

Safety Index Rating Form Guidelines (Form C38)

PREFACE

On October 1, 2007 the Safety Index Rating (form C38) was incorporated into the prequalification process. Submitting copies of OSHA 300 and 300A logs are part of this process. To obtain information about OSHA logs refer to the following website:

<http://www.osha.gov/recordkeeping/index.html>

Part 1-Safety Philosophy Profile

Questions #1-4

Yes/No answers only

Question 5

Yes/No answer and if “Yes” then provide documentation on the firm’s “formal safety training program”. What is **not** a 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 the following: “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 coversheet, table of contents and the last few pages may be submitted to document the firm’s safety policy.

Calculation Part 1 Total Points:

Part 1 Total Points = (total number of “No” responses X 4) = _____

Part 2- Contractor’s Safety Operating Profile

Question # 1

Provide an originally signed EMR letter furnished to your firm by your workers compensation insurance company. 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 have the insurance company document “none” for the missing years. Default your firm’s rate to 1.0 in Part 2 question #1 for each year your firm was established but had no EMR rate. 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 with an explanation why the firm has no Workers Compensation Insurance.

Question # 1

Calculations:

1. Enter the EMR scores furnished by your insurance company in the space provided on the form. If there is no EMR established then indicate a 1.0 rate for the # of years your firm was in business and had no EMR rating.
2. Average the documented scores by adding the EMR rates and divide by the # of rates filled in. This is your firm's **Average score**.
3. Calculate the points by using the following guidelines:

If average is “Less” than **.85**, score = **0 points**

If **Average score** is “Greater” than **.85** then :
 $(\text{Average score} - .85) \times 100 = \text{_____}$ (points)

If points calculated at 50 or above then indicate **50 points**.
Maximum Points allowed is **50**.

Question # 2

The documentation to perform the calculations on Part 2 question #2 will come from the US Department of Labor website and from the OSHA logs. Submit copies of the OSHA 300 & 300A logs from the last 3 complete years on 8 ½” X 11”. Both the OSHA 300, “Log of Work-Related Injuries and Illnesses” and the OSHA 300A “Summary” sheets need to be submitted. (Note the OSHA 200 log that is indicated in the C-38 to submit was replaced with the OSHA 300A log therefore the 300A log is required to submit in lieu of the 200 log)

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 had 10 or fewer employees, please document 0 for the year(s) the logs were not kept. Document that the company had 10 or fewer employees for the calendar year(s) on the C-38 Form above Part 2 question#2. 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 are to keep OSHA logs.

Question #2
Calculations:

1. Use the U.S. Department of Labor website calculator: <https://data.bls.gov/iirc/>
2. Enter the requested information from your firms OSHA 300A Logs.
- 3 Select a **year**. A separate calculation will need to be performed for each of the last 3 available calendar years in the BLS calculator. Note the U.S. Industry incidence rates are published in the Fall of the following year. (ie.:The 2017 U.S. Industry rates will be available the middle of October 2018.)
4. “Select an Area”, under the **Private Industry, All US**
5. “Select A Supersector”, under **Construction**
6. “Select an Industry” under the **Highway Work Categories**
NAICS code in the area your firm performs work.
7. Click on **Calculate** to get the associated rating for that specific year.
8. Enter each yearly rate under the **U.S. Industry Column** in Part 2 Question# 2
The yearly rate is calculated in the BLS Calculator & indicated in the chart under the Column, “**Private Industry, All U.S.**” in the “**Total**” row
9. Average the U.S. Industry rates by adding the yearly US Industry rates and divide by the # of rates filled in. This is the **US Industry Average score**.
10. Calculate the **Contractor’s yearly rate** by using the numbers on the OSHA 300A log and use the following formula:
Incidence Rate for recordable cases = (# recordable incidents -:- total hrs worked by all employees during the calendar year) X 200,000
11. Average the Contractor’s rates by adding the yearly contractor’s rates and divide by the # of rates filled in. This is the **Contractor’s Average score**.
12. Calculate the **Rating** by the following formula:
Rating = Contractor Average -:- U.S. Industry Average.
13. Calculate the points by using the following guidelines:

If average is “**Less**” than **.75**, score = **0 points**

If **Average score** is “**Greater**” than **.75** then :
(Average score -- .75) X 100 = _____ (points)

If points calculated at 50 or above then indicate **50 points**.
Maximum Points allowed is **50**.
14. Indicate your firm’s NAICS code in the space provided. Codes may be found at the U.S. Department of Labor’s website at: <https://www.bls.gov/bls/naics.htm>

Question # 3

Yes/No answer and if “Yes” then (10 points **X** each citation)

Maximum Points allowed is **60**.

If points calculated at 60 or above then indicate **60 points**.

Submit a copy of each violation & citation.

Question # 4

Yes/No answer and if “Yes” then (15 points **X** each citation)

Maximum Points allowed is **60**.

If points calculated at 60 or above then indicate **60 points**.

Submit a copy of each violation & citation.

Question # 5

Yes/No answers and if “Yes” then (15 points **X** each suspension)

Maximum Points allowed is **60**.

If points calculated at 60 or above then indicate **60 points**.

Submit a copy of each suspension.

Calculation Part 2 Total Points:

Part 2 Total Points = (question 1+2+3+4+5) = _____

Safety Index Score

The **Total SIS** is computed on the first page of the C-38.

Use the following formula:

SIS = 300 - [Part 1 Total Points + Part 2 Total Points]