

## Management Leadership and Employee Involvement

### Management Commitment

#### Desired Outcomes

1. All employees are aware of the company's Safety and Health Vision Statement.
2. Senior management accepts ultimate responsibility for safety and health in the organization even if safety and health functions are delegated to others.
3. Individuals assigned responsibility for safety and health have the authority to ensure that hazards are corrected or necessary changes to the safety and health management system are made.
4. Management promotes the use of dedicated resources for safety and health.
5. The company's written safety and health management system addresses the scope and complexity of the hazards.
6. Safety and health responsibilities and accountability are included in the performance plans of managers, mid-level supervisors, designated safety and health staff, and non-supervisory employees. The performance of these responsibilities is routinely measured in the scheduled individual performance appraisal.
7. Key subcontractors have consistently and equitably implemented disciplinary plans.
8. Key subcontractors have acceptable plans for conducting an annual evaluation of their safety and health management system.

### Employee Involvement

#### Desired Outcomes

1. Employees support the company's participation in the BEST process.
2. Employees feel free to participate in the safety and health management system without fear of discrimination or reprisal.
3. Employees have access to results of self-inspections, incident investigations, their personal medical records, and personal sampling data upon request.
4. Employees are involved in the safety and health management system in at least three meaningful, constructive ways in addition to the exercise of their right to report a hazard.

### Subcontractor Worker Coverage

#### Desired Outcomes

1. Company and key subcontractors can demonstrate a significant rise in the quality of safety and health protection given to key subcontractor workers, as reported in employee interviews.
2. Company and key subcontractors can demonstrate a significant rise in the level of compliance by key subcontractor workers with the company's safety and health rules.
3. Key subcontractors support the company's participation in the BEST process.
4. The company's subcontractor program covers the prompt correction and control of hazards in the event that the subcontractor fails to correct or control such hazards.

## BEST Level 3 Requirements

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5. The subcontractor oversight includes:
  - a. Safety and health protection provided to subcontractor employees.
  - b. Rise in the level of compliance by subcontractor workers with the company's safety and health rules.
  - c. Safety and health performance included in the subcontractor selection process.
  - d. Monitoring and correction of hazards in subcontractor's work areas.
  - e. Enforcement of penalties including removal for safety and health violations if necessary.

### Worksite Analysis

#### Initial Safety and Health Hazard Analysis

##### Desired Outcomes

1. Company and key subcontractors conduct safety and health hazard analyses, as needed.
2. Company and key subcontractors have been effective in the following:
  - a. Identifying and documenting the common safety and health hazards associated with the work contracted
  - b. Hazard analysis system in place for routine operations, non-routine operations, and significant changes.
  - c. Performing safety and health inspections.
  - d. Conducting incident investigations, including near-hit incidents.
  - e. A system for employees to report hazards and have these hazards addressed.
  - f. A means for identifying and assessing trends.

### Hazard Prevention and Control

#### Hazard Elimination and Control Methods

##### Desired Outcomes

1. Company and key subcontractors have implemented controls to prevent exposing employees to hazards.
2. Company and key subcontractors have implemented a tracking system that results in hazards being controlled.
3. Company and key subcontractors have implemented written procedures for emergencies.

## **Safety and Health Training**

### **Desired Outcomes**

1. Training provided complies with established safety and health standards.
2. Company and subcontractors provide effective training to educate employees regarding the known hazards of the work.

## **Documentation**

### **Minimum Required Documentation**

1. All documentation from Levels 1 and 2 completed and updated.
2. Hazard analysis form showing analysis of tasks and significant changes.
3. Pre-use analysis forms and results.
4. Annual self-evaluation of the company's safety and health management system.
5. Follow up safety and health perception survey and results.