See OSHA Log Form 300, Column G (OSHA Log Form 200 Columns 1+8).**

b. _____ Total number of recordable cases with days away from work, days of restricted work activity, or job transfer (DART). **See OSHA Log Form 300, Sum of Columns H+I (OSHA Log Form 200 Sum of Columns 2+9).**

c. _____ Total number of non-fatal cases without lost workdays, restricted work activity, or job transfer. **See OSHA Log Form 300, Column J (OSHA Log Form 200 Columns 6+13).**

d. _____ Total number of recordable cases with days away from work. **See OSHA Log Form 300 Column H (OSHA Log Form 200 Sum of Columns 3+10).**

3. _____ **Total Number of recordable Cases (a+b+c).**

Number of Lost Workdays Due to Work Related Injuries or Illnesses*

a. _____ Total number of workdays lost (Days away from work, do not include day of injury). **See OSHA Log Form 300, Column L (OSHA Log Form 200 Sum of Columns 4+11)**

b. _____ Total number of, days of restricted work activity, or job transfer. **See OSHA Log Form 300, Column K (OSHA Log Form 200 Sum of Columns 5+12).**

4. _____ **Total Number of Workdays Lost (a+b).**

***NOTE: If you are not required to maintain OSHA Log Form 300 og Form 200 prior to calendar year 2001), refer to your insurance records to obtain the information requested above.**

Part II - Statistical Data (continued)

Current Information

Contractor Experience Modification Rate: _____

Completed by (print name): _____

Signature: _____

Date: _____

PDJNECA/IBEW Construction Industry Safety Partnership Program Application for Enrollment

Part III - Self Evaluation

Directions: Place a check next to all items which apply to your program. Each checked item represents one point unless otherwise specified. Please write the number of points for each section into subtotal column. Once complete, add subtotals to get your total score.

Company Name: _____

A. SAFETY & HEALTH PROGRAM (13points possible)

- | | |
|--|---|
| <input type="checkbox"/> Is in writing | <input type="checkbox"/> Gives direction of Safety Program |
| <input type="checkbox"/> Has been read by all employees | <input type="checkbox"/> Emphasizes management approach |
| <input type="checkbox"/> Is site specific | <input type="checkbox"/> Signed by CEO/President |
| <input type="checkbox"/> Addresses major hazards on the site | <input type="checkbox"/> Specifies management accountability |
| <input type="checkbox"/> Details consequences of violating safety rules | <input type="checkbox"/> Is reviewed by Safety Director |
| <input type="checkbox"/> Copies of Subcontractors Safety & Health programs | <input type="checkbox"/> Is shared with employees before job begins |
| <input type="checkbox"/> Is shared with subcontractors kept on file | |

Subtotal _____

B. MANAGEMENT COMMITMENT (6 points possible)

- | | |
|--|---|
| <input type="checkbox"/> Participates in Safety Committee activities | <input type="checkbox"/> Makes safety part of performance reviews |
| <input type="checkbox"/> Sets safety objectives | <input type="checkbox"/> Makes safety a percentage of total salary |
| <input type="checkbox"/> Budgets funds for safety activities | <input type="checkbox"/> Requires regular feedback on safety activities |

Subtotal _____

C. SUPERVISOR MEETINGS (5.5 points possible)

____ Weekly meetings including safety (2pts)

____ Safety training is conducted at this time

____ Monthly meeting including safety

____ Accident/Injury records reviewed

____ Quarterly meetings including safety (.5 pt)

Subtotal_____

D. CONTRACTOR RESPONSIBILTIY (5.5 points possible)

____ Provides job site specific safety training

____ Participates in safety meetings including:

____ Provides all necessary Personal Protective Equipment (.5pt)

Tool Box Talks: ____ Weekly ____ Monthly

____ Trains employees in the hazard of jobs

Corporate Safety Meetings _____

Subtotal_____

E. EMPLOYEE PARTICIPATION (7 points possible)

____ Participates in Safety Program

____ Is aware of all hazards present in the work area

____ Participates in Tool Box Talks Weekly

____ Participates in Safety Committee Activities

____ Participates in Safety Training

____ Has been trained in Emergency Procedures

____ Reports hazards to management

Subtotal_____

F. PROJECT PRE-PLANNING (7 points possible)

____ Pre-Bid Safety Assessment is completed

____ Supervisors are involved with process at bid stage

____ All potential hazards are recognized

____ Safety Equipment is mobilized prior to start project

____ Monies allocated for safety on project

____ Employee Safety orientation mandated

____ Hire a Jobsite Safety Coordinator if Project bid is over \$1 million

Subtotal_____

G. ANNUAL SAFETY BUDGET (4 points possible)

_____ Is established yearly

_____ Is derived from Safety Program Savings

_____ Is based on planned programs

_____ Management is aware of budget

Subtotal_____

H. GOALS OF SAFETY PROGRAM (7 points possible)

_____ Goals and Objective defined in program performance _____ Audits conducted to assess performance

_____ Program developed to attain goals

_____ Long Term Goals set

_____ Management responsible for feedback from reports

_____ Short Term Goals set

_____ Employees are aware of goals

Subtotal_____

I. SAFETY ORIENTATION (11 points possible)

_____ Orientation conducted for all new hires

Orientation includes (but is not limited to):

_____ Orientation conducted when employee transfers to a new jobsite

_____ Hazard Communication Training

_____ Employees sign orientation roster

_____ Rules and Regulations Training

_____ Recordkeeping activities are performed

_____ Jobsite Hazard Exposure Training

_____ Management participates in Orientation

_____ Personal Protective Equipment Training

_____ Emergency Action Procedures

_____ Fall Protection

Subtotal_____

J. SAFETY TRAINING AND EDUCATION (13 points possible)

- | | |
|---|--|
| <input type="checkbox"/> All employees have had a 10-hour OSHA Construction Safety Course | <input type="checkbox"/> Personal Protective Equipment |
| <input type="checkbox"/> Site specific training | <input type="checkbox"/> Trade Specific Training |
| <input type="checkbox"/> Hazard Recognition Training | <input type="checkbox"/> Material Handling Techniques |
| <input type="checkbox"/> First Aid and CPR Techniques | <input type="checkbox"/> Tool Safety |
| <input type="checkbox"/> Fire Protection and Prevention | <input type="checkbox"/> Scaffold Safety |
| <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Fall Protection |
| <input type="checkbox"/> Sanitation | |

Subtotal _____

K. RULES AND REGULATIONS (6 points possible)

- | | |
|---|---|
| <input type="checkbox"/> Rules and Regulations are published | <input type="checkbox"/> Rules are updated at least annually and posted on site |
| <input type="checkbox"/> Enforcement Policy in place | <input type="checkbox"/> Rules are enforced equally among all employees |
| <input type="checkbox"/> Subcontractors are expected to follow rules and enforcement policy is the same | <input type="checkbox"/> Rules are clear, concise and easy to read |

L. SUPERVISOR/PROJECT MANAGER TRAINING (13 points possible)

- | | |
|---|--|
| <input type="checkbox"/> All supervisors /project managers trained with a 30-hour OSHA Construction Safety Course | <input type="checkbox"/> First Aid/CPR Trained |
| <input type="checkbox"/> Accident Investigation Training | <input type="checkbox"/> Conducts Safety Meetings |
| <input type="checkbox"/> Company has in-house Safety Directory | <input type="checkbox"/> Is involved with Safety Committee |
| <input type="checkbox"/> Training conducted by Safety Director or outside agency | <input type="checkbox"/> Supervisory skills training |
| <input type="checkbox"/> Conducts Jobsite Safety Inspections | <input type="checkbox"/> Management skills training |
| <input type="checkbox"/> Has ability to recognize hazards | <input type="checkbox"/> Emergency Reporting Procedures Training |
| <input type="checkbox"/> Has ability to stop project for safety violations | |

Subtotal _____

M. TOOL BOX TALKS (7.5 points possible)

- Meetings held weekly
- Meetings held monthly (.5pt)
- Conducted by supervisor or safety coordinator
- Attended by Management (Project Engineer at least monthly)
- Attendance and Topic Records kept
- Employee participation in meetings
- Employees pick topic and conduct meetings
- Meetings are attended by subcontractors

Subtotal _____

N. PERSONAL PROTECTIVE EQUIPMENT AND ITS USE (7 points possible)

- Determination made to find PPE needs
- Employees receive training on specific equipment
- Regular inspections conducted on PPE
- Respiratory Protection Program in place
- Employees aware of enforcement policies
- Contractor provides PPE in accordance with OSHA use and maintenance standards
- Only approved PPE is used

Subtotal _____

O. JOBSITE INSPECTIONS/AUDITS (11.5 points possible)

- Inspections are conducted daily (3 pts.)
- Inspections are conducted weekly (2 pts.)
- Inspections are conducted monthly
- Inspections are conducted quarterly (.5pt)
- Results are documented
- Management analyzes inspection reports
- Management acts on continuing problems
- Abatement dates are set
- Follow-up inspections are conducted

Subtotal _____

P. ACCIDENT INVESTIGATION (7 points possible)

- | | |
|--|--|
| _____ Employees trained in Investigation Procedures | _____ Conducted by employee/management team |
| _____ All near misses are investigated | _____ Reports are made of all accidents and documented |
| _____ Analysis of all accident information is conducted and corrections are made | _____ Follow-up inspections are completed |
| _____ Management reviews all documentation | |

Subtotal_____

Q. RECORDKEEPING REQUIREMENTS (11 points possible)

- | | |
|--|---------------------------------------|
| _____ Employee Training | _____ Material Safety Data Sheets |
| _____ Medical Records | _____ First Aid Log |
| _____ Accident Investigations | _____ Orientation Records |
| _____ OSHA 300 Log | _____ Respiratory Fit Testing Records |
| _____ Inspections Reports | _____ Respiratory Medical Evaluations |
| _____ Records of periodic site inspections | |

Subtotal_____

TOTAL POINTS SCORED:_____

TOTAL POINTS NEEDED TO PARTICIPATE: 109

**PDJNECA/IBEW Construction Industry Safety Partnership Program
Application for Enrollment**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Name of person completing Self Evaluation:

Title: _____

Signature: _____

Date: _____

Confirmation of Information:

Company

President/CEO: _____

Signature: _____

Date: _____

Representative: _____

Signature: _____

Date: _____

PDJNECA/IBEW

Appendix C

Penn-Del-Jersey Chapter, Inc., National Electrical Contractors Association

Geographical Coverage Area

(Counties covered in their entirety under the jurisdiction of the Collective Bargaining Agreements between IBEW Local Union Nos. 81, 98, 126, 143, 163, 229, 313, 375, 380, 607, 654, 743, and 812 and PDJNECA)

Appendix D
*OSHA Strategic Partnership Program
 Annual Partnership Evaluation Report*

Cover Sheet

Partnership Name
Partnership ID Number

Purpose of Partnership
Goals of Partnership
Anticipated Outcomes

Strategic Plan Emphasis and Target Areas (check all applicable)		
Construction		Concrete, Gypsum and Plaster Products
General Industry		Blast Furnaces and Basic Steel Products
Amputations in Manufacturing		Ship and Boat Building and Repair
Amputations in Construction		Public Warehousing and Storage
Landscaping/horticultural Services		Ergo/Musculoskeletal
Oil and Gas Field Services		Blood Lead Levels
Preserve Fruits and Vegetables		Silica-Related Disease

Section 1 General Partnership Information

Partnership Name	
Partnership ID Number	

Date of Evaluation Report			
Evaluation Period			
Start Date		End Date	

Evaluation Contact Person	
Originating Office	

Partnership Coverage			
# Active Employers		# Active Employees	

Industry Coverage (note range or specific SIC and NAICS for each partner)		
Partner	SIC	NAICS

Section 2 Activities Performed

Note whether an activity was required by the OSP and whether it was performed		
	Required	Performed
a. Training		
b. Consultation Visits		
c. Safety and Health Management Systems Reviewed/Developed		
d. Technical Assistance		
e. VPP-Focused Activities		
f. OSHA Enforcement Inspections		
g. Offsite Verifications		
h. Onsite Non-Enforcement Interactions		

Note whether an activity was required by the OSP and whether it was performed		
i. Participant Self-Inspections		
j. Other Activities		
2a. Training (if performed, provide the following totals)		
	Training sessions conducted by OSHA staff	
	Training sessions conducted by non-OSHA staff	
	Employees trained	
	Training hours provided to employees	
	Supervisors/managers trained	
	Training hours provided to supervisors/managers	
Comments/Explanations (briefly describe activities, or explain if activity required but not performed)		

2b. Consultation Visits (if performed, provide the following total)	
	Consultation visits to partner sites
Comments/Explanations (briefly describe activities, or explain if activity required but not performed)	
2c. Safety and Health Management Systems (if performed, provide the following total)	
	Number of systems implemented or improved using the 1989 Guidelines as a model
Comments/Explanations (briefly describe activities, or explain if activity required but not performed)	

2d. Technical Assistance (if performed, note type and by whom)			
	Provided by OSHA Staff	Provided by Partners	Provided by Other Party
Conference/Seminar Participation			
Interpretation/Explanation of Standards or OSHA Policy			
Abatement Assistance			
Speeches			
Other (please specify)			
Comments/Explanations (briefly describe activities, or explain if activity required but not performed)			

2e. VPP-Focused Activities (if performed, provide the following totals)	
	Partners/participants actively seeking VPP participation
	Applications submitted
	Partners/participants that are VPP participants
Comments/Explanations (briefly describe activities, or explain if activity required but not performed)	

2f. OSHA Enforcement Activity (if performed, provide the following totals for any programmed, unprogrammed, and verification-related inspections)	
	OSHA enforcement inspections conducted
	OSHA enforcement inspections in compliance
	OSHA enforcement inspections with violations cited
	Average number of citations classified as Serious, Repeat, and Willful
Comments/Explanations (briefly describe activities, or explain if activity required but not performed)	

2g. Offsite Verification (if performed provide the following total)	
	Offsite verifications performed

Comments/Explanations (briefly describe activities, or explain if activity required but not performed)	

2h. Onsite Non-Enforcement Verification (if performed provide the following total)	
	Onsite non-enforcement verifications performed
Comments/Explanations (briefly describe activities, or explain if activity required but not performed)	

2i. Participant Self-Inspections (if performed provide the following totals)	
	Self-inspections performed
	Hazards and/or violations identified and corrected/abated
Comments/Explanations (briefly describe activities, or explain if activity required but not performed)	

2j. Other Activities (briefly describe other activities performed)

Section 3 *Illness and Injury Information*¹

Year	Hours	Total Cases	TCIR	# of Days Away from Work Restricted and Transferred Activity Cases	*LWDII (2001) *DART (2002-2003)
2001					
2002					
2003					
Total					
Three-Year Rate (2001-2003)					
BLS National Average for 2001					
Baseline					

¹ Sample Chart – not required format

* DART rate initiated as part of new Recordkeeping rule effective January 2002.

Comments

Section 4 Partnership Plans, Benefits, and Recommendations

Changes and Challenges (check all applicable)		
	Changes	Challenges
Management Structure		
Participants		
Data Collection		
Employee Involvement		
OSHA Enforcement Inspections		
Partnership Outreach		
Training		
Other (specify)		
Comments		

Plans to Improve (check all applicable)		
	Improvements	N/A
Meet more often		
Improve data collection		
Conduct more training		
Change goals		
Comments		

Partnership Benefits (check all applicable)	
Increased safety and health awareness	
Improved relationship with OSHA	
Improved relationship with employers	
Improved relationship with employees or unions	
Increased number of participants	
Other (specify)	

Comments

Status Recommendation	
Partnership Completed	
Continue/Renew	
Continue with the following provisions:	
Terminate (provide explanation)	