

Management Leadership and Employee Involvement

Management Commitment

Desired Outcomes

1. Company employees are aware of and support the Safety and Health Vision Statement.
2. In addition to senior management, all key subcontractor managers and supervisors are also demonstrating visible safety and health leadership.
3. Management has committed adequate resources to the safety and health program.
4. Management continues to improve and strengthen the integration of safety and health into existing planning processes.
5. Management, in conjunction with the employees, continues to develop and communicate annual safety and health objectives that are clear and attainable.
6. Employees are communicating with management more openly on safety and health issues.
7. Managers, supervisors, and non-supervisory employees clearly understand their responsibilities and accountability for safety and health.
8. Persons identified as being accountable for meeting safety and health objectives believe they have adequate authority and support to do their job. Other workers recognize these persons' authority and are beginning to support them.
9. Managers, supervisors, and specific safety and health staff are monitored and evaluated on their safety and health performance.
10. Safety and health responsibilities and accountability are included in performance plans of managers, mid-level supervisors, and designated safety and health staff.
11. Company is implementing a disciplinary plan for non-supervisory employees and key subcontractor employees.
12. Company is developing the written plans necessary for performing effective annual safety and health evaluations.

Employee Involvement

Desired Outcomes

1. The company can demonstrate significant improvement in its safety and health practices in terms of employee involvement, attitudes, and hazard-reporting, their compliance with rules and standards, and their acceptance of safety and health roles and responsibilities.
2. Safety and health teams are active and additional teams are formed as needed.
3. More employees participate in safety and health activities together with designated safety and health staff.
4. Company has incorporated into its orientation training for new employees all the information that is required to be shared with employees.

Subcontractor Worker Coverage

Desired Outcomes

1. Company routinely uses safety and health factors, such as written safety and health management systems, injury and illness rates, in selecting and overseeing subcontractors.
2. Company and key subcontractors can demonstrate an improvement in timely identification, correction, and tracking of uncontrolled hazards in key subcontractors' work areas.
3. Company has an established process to monitor subcontractor compliance and to remove subcontractors for safety or health violations and has made subcontractors aware of this process.

Worksite Analysis

Health Initial Hazard Analysis

Desired Outcomes

1. Key Subcontractors are performing and submitting initial health hazard analysis of the work they are contracted to perform based on their previous work and exposures.

Hazard Analysis of Routine Jobs, Tasks, and Processes

Desired Outcomes

1. Company has conducted hazard analysis of routine jobs, tasks, and processes. Key subcontractors are beginning to perform hazard analysis of routine jobs, tasks, and processes.

Hazard Analysis of Significant Changes

Desired Outcomes

1. Company uses an effective system for analyzing the potential hazards of significant changes.

Pre-Use Analysis

Desired Outcomes

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

Health Program

Desired Outcomes

1. Company has developed a written health program. Key subcontractors implement equivalent program for the work they are contracted to perform
2. Company and key subcontractors have begun implementing controls for hazards identified in the initial study.
3. Company and key subcontractors have established and implemented sampling methodology and strategies.

BEST Level 2 Requirements

4. Company has conducted and Key Subcontractors have begun conducting the necessary health surveys.

Routine Self-inspections

Desired Outcomes

1. Company has developed a documented routine self-inspection system.
2. Acceptable routine self-inspections have been conducted, as often as necessary but no less than once a week.
3. The entire worksite, including subcontractor work areas, is inspected as often as necessary, but no less than weekly.
4. Subcontractors have begun performing frequent and regular inspections of the work activities in areas they are responsible for.

Hazard Reporting System for Employees

Desired Outcomes

1. Company has developed and begun implementing a documented hazard-reporting system.
2. Key subcontractors have begun implementing a documented employee hazard reporting system for the work activities and areas they are contracted to perform.

Investigation of Incidents and Near-Hit Incidents

Desired Outcomes

1. Company and key subcontractors have expanded the system and process developed in Level 1 for incident investigation to include near-hit incidents.
2. If applicable, company and key subcontractors have conducted acceptable investigations of incidents and near-hit incidents.

Trend Analysis

Desired Outcomes

1. Company conducts a trend analysis of injuries and illnesses at least annually.
2. Company has conducts a trend analysis of the other safety and health information in addition to injury and illness history.
3. Key subcontractors are beginning to trend injury and illness information and other safety and health performance information.

Hazard Prevention and Control

Hazard Elimination and Control Methods

BEST Level 2 Requirements

Desired Outcomes

1. Company and subcontractors have begun selecting the most appropriate hazard elimination and control methods for identified hazards.
2. Hazard controls follow the hierarchy of controls (engineering, administrative, work practice, and PPE).
3. Top priority hazards are controlled before progressing to Level 3. For hazards requiring long-term abatement projects, interim protection is acceptable.

Hazard Control Programs

Desired Outcomes

1. Company and subcontractors continue to implement and improve hazard control programs required by VOSH standards.
2. Company and subcontractors continue to train workers on these programs as needed.

Tracking of Hazard Correction

Desired Outcomes

1. Company continues to implement and improve the hazard tracking system.

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 key subcontractors implement an equivalent system.

Occupational Health Care Program

Desired Outcomes

1. Company and subcontractor employees have access to health care services based on results of the initial survey and health analysis including physician and emergency medical care.

Emergency Preparedness and Response

Desired Outcomes

1. Company and subcontractors continue to communicate the written procedures for responding to emergencies.
2. Dependent upon project size or complexity, conduct at least one evacuation drill and assess how well the procedures worked.
3. Company and subcontractors have established emergency response procedures.
4. Company and subcontractors provide first aid and CPR, or an alternative at least as effective.

Safety and Health Training

Desired Outcomes

1. Continue to meet outcomes specified in Level One.

Documentation

Minimum Required Documentation

1. All documentation required in Level 1.
2. Job Hazard Analysis forms and records.
3. Routine self-inspection forms and records.
4. Employee hazard reporting procedure and forms.
5. Documentation of activities by safety and health teams.
6. Subcontractor program documentation is updated to include additional policies established in this level.
7. Trend analysis procedure and reports.
8. Written health program and any sampling results since the initial survey.
9. Documentation showing implementation of hazard controls and their effectiveness (*i.e.*, ventilation studies, PPE purchases, machine guarding purchases).
10. Preventive maintenance schedule from manufacturer or as developed by the employer.
11. Emergency procedures updated since Level 1.
12. Training records.
13. Revised safety and health objectives.
14. Annual self-evaluation procedure.
15. Policy on subcontractor removal.
16. Key subcontractor documentation:
 - a. Safety and health program
 - b. Inspection reports
 - c. Incident reports
 - d. Correction tracking reports