Application to the
Virginia BEST

LEVEL I Applicants

Submitted to:
Associated General Contractors of Virginia
Virginia BEST Program
11950 Nuckols Rd.
Glen Allen, VA 23059
Attn: Mr. Gordon Dixon
**Application Instructions**

Please fill in the spaces provided. Each element has a link that will take you to the element requirements. Your answers must meet the requirements.

Previous application forms will not be accepted, only this application form should be used.

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**Helpful Websites**

<table>
<thead>
<tr>
<th>Resource</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSHA Memo #5</td>
<td><a href="https://www.osha.gov/dcsp/BEST/policy_memo5.html">https://www.osha.gov/dcsp/BEST/policy_memo5.html</a></td>
</tr>
<tr>
<td>NAICS and SIC codes</td>
<td><a href="http://www.census.gov/eos/www/naics">http://www.census.gov/eos/www/naics</a></td>
</tr>
</tbody>
</table>

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**Attachments**

**Instructions:** List any attachments here. Please list each attachment and label the attachment with the element that it is referred to. Add as many as needed. See each individual element for requirements.

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 5 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 6 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
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| 11|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 12|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
### Company Information

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Title</th>
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### Company Information

<table>
<thead>
<tr>
<th>Name:</th>
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<tr>
<td>DUNS # Plus 4:</td>
<td>DUNS #:</td>
</tr>
<tr>
<td>CAGE Code:</td>
<td>FEIN:</td>
</tr>
<tr>
<td>NAICS Code</td>
<td>SIC Code</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td></td>
</tr>
<tr>
<td>Physical Address:</td>
<td>(If different)</td>
</tr>
<tr>
<td>Company BEST Contact</td>
<td></td>
</tr>
<tr>
<td>Name &amp; Title:</td>
<td></td>
</tr>
<tr>
<td>E-Mail:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

Is your company a member of the AGC of Virginia? If no, please join by clicking [here](https://example.com).

AGC Membership Number: |

**Give a brief history of the company**

**Describe the scope of work performed**

**If applicable**
### Union Information - If more than 1, list each one separately

<table>
<thead>
<tr>
<th>Union Name and Local Number:</th>
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<tbody>
<tr>
<td>Site Rep:</td>
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<td>Phone:</td>
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### Union Information - additional

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<tr>
<td>Address:</td>
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<tr>
<td>Phone:</td>
<td>Fax:</td>
<td>E-Mail:</td>
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</table>

### Recordable Injury Plus Illness Case Incident Rates

Table 1 - Records the TCIR (Total Case Incident Rate) and DART (Days Away from work, Restricted work activity, and/or job Transfer).

**Table 1 - TCIR (Total Case Incident Rate) Employee Data, Past 3 Years**

<table>
<thead>
<tr>
<th>NAICS:</th>
<th>SIC:</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Hours</th>
<th>Total Cases</th>
<th>Total Case Incident Rate (TCIR)</th>
<th>Days Away, Restricted, Transferred Cases</th>
<th>Days Away, Restricted or Transferred Rate (DART)</th>
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<td>#DIV/0!</td>
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<td>#DIV/0!</td>
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<td>#DIV/0!</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>#DIV/0!</td>
<td></td>
</tr>
</tbody>
</table>

Three Year Average Rates: #DIV/0! #DIV/0!

Most recently published **BLS rates**

Percent above / (below) BLS rate: #DIV/0! #DIV/0!

2017 YTD: #DIV/0! #DIV/0!
Management Leadership and Employee Involvement

Management Leadership

1. **Management Commitment and Leadership**
   Attach a copy of the company's Safety & Health *Vision Statement*.
   Attach a copy of the company's Safety & Health *Mission Statement*.

2. **Management Resources**
   Describe how management commits needed resources to safety & health.

3. **Visible Leadership**
   Describe how senior management demonstrates visible safety & health leadership.

4. **Communications**
   Please explain how management has developed and communicated annual safety & health objectives that are clear, attainable, and measurable.

5. **Responsibility and Authority**
   Define how management has clarified lines of communication & encourages workers to contact senior level management on unresolved health & safety issues.

6. **Accountability**
   Describe how your company has established accountability for health & safety. (Examples may include: safety & health accountability in job descriptions, performance plans for managers, mid-level managers/supervisors and or designated safety & health staff)

7. **Discipline**
   Please describe your company's established disciplinary program, to include any stand-alone safety components.
Employee Involvement

1. **Employee Involvement**
   Has the company conducted a safety & health perception survey of all employees on safety and health culture & practices?
   
   | Yes | No |

2. **Employee Knowledge and Notification**
   Describe any changes that were initiated in regards to employee perceptions or comments.

3. **Rights and Responsibilities**
   How have all employees and key subcontractors been informed of their rights & responsibilities under VOSH laws, standards, regulations and the company’s participation in the Virginia BEST Program?

4. **Key Subcontractors**
   Explain how your company requires key subcontractors to provide safety & health protection equal to that received by your company employees.

5. **Key Subcontractor Use**
   Explain your company’s established process for the selection of key subcontractors.

6. **Key Subcontractor Practices**
   Explain how your company ensures key subcontractors have a system and process in place to identify, correct, & track uncontrolled hazards in the workplace.

Worksite Analysis

1. **Initial Analysis**
   Please describe your company’s initial safety & health hazard analysis and any follow-up studies that may have been justified.

2. **Hazard Analysis of Routine Jobs, Tasks, and Processes**
   Explain how your company conducted an initial study of all routine tasks.
3. **Hazard Analysis of Significant Changes, New Processes, and Non-Routine Tasks**
   Describe your company's process for analyzing safety & health hazards, including significant changes to tools, equipment, materials or processes.

4. **Pre-Use Analysis**
   Explain your company's system for analyzing safety & health hazards of new equipment, materials and processes.

5. **Routine Inspections**
   Explain your established routine safety & health inspection program.

6. **Investigation of Incidents**
   Please explain your company's documented system for incident investigations.

7. **Hazard Reporting**
   Explain your system that allows for employees to report hazards.

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### Hazard Prevention and Control

1. **Controls**
   Describe how your company selects the most appropriate hazard elimination & control methods for identified hazards.

2. **Hazard Control Programs**
   Please describe what hazard control programs your company has in place, to include any OSHA required hazard control programs.

3. **Hierarchy of Controls**
   Do your hazard controls follow the hierarchy of controls; Engineering, Administrative, Work Practice & Personal Protective Equipment?
   - Yes
   - No

4. **Other Hazard Controls**
   Explain any other hazard controls in place that are necessary to protect workers from hazards at work.
5. **Occupational Health Care Program**
   Describe the access company employees have to occupational health care services based on results from initial noise, chemical or other health hazard surveys. Also include any current medical surveillance programs.

6. **Health Care**
   Explain how you conduct a thorough review of OSHA 300 logs, insurance claims & incident investigations to ensure all records are complete.

7. **Preventative Maintenance**
   Explain how your company ensures all equipment is being maintained in accordance with manufacturer’s preventative maintenance requirements?

8. **Hazard Reporting Tracking System**
   Please explain your company’s hazard reporting tracking system.

   Does your company require key subcontractors to implement an equivalent system?  
   | YES | NO |

9. **Emergency Preparedness & Response**

   | YES | NO |
   | As necessary, has the company provided an emergency physician & medical care? |
   | Has the company established & communicated written emergency procedures? |
   | Is there at least one first aid & CPR trained employee on every jobsite? |
   | As appropriate, are key subcontractors required to participate in emergency drills? |

### Safety and Health Training

1. **OSHA Required & Company Specific Training**
   Describe how your company completes the OSHA required and your company specific safety & health training.

2. **VOSH/ BEST**
   Explain how company managers, supervisors, and non-supervisory employees are made aware of Their rights & responsibilities under VOSH laws, standards & regulations.
<table>
<thead>
<tr>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe how company managers, supervisors, and non-supervisory employees are made aware of BEST and its basic principles.</td>
</tr>
<tr>
<td>Explain how company managers, supervisors, and non-supervisory employees have been trained to recognize unsafe conditions.</td>
</tr>
<tr>
<td>Explain how company managers, supervisors, and non-supervisory employees familiar become with emergency evacuation procedures and their specific responsibilities, when applicable.</td>
</tr>
<tr>
<td>Describe how company &amp; key subcontractors managers and supervisors have specific knowledge of their safety &amp; health roles &amp; responsibilities?</td>
</tr>
<tr>
<td>Who is the designated individual(s) assigned safety &amp; health responsibilities in your company?</td>
</tr>
</tbody>
</table>
Appendix

Definitions

- **DUNS#:** The D&B Data Universal Numbering System or D-U-N-S® Number is a unique nine-digit identifier for businesses. It is used to establish a business credit file, which is often referenced by lenders and potential business partners to help predict the reliability and/or financial stability of the company in question.

- **DUNS # Plus 4:** The D&B Data Universal Numbering System or D-U-N-S® Number is a unique nine-digit identifier for businesses. The Plus 4 is the System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS.

- **CAGE Code:** The Commercial And Government Entity (CAGE) Code is a five-character ID number used extensively within the federal government, assigned by the Department of Defense’s Defense Logistics Agency (DLA). The CAGE code is used to support a variety of mechanized systems throughout the government and provides a standardized method of identifying a given legal entity at a specific location. The code may be used for a facility clearance, or a pre-award survey.

- **FEIN:** An Employer identification Number (EIN) is also known as a Federal tax identification Number, and is used to identify a business entity.

- **NAICS Code:** The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

- **SIC Code:** The Standard Industrial Classification (SIC) is a system for classifying industries by a four-digit code. (Click here to return)

ELEMENTS

**Management Resources**

- Describe how your company’s management has committed resources to safety and health. Commitment can be displayed in many different and meaningful ways. Examples could be a budget line item for safety & health, allowing employees to meet during the workday for committee meetings, hiring safety professionals, supporting employees attending offsite training, etc. (Click here to return)

**Visible Leadership**

- Describe the ways top management is visibly involved in the safety and health program such as wearing any required personal protective equipment, reporting hazards, reporting injuries and illnesses, following the same safety and health procedures expected for all employees at the workplace, and subjecting managers and employees to the same disciplinary system for infractions. (Click here to return)

**Communications**

- Describe the methods used to communicate policies, goals and objectives with all employees and how the site created an environment that allows for reasonable employee access to site management and senior management. How does the site communicate goals and objectives to all employees? (Click here to return)

**Responsibility and Authority**

- Describe how the site has communicated the responsibility and authority to its employees to contact senior management on unresolved safety & health issues. Explain how this has been accomplished. (Click here to return)

**Accountability**

- Explain how management has established accountability for health & safety. This could be attained by job descriptions, performance plans for managers, mid-level managers/supervisors and or designated safety & health staff. (Click here to return)
**Discipline**
- Describe the company’s documented disciplinary plan. Also include any “stand alone” type disciplinary plans for safety & health such as cardinal safety rules, safety work rules or other safety & health related discipline.  
  [Click here to return]

**Employee Involvement**
- Has your company conducted a perception survey that is all, or in part, safety & health related?  
  [Click here to return]

**Employee Knowledge and Notification**
- Explain how your company responded to the responses given by employees during the perception survey. This may include changes in policies, procedures, forms or addressing safety & health concerns.  
  [Click here to return]

**Rights and Responsibilities**
- Discuss what your company did to inform all employees and key subcontractors of their rights and responsibilities under VOSH laws, standards and regulations. Was this handled by training, pre-qualification statements, new hire orientation, etc.  
  [Click here to return]

**Key Subcontractors**
- Describe the methods used to ensure that all key subcontractors are providing their employees with safety & health protections equal to that of your company’s employees.  
  [Click here to return]

**Key Subcontractor Use**
- Explain what role safety & health plays in the selection of key subcontractors at your company. Examples could include; OSHA rates (TCIR & DART), EMR, safety & health programs or safety & health policies.  
  [Click here to return]

**Key Subcontractor Practices**
- The site must completed an annual self-evaluation that included a written narrative with recommendations for timely improvements, assignment of responsibility for those improvements, and documentation of timely follow-up action or the reason no action was taken. Who conducts the evaluation and how were they trained to perform an evaluation? Are the results shared with employees and how?  
  [Click here to return]

**Initial Analysis**
- Describe the methods used for initial determination of safety and health hazards (noise, air contaminants)
- Include baseline industrial hygiene surveys, comprehensive safety surveys, machine guarding surveys, radiological survey/exposure mapping etc.
- Provide evidence that the surveyors were qualified to perform the work.  
  [Click here to return]

**Hazard Analysis of Routine Jobs, Tasks, and Processes**
- State how the site reviews jobs, processes and/or the interaction among activities to determine safe work procedures at your worksite.
- Describe how results from analyses, such as job hazard analyses, are used in training employees to do their jobs safely and in planning and implementing the hazard correction and control program. Explain how the results improve work practices. Describe the frequency of these analyses and provide supporting documentation
- Describe how you decide which processes to analyze first.  
  [Click here to return]

**Hazard Analysis of Significant Changes, New Processes, and Non-Routine Tasks**
- Pre-Use Analysis: When considering new equipment, chemicals, facilities, or significantly different operations or procedures is an analysis completed to address any concerns or hazards that might be created? Does the analysis address each step, hazard controls, dates conducted, recommendations for improvements, documented, included in training and the hazard control program?  
  [Click here to return]

**Pre-Use Analysis**
-  

**Routine Self-Inspections**
- Describe the system used to conduct routine, general worksite safety and health inspections. Include schedules and types of inspections, the qualifications of those conducting the inspections, and how corrections are tracked to completion.
- Describe the system for inspecting the entire site quarterly. (Click here to return)

**Investigation of Incidents**
- Describe the system used to conduct accident and incident investigations.
- Describe training and/or guidance given to investigators; provide criteria used for deciding which accidents/incidents will be investigated.
- Describe how near-miss incidents are handled. How many have been turned in? Is this information being trended?
- Describe the “lessons learned” process being used and demonstrate root cause analyses.
- Describe method of tracking recommendations and corrections to completion. (Click here to return)

**Hazard Reporting**

**Controls**

**Hazard Control Programs**

**Hierarchy of Controls**

**Occupational Health Care Program**
- Describe how the site integrates the employee medical program with the safety and health program.
- Describe the availability of both onsite and offsite medical services and physicians.
- Are employees trained in First Aid, CPR, is there an AED on site? What type of training did employee receive?
- Describe how licensed occupational health professionals are involved in routine hazard analyses, in recognizing and treating injuries and illnesses early on, in limiting severity of harm and in managing injury and illness cases. (Click here to return)

**HealthCare**

**Preventive Maintenance of Equipment**
- Summarize and briefly describe the procedures in use for preventive maintenance of equipment. Include information on scheduling and describe how the maintenance timetable is followed and adjusted. (Click here to return)

**Hazard Reporting Tracking System**
- How does the site track hazards until completion? Does the tracking system assign responsibility, time frames for corrections, interim protection, provide feedback to employees that have reported the hazard? Does the system result in timely correction of hazards? (Click here to return)

**Emergency Preparedness**
- Describe the company’s emergency planning and preparedness program. Include information on emergency and annual evacuation drills. How many were completed and what types.
- Describe how credible scenarios are chosen for emergency drills and their relationship to site specific hazards.
- Describe the review process of the drills/exercises. (Click here to return)

**OSHA Required & Company Specific Training**
• Describe formal and informal safety and health training programs for employees, supervisors and managers.
• Is training classroom, hands on, computer based?
• Specifically address how employees are taught to recognize hazards related to their jobs? (Click here to return)

**VOSH/ BEST**

**Trend Analysis**
• Describe the system(s) used to conduct trend analyses of all data generated by the safety and health program, include employee reports of hazards, first aid incidents, near miss reports, hazard assessment data and injury and illness experience data.
• Describe how the results of the trend analyses are disseminated and used by the line organizations. (Click here to return)

**Hazard Elimination and Control Methods**
• Describe the different types of controls that are used at the facility and have any follow-up studies been conducted based on incidents, inspections or recommendations from employees?
  • **Engineering Controls**
    o Engineering controls directly eliminate a hazard by such means as substituting a less hazardous substance, isolating the hazard; these are the most reliable and effective. Describe and provide examples of engineering controls have been implemented at the site?
  • **Administrative Controls**
    o Administrative controls significantly limit daily exposure to hazards by control or manipulation of the work schedule or work habits. (Example: job rotation) Describe ways you limit daily exposure to hazards by adjusting work schedules or work tasks.
  • **Work Practice Controls**
    o These controls include workplace rules, safe and healthful work practices, personal hygiene, housekeeping and maintenance, PPE, LOTO, Confined Space Entry, etc. List the written occupational safety and health programs implemented at your site. (Click here to return)

**Personal Protective Equipment**
• PPE should only be used when all other hazard controls have been exhausted or more significant hazard controls are not feasible. Describe the requirements for selecting, using, maintaining, and distributing personal protective equipment?
• Describe if there is a complete PPE hazard assessment completed. (Click here to return)

**Disciplinary System**
• Describe any positive reinforcement system you may use.
• Provide detailed description including peer-to-peer safety observations, incentives for participation in safety activities, etc.
• Describe or attach a copy of the sites safety and health rules, describing the written disciplinary system. Does it include procedures for disciplinary action of managers, supervisors, and non-supervisory employees who violate health and safety polices, rules, work practices, material handling or emergency procedures? Is it enforces equally? Does it discourage employees from reporting? (Click here to return)

**Training Courses**
• Describe how often and in what way courses are evaluated and updated? (Click here to return)

**Testing**
• Describe testing in use to ensure that employees understand and retain course information and the effectiveness of the training. (Click here to return)

**Training Records**
• Describe how and where training records are kept. (Click here to return)

**Training Frequency**
• Describe how frequently training is performed and what prompts repeat training.
Key Subcontractor Training

- Describe the safety and health orientation provided for key subcontractor(s). (Click here to return)