Management Leadership and Employee Involvement

Management Commitment

Desired Outcomes
1. Senior management has developed and communicated an acceptable Safety and Health Vision Statement.
2. Senior management has developed and communicated an acceptable Safety and Health Mission Statement.
3. Senior management demonstrates visible safety and health leadership.
4. Management has committed adequate resources to the safety and health program.
5. Management has developed and communicated annual safety and health objectives that are clear, attainable, and measurable. Management has clearly identified every employee’s responsibility for safety and health.
6. Management has clarified lines of communication and encourages workers to contact senior level management on unresolved safety and health issues.
7. Company has established accountability for safety and health that includes:
   a. Safety and health responsibilities and accountability are in the job descriptions and performance plans of managers, mid-level supervisors, and designated safety and health staff.
   b. Authority provided to all persons for achieving safety and health targets.
8. Company has established a disciplinary plan.

Employee Involvement

Desired Outcomes
1. Company has conducted a Safety and Health Perception Survey of all company employees on safety and health culture and practices. Company develops plan to assure that key subcontractors conduct a similar Safety and Health Perception Survey of their employees.
2. Company has reviewed the results of the survey, established an action plan to address the issues, and has begun to make changes in response to the findings.
3. Company has informed all company and subcontractor employees working onsite of their rights and responsibilities under VOSH laws, standards and regulations, of the company’s participation in BEST and of the fundamental principles of BEST.
4. Company has established teams that represent different sectors of the company’s staff. Teams have established targets and missions that will effectively contribute to safety and health, such as addressing a particular trend, spreading the word about BEST, acting as one avenue to accept employee reports of hazards, etc. Establish a policy/requirement that key subcontractors will participate in company teams, or establish teams in an equivalent manner.
Subcontractor Worker Coverage

**Desired Outcomes**
1. Company requires that subcontractors provide safety and health protection equal to that received by company employees.
2. Company has established a process for selection of subcontractors.
3. Company has required all subcontractors to adhere to the company’s safety and health rules.
4. Subcontractors have systems and processes to identify, correct, and track uncontrolled hazards in their work areas on a timely basis.

---

**Worksite Analysis**

Initial Safety and Industrial Hygiene Hazard Analysis

**Desired Outcomes**
1. Company has conducted an initial Safety and Health Hazard Analysis.
2. Company has conducted a follow-up study if justified by significant change (e.g., changes in processes, equipment, hazard controls, etc.).

Hazard Analysis of Routine Jobs, Tasks, and Processes

**Desired Outcomes**
1. Company has conducted an initial study for all routine tasks.

Hazard Analysis of Significant Change

**Desired Outcomes**
1. Company has an effective system for analyzing safety and health hazards including significant changes such as change in tools, equipment, materials, or processes.

Pre-use Analysis

**Desired Outcomes**
1. Company has an effective system for analyzing safety and health hazards of new equipment, materials and processes.

Routine Self-Inspections

**Desired Outcomes**
1. Company has an established routine self-inspection program that ensures that safety and health inspections are performed as often as necessary by a competent person.
2. Company employees are trained in the recognition and avoidance of hazards applicable to their work environment and share in the responsibility of routinely inspecting their work area, materials, and equipment for hazards.
Incident Investigations

**Desired Outcomes**

1. Company has developed and begun implementing a documented system and procedures for incident investigations with key subcontractor involvement.

Hazard Reporting System for Employees

**Desired Outcomes**

1. Company has begun to develop a system for employees to report hazards.

Trend Analysis

**Desired Outcomes**

1. Company has conducted a review of injury and illness history for previous three complete calendar years and developed a trend analysis.

2. Company has begun developing a plan for conducting additional trend analyses of other safety and health related information.

---

**Hazard Prevention and Control**

Hazard Elimination and Control Methods

**Desired Outcomes**

1. Company has begun selecting the most appropriate hazard elimination and control methods for identified hazards.

Hazard Control Programs

**Desired Outcomes**

1. Company has met all minimum requirements regarding the establishment of hazard control programs required by VOSH standards.

2. Hazard controls follow the hierarchy of controls (Engineering, Administrative, Work practice, and Personal Protective Equipment).

3. Company has established other hazard controls programs necessary to protect workers from hazards of work.

Occupational Health Care Program

**Desired Outcomes**

1. Company has conducted thorough review of OSHA 300 logs, insurance claims, and incident investigations and ensures that all records are complete.

2. Company employees have access to health care services based on results of the initial survey and health analysis including physician and emergency medical care.
Preventive Maintenance of Equipment

Desired Outcomes
1. The company will ensure that equipment is maintained in accordance with the manufacturer’s preventive maintenance requirements and require that subcontractors implement an equivalent system.

Tracking of Hazard Correction

Desired Outcomes
1. Company has developed and established a hazard tracking system and required that subcontractors implement an equivalent system.

Emergency Preparedness and Response

Desired Outcomes
1. If necessary, company has provided emergency physician and medical care.
2. Company has established and communicated written emergency procedures.
3. Company provides first aid and CPR or an equally effective alternative.
4. Subcontractors have been required to adopt the company emergency procedures, and participate in company emergency drills and activities, if appropriate for the jobsite.

Safety and Health Training

Desired Outcomes
1. Safety and health training as required.
2. Company managers, supervisors, and non-supervisory employees are:
   a. Aware of their rights and responsibilities under VOSH laws, standards and regulations, what BEST is about, and fundamental BEST principles. Able to recognize unsafe conditions and are familiar with the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.
   b. Familiar with emergency evacuation procedures and their specific responsibilities for each type of emergency.
3. Company and subcontractor managers and supervisors have specific knowledge of their safety and health roles and responsibilities including knowledge of ways they can improve safety and health conditions for their workplaces.
4. Company has designated staff who have assigned safety and health responsibilities and have the knowledge and skills they need to perform the tasks assigned to them.
Minimum Required Documentation

1. Mission statement
2. The most recent annual safety and health objectives
3. Accountability plan
4. Budget documents showing allocated resources for safety and health
5. Disciplinary Plan
6. Contract selection requirements
7. Accurate and up to date records of injury and illness for the previous three calendar years including:
   - OSHA 300 logs
   - Insurance claim forms
   - Incident reports
8. Initial hazard analysis results
9. Written hazard control programs
10. Incident investigation forms and reports
11. Written subcontractor policies for this level
12. Safety and Health Perception Survey form
13. Results of Safety and Health Perception Survey and plan for addressing changes
14. Trend analysis results
15. Incident investigation procedures
16. Hazard correction plan
17. Hazard correction tracking system
18. Preventive maintenance program
19. Written emergency procedures
20. Training records