

Contractor Safety Prequalification Toolkit

When selecting a contractor or subcontractor, safety qualifications are often overlooked. Focusing on financial stability, backlog, lowest bid or comparable completed projects is important, but it's just as important to hire a business partner who shares the same values as you do when it comes to safety and risk management.

The following guidance and toolkit can help ensure subcontractors are aligned with your expectations for risk management.

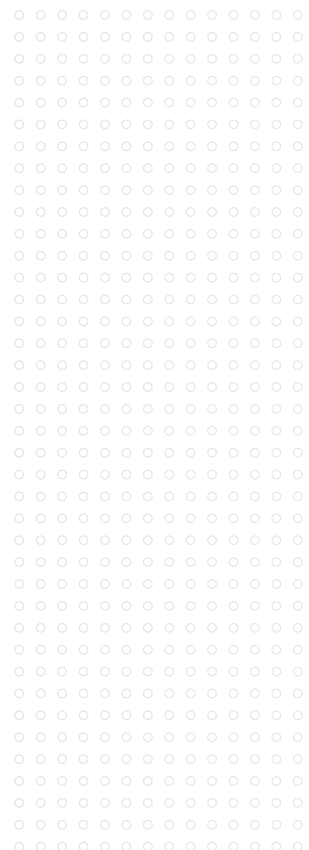
4 Steps to Choosing a Safety-Conscious Contractor

STEP 1: Develop a Statement of Safety Qualification Form

A company's past is a good predictor of future performance. A Statement of Safety Qualification form helps illuminate the subcontractor's past work. Here are the components of a Statement of Safety Qualification Form:

PART 1 — Include the four (4) basic lagging indicators for the previous three (3) years

1. OSHA's DART rate (Days Away, Restricted, and Transferred due to injury)
 - Indicator as to how severely employees have been injured
 - Must be compared to BLS data for the applicable NAICS code
 - [BLS DART & IR Calculator](#)
 - [BLS Instructions](#)
2. OSHA's recordable IR (Incident Rate)
 - Indicator as to how frequently employees were injured
 - Must be compared to BLS data for the applicable NAICS code



- 3. History of OSHA citations
 - Multiple citations may indicate a poor culture of safety
- 4. Workers' Compensation MR (Experience Modification Rate)
 - Indicates whether the insurance industry expects the contractor to have above or below average incurred losses

PART 2: Include completion of leading indicator metrics, including the following:

- Documentation of toolbox talks, orientation programs, safety training and competent person training
- Documented program of pre-task hazard assessments, such as job hazard assessment, task hazard assessment or similar

PART 3: Require a designated individual from each contractor to be accountable for safety onsite

- Depending on size of project, this could be a full-time person, a responsibility shared between several projects or the responsibility of a competent project foreman

PART 4: Require and review safety goals as well as rewards for achievement of stated goals

- Incentive and reward programs should include actions as well as results

PART 5: Require written programs that have been recently updated

PART 6: Require safety inspections of the project

- Should be in writing and include corrective actions

STEP 2: Require submission of form with bid

A bid submission is not complete without a fully filled out Statement of Safety Qualification form. Incomplete submissions must not be accepted. The steps below show what's needed:

1. Contractor fills out, in its entirety, the Statement of Safety Qualifications form and must provide necessary documentation as stated on the form
 - Supporting documentation may include written programs, explanation of OSHA citations, training record, letter from workers compensation carrier or any other items identified in the form or that the contractor feels are necessary
2. Contractor reviews the safety qualification program and signs off on the Statement of Safety Qualifications
3. Where the process is new to a contractor, use of an introductory letter provides an explanation of the necessity for the qualification program

STEP 3: Weigh safety qualifications and other factors

It's essential to assign a grade to the Statement of Safety Qualification form so that it can be weighted against other qualification criteria. Here's how to do so:

1. Use a point-based system to help quantify submittals
 - Include the four (4) basic lagging indicators for the previous three (3) years
 - OSHA's DART rate, OSHA's IR, History of OSHA Citations, EMR
 - Include completion of leading indicator metrics
 - Toolbox talks, orientation programs, safety training, competent person training, task hazard assessments, and other leading indicators that are being tracked by the contractor
 - Include who is responsible for safety in the point system with higher values placed on full time, qualified individuals
 - Require and review safety goals as well as rewards for achievement of stated goals
 - Incentive and reward programs should include actions as well as results
 - Require written programs that have been recently updated
 - Require safety inspections of the project
2. Assign each contractor a safety score
3. Establish the minimum score threshold

STEP 4: Minimize exceptions

Allowing exceptions to the scoring system erodes the safety qualification process. Here's some ways to keep that from happening:

- DO NOT award contracts based on relationships alone
- Prequalify each contractor at least annually to ensure accuracy of data
- If a contractor is selected that is ranked under a certain threshold, designate who has the authority to approve award; utilize an approval process that requires execution by designated authority
 - Ensure appropriate support is available to justify the deviation from the process

Ready to get started?

[Download the HUB toolkit of turnkey sample documents](#) including introductory letter and statement of safety qualifications. These documents will give you a foundation to establish an effective contractor qualification program.

Contact a HUB construction specialist to help build a plan that protects your business.