

**CAL/OSHA  
CONSULTATION SERVICE**

**PILOT PROJECT**

**CAL/SHARP –  
CONSTRUCTION**  
(Safety and Health Achievement Recognition Program)

**INFORMATION PACKET**

January 23, 2007

For information on this or any of the  
Cal/OSHA Recognition and Exemption Programs contact the Cal/OSHA  
Consultation Service Employer Assistance Office closest to you.

## **A PARTNERSHIP WITH CAL/OSHA**

It is the policy of the Division of Occupational Safety and Health to provide opportunities for entire industries and individual establishments to work as partners with labor and Cal/OSHA in implementing and maintaining high standards of workplace safety and health management. The resulting partnership offers several levels of recognition to qualified companies and their employees:

- Voluntary Protection Program (VPP) and Golden State: The leadership recognition levels for companies that have highly effective safety and health management systems.
- Cal/SHARP and Cal/SHARP – Construction: For high-hazard companies that are maintaining advanced safety and health management systems.
- Golden Gate: For high-hazard companies that are maintaining effective safety and health management systems.

## **ABOUT CAL/SHARP - CONSTRUCTION**

- Cal/SHARP – Construction is a pilot program specifically designed for construction contractors working at one or more locations throughout California. Cal/SHARP – Construction contractors are recognized as contractors expected to have a significantly lower risk for serious accidents than other similar trade contractors within the construction industry. In turn, this allows Cal/OSHA to focus its programmed inspection efforts on other contractors and worksites.
- Construction contractors that meet the requirements of this program receive recognition, and in some cases, one or more sites where they are working may receive a programmed inspection exemption by Cal/OSHA. In order for the construction site to receive an exemption from programmed inspections, the contractor that has overall safety and health responsibility at that site must be actively participating in either Cal/SHARP – Construction or Golden State.
- Cal/SHARP – Construction contractors may apply for single-site participation or multiple-site (regional) participation within established geographic boundaries, such as county limits.
- Cal/SHARP - Construction employers must demonstrate that they have management commitment to and employee involvement in their safety and health management system. The company must also demonstrate that their safety and health management systems are effective in preventing accidents at the worksite.
- Like all the Cal/OSHA partnership programs, Cal/SHARP – Construction is designed to ensure employer success. The Cal/OSHA Consultation Service can assist the employer until such time that the employer becomes qualified to participate. When achieved, Cal/SHARP – Construction status will be granted to the worksite, and will initially, be applicable for two (2) years, with renewals available for up to two (2) years each.

## **QUALIFICATIONS**

Your company may be considered for Cal/SHARP – Construction recognition if it meets the following qualifications:

1. Requests and receives a full-service comprehensive on-site visit by the Cal/OSHA Consultation Service at the worksite(s) to be evaluated.
2. Employs at least one employee at each worksite evaluated.

3. Your company has had no final order willful, repeat, or willful-repeat citations at the worksite(s) within twenty-four (24) months prior to the date of the opening conference, and no serious citations related to a serious injury or exposure at the worksite(s) within twelve (12) months prior to the date of the opening conference.

**NOTE:** Cal/SHARP – Construction participation will not be determined until after any and all citations are final orders.

4. Have established and maintained a highly effective injury and illness prevention program as a basis for your safety and health management system. The sample review elements found in this information packet may be used for self-assessment of your injury and illness prevention program; and
5. Demonstrate a lower than average number of injuries and illnesses over the previous four (if applicable) full calendar years. Successful applicants must meet or exceed at least two of the following ratings:
  - (i) Experience Modification Rating at or below 90% of the industry;
  - (ii) Average Lost Work Day Injury and Illness (LWDII) incident rating at or below 90% of the most recent California industry average;
  - (iii) Total Injury and Illness (TII) Rate at or below 90% of the most recent California industry average;
  - (iv) Average Days Away, Restricted, Transferred (DART) incident rating at or below 90% of the most recent California industry average; or
  - (v) Total Recordable Case (TRC) rate at or below 90% of the most recent California industry average.

## **THE CAL/SHARP - CONSTRUCTION PROCESS**

### HOW TO APPLY

Application for Cal/SHARP – Construction begins with a telephone call to your local Cal/OSHA Consultation Service Employer Assistance Office asking for a Cal/SHARP – Construction evaluation. The Employer Assistance Office will explain what documentation you will have to submit before an evaluation will be performed. The Cal/OSHA Consultation Service may already have some of the required documentation if you have had recent on-site visits by them.

### THE VISIT

Upon your company's request or acceptance of the Cal/OSHA Consultation Service's offer, a Cal/OSHA Consultation Service Area Office representative will arrange a full-service comprehensive on-site visit to your worksite to meet with company representatives, discuss the company's safety and health program management systems, talk to workers, and to walk-around the work area. Applicable union signatory business representatives must be invited to participate in the on-site visit. Union representatives are encouraged to participate in the entire visit. However, the amount of participation is up to the union representatives.

The visit may result in identification of hazardous conditions that must be corrected before recognition and further assistance can be granted. The visit will be performed by a Cal/OSHA Consultation Service's representative and therefore non-compliance findings by the team will not be subject to citations or penalties. However, Cal/OSHA Enforcement will be notified if the company fails to take appropriate action to abate serious hazards identified during the visit. The Cal/OSHA Consultation Service representative will explain the visit process and the company's rights and responsibilities before visiting the company worksite.

## THE EVALUATION

The Cal/OSHA Consultation Service representative will decide whether to recommend that your company receive Cal/SHARP – Construction recognition. The Chief of the Division of Occupational Safety and Health (Cal/OSHA) will give the final approval based on the representative's evaluation of your company's qualifications and the subsequent recommendation.

## RECOGNITION AND EXEMPTION

Following final approval, a formal letter of Cal/SHARP – Construction participation and a certificate stating the exemption period will be provided to your company recognizing your achievement. The certificate will be signed by the Program Manager for the Cal/OSHA Consultation Service and the Chief of the Division of Occupational Safety and Health.

## RENEWALS

The renewal period is for two years. Requests for renewal must be provided to the local Employer Assistance Office within ninety (90) days of termination of Cal/SHARP - Construction participation.

## **EMPLOYER OBLIGATIONS**

Once your company has been recognized as a Cal/SHARP – Construction participant your company's Cal/SHARP – Construction worksite is then obligated to:

- Promptly inform the Cal/OSHA Consultation Service regarding any Cal/OSHA Enforcement actions effecting your company at any construction worksite where your company has Cal/SHARP – Construction status;
- Maintain a satisfactory compliance history;
- Allow Division of Occupational Safety and Health authorized enforcement or consultation personnel (Cal/OSHA Enforcement or Cal/OSHA Consultation Service) access to inspect or evaluate your company's activity at worksites where your company has Cal/SHARP – Construction status;
- Notify the Cal/OSHA Consultation Service whenever there is a change of ownership or corporate structure within 30 calendar days of the changes;
- Maintain Cal/SHARP – Construction company safety and health management system standards as demonstrated during the evaluation period at all worksites where your company has Cal/SHARP – Construction status;
- Voluntarily withdraw from Cal/SHARP – Construction participation if any of the above obligations are not met during the exemption period.

## **SAMPLE REVIEW ELEMENTS**

Your local Cal/OSHA Consultation Service Employer Assistance Office can provide you with a fifty-eight (58) element evaluation list that will be used by the Cal/OSHA Consultation Service representative to evaluate your safety and health programs. In addition, the elements on the next two (2) pages about multi-employer responsibilities an help you in performing a self-evaluation of your workplace safety and health programs.

## **FOR MORE INFORMATION**

For more information on this and other Cal/OSHA partnership programs, contact the nearest local Cal/OSHA Consultation Service Employer Assistance office. Office locations and telephone numbers are listed on the last page of this document.

## **MULTI-EMPLOYER RESPONSIBILITIES**

	Effectively Implemented	Action Item
Are organizational safety and health policies clearly established in writing, address anticipated hazards, and periodically evaluated and updated as necessary?		
Is there a person or persons clearly identified with sufficient authority and responsibility for implementing the safety and health program and, are the employees aware of who the person or persons are that have the authority and responsibility for their safety and health program and can they can communicate with them if necessary?		
Is there an effective process in place that involves all employees in safety and health? Examples may include an evaluation of the pre-job and pre-task planning processes, meetings with management and subcontractors, and site specific safety training, posting, written communications, anonymous notification by employees, and safety and health committees.		
Does each project have a worker recognition program that is designed to prevent injuries and illnesses?		
Is top management involved in the safety and health reporting process?		
Does top management consider safety and health to be a line rather than a staff function?		
Are all applicable mandated programs effective and in place? A mandated program is defined as a set of managerial and operational requirements directed toward a specific safety and/or health objective, for example: designation of responsible persons, hazard controls, record keeping, and employee training.		
Is the safety and health representative reporting structure effective?		
Are supervisors evaluated on their safety and health performance?		
Does an effective hazard reporting system exist and do employees actually use this system to report hazards? This system should encourage employees to inform the employer of hazards at worksites without fear of reprisal.		
Are positive and negative incentive plans in place to encourage employees to comply with safe and healthful work practices? Positive incentive plans should encourage the use of safe work practices that prevent of accidents and the following of safety and health rules. Negative incentives would include disciplinary action when rules are not complied with.		
Are employees actively involved in watching for hazardous situations? Actively involved refers to employees and management constantly observing and assessing workplace hazard controls and work practices while they perform their job and then following procedures to ensure failures are corrected.		
Does the project have a written site-specific safety and health program?		
Are pre-job safety and health meetings held?		
Are toolbox safety and health meetings held at least weekly?		

	Effectively Implemented	Action Item
Are home office inspections performed often enough to be effective?		
Are procedures in place for identifying and evaluating workplace hazards? Procedures should include periodic scheduled inspections. Procedures should include inspections whenever new substances, processes, procedures or equipment are introduced into the workplace that represent a new hazard, and whenever a new or previously unrecognized hazard is identified.		
Are accidents, near misses, and incidents, including harmful substance exposures, investigated for root causes? The result of the investigation should establish actions that will prevent the recurrence. There should be some form of management/supervisory involvement in the investigations such as review and feedback.		
Is there an effective procedure for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner, and is the process based on the severity of the hazard?		
Do employees actively participate in hazard prevention and control, especially when an imminent hazard exists?		
Is housekeeping properly maintained?		
Are critical pieces of equipment routinely inspected and properly maintained?		
Is safety and health training a budgeted item?		
Does every worker on-site receive structured safety and health orientation?		
Do all employees and supervisors receive appropriate safety and health training, including safety and health program policies and rules, safety and health communication processes, and emergency procedures? The training must include all new employees, employees with new job assignments, and whenever there is introduction of new substances, processes, procedures or equipment to the worksite that represent a new hazard, and new or previously unrecognized hazards.		
Do supervisors and managers receive training that covers the supervisory aspects of their safety and health responsibilities?		
Are subcontractors required to submit written site-specific safety plans?		
Do subcontractors hold safety and health meetings at least weekly?		
Do all subcontractors understand their responsibilities at a multi-employer worksite?		
Are there effective sanctions for subcontractor non-compliance with safety and health rules and standards?		

## **CONTACT INFORMATION**

### **Cal/OSHA Consultation Service**

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(916) 263-5765

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### **Cal/OSHA Consultation Service's EMPLOYER ASSISTANCE PROGRAM**

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2424 Arden Way, Suite 485  
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(916) 263-5750

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(818) 901-5754

### **Cal/OSHA Consultation Service's RESEARCH AND EDUCATION UNIT**

Mario Feletto, Manager  
2211 Park Towne Circle, Suite 4  
Sacramento, CA 95825  
(916) 574-2528

### **Cal/OSHA Consultation Service's VOLUNTARY PROTECTION PROGRAM**

Iraj Pourmehraban, Manager  
1515 Clay Street, Ste. 1190  
Oakland, CA 94612  
(510) 622-1081

### **Cal/OSHA Consultation Service's HIGH HAZARD CONSULTATION PROGRAM**

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1901 No. Gateway Boulevard, Suite 102  
Fresno, CA 93727  
(559) 454-0615

### **Cal/OSHA Consultation Service's GOLDEN GATE-CAL/SHARP-GOLDEN STATE PROGRAMS**

[Contact the nearest Employer Assistance Office]