
	SOP-608 (Ver. 5) Contractor Safety Program
Standard Operating Procedure (SOP)	Effective: 1/25/2022 Supersedes: 11/02/2020
Approved By: James D. Herberg General Manager 	

I. Purpose

- A. The Contractor Safety Program reflects the determination of the Orange County Sanitation District (OC San) to prevent injuries to persons and or loss or damage to property and equipment during construction and maintenance activities contracted by OC San.
- B. It is an integral part of the OC San's Vision statement that OC San will be a leader in creating the best possible workforce in terms of safety, productivity, customer service, and training. OC San expects the support of consultants, contractors, vendors, and others doing business with OC San in attaining this aspect of our Vision.
- C. OC San considers no work to be of greater importance than injury and loss prevention. Incidents resulting in personal injury to employees or the public, damage to property or equipment, or the theft or vandalism of property or equipment represent needless waste and loss. It is the policy of OC San to conduct construction operations safely and securely, thereby preventing injuries and property damage losses.
- D. To help ensure this outcome, OC San has an oversight and management system in place for contractors that is intended to drive improvement in contractor safety and health and ensure contractors' employees are provided effective protection. This program identifies and defines the roles and responsibilities of OC San departments, employees, as well as OC San Contractors and their employees to assure that safety and risk reduction principles are effectively applied to maintenance and construction projects. The program also strives to achieve the following:
 - 1. Address safety and health considerations during the process of selecting contractors and when contractors are on-site.
 - 2. Include provisions for timely identification, correction, and tracking of uncontrolled hazards in contractor work areas.
 - 3. Include provisions to ensure contractors follow site safety and health rules.
- E. Contractors will be encouraged to develop and operate an effective safety and health management system and to adhere to the following safety principles:
 - 1. Safety is everyone's responsibility.
 - 2. All employees are required to observe safe work practices.

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3. Effective training is essential for good safety and security performance.
4. Management is accountable for providing a safe work environment.

II. Background

- A. OC San is unwavering in its commitment to the safety and wellbeing of its employees, Contractors, the surrounding community, and the environment. Contractors working on OC San projects are always expected to reflect this commitment to safety by complying with OC San Contractor Safety Standards and by providing their employees with a comprehensive and effective safety program.
- B. Planning for safety shall start with design and continue through purchasing, fabrication, and construction. All practical steps shall be taken to maintain a safe and secure place of employment. Contractors shall be responsible for the prevention of incidents and injuries on any work under their direction and shall be responsible for the thorough safety and loss control training and instruction of their employees.
- C. Contractors working on OC San projects are responsible for implementing the applicable safety precautions and programs identified in the contract documents, OC San Contractor Safety Standards, as well as federal, state, and local regulations. The role of OC San will be to monitor and document Contractor compliance with contractual safety requirements, notify the Contractor when non-compliant activities or conditions are discovered and document the Contractor's corrective actions. OC San will advise the Contractors of known risks associated with our processes; however, the Contractor is ultimately responsible for identifying and controlling the hazards in, around and near their employee's work areas.

III. Scope and Application

- A. This Policy applies to any OC San employee who secures the services of a Contractor licensed by the California Contractors State Licensing Board for the purpose of:
 1. Construction, alteration, painting, repairing, construction maintenance, renovation, removal, excavations, or wrecking of any fixed structure or its parts.
 2. Remodeling repair or maintenance of OC San facilities (including but not limited to structures & equipment)
- B. This Policy is not intended to apply to low hazard contract service work such as the fire extinguisher inspection and replacement, re-stocking of first aid kits, etc.

IV. Definitions

- A. **Bureau of Labor Statistics (BLS):** The U.S. Bureau responsible for tracking workplace injuries/illnesses & fatalities as required by the OSH Act. The BLS injuries, illnesses, and fatalities (IIF) program provides annual information on the rate and number of work-related injuries, illnesses, and fatalities, and how these statistics vary by incident, industry, geography, occupation, and other characteristics.
- B. **BLS Incidence Rate(s):** An Incidence Rate is calculated by using the formula:
(Number of incidents X 200,000) / Employee hours worked = Incidence rate. A

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Contractor's Incidence Rate can then be compared to other firms doing the same type of work utilizing the BLS annually published data. Common incident types, as defined by the BLS include 'Recordable Cases', 'DART Cases' and 'Fatal Cases'. (Refer to CCR T8 Sections 14000-14400 for complete details & criteria).

1. Days Away, Restricted, and/or Transfer Case Incidence Rate (DART rate): The rate of all injuries and illnesses resulting in days away from work, restricted work activity, and/or job transfer. This rate is calculated for an individual worksite, or all worksites of a contractor for a specified period (usually one to three years).
 2. Total Case Incidence Rate (TCIR). As called Total Recordable Incident Rate. A number that represents the total nonfatal recordable injuries and illnesses per 100 full-time employees, calculated for a worksite for a specified period (usually one to three years)
- C. **Contract:** Any written agreement between OC San and a licensed contractor, to perform a specified scope of work on OC San facilities.
- D. **Contractor:** The individual, partnership, corporation, joint venture, or other legal entity having a Contract to perform work for OC San. This term also includes subcontractors of any tier to the Contractor and the associated employees of each contractor.
1. General Contractor. A construction site owner or site manager who controls construction operations and has contract responsibility for assuring safe and healthful working conditions at a worksite.
 2. Applicable Contractor. A contractor whose employees worked at least 1,000 hours at an OC San work site in any calendar quarter within the last 12 months and are not directly supervised by OC San.
 3. Resident Contractor. A Resident Contractor is a company that provides ongoing, long-term, on-site services to OC San at a specific site, and occupies recognizable, delineated work areas within the site.
- E. **Contractor Safety Orientation (CSO):** A briefing to orient the Contractor to known general and specific hazards at the work location, identify OC San expectations for safety performance, review emergency notification capabilities, and discuss Contractor activities that may pose a hazard to OC San employees, members of the public and other Contractors.
- F. **Experience Modification Rate:** Issued by the WCIRB, it is a percentage value derived from comparing the payroll and loss history of a company to those of similar-sized companies in the same industry. It is a calculation of the actual payroll and losses reported by the insurer for rolling (3) three consecutive policy years period. The 'base premium' value is typically multiplied by this number to arrive at the actual premium to be paid by the entity. A value of 100% (or 1.00) indicates that 50% of similar companies had greater loss ratios and 50% of similar companies had lesser loss ratios than the subject company.
- G. **Experience Rating Form/Worksheet:** Provides detailed information about the classification codes assigned to a policy, the payroll reported for each of those

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classifications, summaries of claim amounts, and the experience modification as issued by the WCIRB.

H. **High Hazard Work:** As defined by OC San Contract Documents, high hazard tasks require formal review and endorsement/authorization of a task specific Construction Work Plan and Job Hazard Analysis including (but may not be limited to):

1. Permit confined space entry
2. Use of an OC San overhead crane
3. Critical lifts
4. Hot Work
5. Control of hazardous energy sources (LOTO)
6. Use of hazardous materials
7. Abatement of hazardous materials
8. Coordination planning for work by multiple contractors in the same area
9. Spray painting, industrial coatings and/or blasting/abrasive work
10. Scaffold erection and use
11. Use of cranes requiring certification or other large mobile equipment
12. Excavations which require ground support systems
13. Fall protection for fall hazards of four (4) feet or greater.
14. Respiratory hazards including dust control
15. Demolition work.
16. Noise hazards

The specific requirements for Contractor submittals when undertaking each type of high hazard work is described in the OC San Contractor Safety Standards or contract documents.

- I. **Injury and Illness Prevention Plan (IIPP):** The Injury and Illness Prevention Program (IIPP) is a basic written workplace safety program. Title 8 of the California Code of Regulations (T8CCR) section 3203 contains the program and employer requirements for employers doing business in California.
- J. **Job Hazards Analysis (JHA):** Also called Job Safety Analysis or Task Hazard Analysis. An activity specific analysis that is completed by the Contractor for tasks such as confined space entry, hot-work, hazardous materials usage, and other activities as required by the contract documents.

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- K. **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.
- L. **OC San Safety Standards:** This term refers to the Safety Documents that are incorporated into the Contract. During this time of revision and updating, this term includes the OC San Safety Standards, as well as other portions of the contract document that detail Contractor Safety Requirements.
- M. **Site Specific Safety Plan (SSSP):** A worksite safety plan that is specific to the project task(s) and condition(s) of the worksite. The plan shall comply with federal, state, and local requirements as well as requirements set forth in the Contract documents.
- N. **Workers' Compensation Insurance Rating Bureau (WCIRB):** Objective provider of actuarially based information and research, advisory pure premium rates, and issues experience ratings through an experience rating form or experience rating worksheet.

V. Responsibilities and Roles

A. Mutual Responsibility

- 1. The departments of Contracts, Purchasing, and Materials Management, Engineering, Maintenance, and Risk Management shall recognize their mutual responsibility to work together to provide oversight of contractor safety issues to ensure that contract workers are provided equal, high-quality safety and health protection.

B. Contracts, Purchasing, and Materials Management Responsibilities

- 1. Work with Engineering and Risk Management to ensure Construction Invitation to Bid Documents (including the Bid Submittal Forms, General Requirements and Additional General Requirements) contain the relevant Contractor Safety Requirements specific to the scope of work.
- 2. Inform Contractor of OC San's safety program elements, general requirements, and site-specific safety guidelines.
- 3. Ensure Risk Management representative(s) are invited to Pre-Bid, and Pre-Construction meetings.
- 4. Maintain a list of current contractors that is accessible to Risk Management.
- 5. Annually obtain the following information for the previous calendar year from each Contractor:
 - i. Total number of employees.
 - ii. Total hours worked.
 - iii. Total number of injury and illness cases.
 - iv. Total number of injury and illness cases involving days away, restricted time, or job transfer.

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6. Ensure OC San has three previous calendar years of information submitted.
7. Provide Risk Management access to Contractor information requested by February 8th each year.
8. Maintain provisions in the Contract language for removing a contractor or a contractor's employees from the worksite for safety or health violations.
9. Verify that the Contract language contains provisions for the Contractor to address Whistleblower Rights and Anti-Retaliation Protections for their employees.
10. Include Bid submittal requirements developed by Risk Management in Bid Documents to ensure the accurate completion of the Contractor Responsibility Evaluation. For items (8)(b) through (d) below, Bidder will provide a Letter of Explanation for any item which exceeds the OC San standard including any upheld citations. The Letter of Explanation will describe the circumstances in detail and include the Contractor's response plan to prevent future exceedances. Objective Contractor evaluation criteria will include documented and demonstrated safety performance based on the following:
 - i. Verification that Contractor written Illness and Injury Prevention Program (IIPP) meets Cal/OSHA standards.
 - ii. Verification that bidders Worker's Compensation Experience Modification Factor does not exceed 1.25 during the year prior to the bid date as well as the current policy year.
 - iii. Verification that the bidders past three (3) calendar years average BLS incident rates are not larger than 1.25 times the corresponding average BLS industry national incident rates for the bidder's NAICS (North American Industry Classification System) code. Incident rates to be compared include the Recordable Case, DART Case and Fatal Case rates.
 - iv. Records of upheld OSHA violations for the past five (5) years.

C. Engineering/Maintenance Specialist Responsibilities

1. Inform Contractor of OC San safety program requirements related to the site and scope of work.
2. Work with Risk Management to ensure clear understanding of project scope and general schedule.
3. Chair Project Safety Committee meetings.
4. Confirm Safety Moment and Safety Agenda item(s) are included in required Project Meetings.
5. Conduct quarterly audits of the Contractor's safety program to ensure compliance with Contract Requirements. If warranted, these audits may need to be conducted more frequently. Notify the Contractor(s) of any observed unsafe actions or hazardous conditions that their employees are exposed to. Document Contractor's corrective and/or controlling actions.

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6. Meet monthly with Risk Management and Project Management to discuss construction safety issues and concerns.
7. Ensure that Risk Management is invited to Progress Meetings.
8. Timely communication, in writing, to Engineering Management and Risk Management Division of:
 - i. Safety and health related incidents,
 - ii. Identified hazards,
 - iii. Safety and health concerns.
9. Monitor onsite construction activities to ensure compliance with OC San safety standards.
10. Ensure multi-employer coordination of Safety and Health issues. Coordinate the appropriate high hazard Work Permit(s) with the Risk Management Division.
11. Serve as a resource to project teams who are primarily responsible for assuring that assigned construction projects are implemented safely and as required by contract documents.
12. Review Contractor safety related submittals.

D. OC San Construction Inspectors

1. Work closely with the Construction Safety Inspector to monitor and document safety issues.
2. Notify Risk Management and Resident Engineer/Project Manager of any change(s) or deviation(s) in previously documented scope of work so previous JHA's may be re-evaluated.
3. When possible, participate in the completion of JHAs.
4. Stop work if unsafe work practices or conditions are observed

E. Risk Management Responsibilities

1. General
 - i. Develop and maintain a comprehensive Contractor Safety Program.
 - ii. Encourage all contractors to develop and operate an effective safety and health management system. Opportunities to do this will be taken advantage of during Contractor Safety Orientations, evaluation of incident investigations and onsite inspections.
 - iii. Training. Provide a Contractor Safety Orientation to Contractors that includes awareness of:
 - a) How to recognize hazardous conditions they may encounter at the worksite and the signs and symptoms of workplace-related illnesses and injuries.

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- b) The importance of implementing hazard controls, including safe work procedures.
- c) Emergency procedures. Inform all employees of their responsibilities for each type of emergency so they will understand what to do in emergency situations.
- iv. Review construction design(s) for safety and health issues.
- v. Establish and maintain Contractor safety and health related submittal requirements and respective review criteria.
- vi. Verify Contractor and Subcontractor Experience Modification Rates issued by the WCIRB, OSHA Incidence rates for the past three completed calendar years compared to the BLS industry records, and any upheld OSHA violations for the last five years.
- vii. Allocate staff to ensure attendance at pre-bid, pre-construction, progress, and construction safety planning meetings, as required.
- viii. Allocate staff to attend design review meetings and review project designs and specifications from preliminary design through final design.
- ix. Perform a Job Site Safety Orientation prior to work commencing.
- x. Establish a program to issue High-Hazard Work Permits.
- xi. Verify Contractor's training records and certifications.
- xii. Coordinate and/or assist with jobsite safety and health audits.
- xiii. Review Contractor safety and health programs including Confined Space Entry, Hot Work, Lock-Out/Tag-Out and other applicable safety programs required by the contract documents, federal and state law, or OC San policy.
- xiv. In conjunction with Construction Quality Assurance, track and review Contractor incident reports and corrective actions.
- xv. Develop safety training course(s) for personnel who audit or inspect Contractor activities.
- xvi. Advise Engineering, Purchasing, and Contracts Administration of unsatisfactory/untimely corrective action(s).
- xvii. Interpret applicable regulations and ensure compliance.
- xviii. Attend Project Safety Committees meetings.
- xix. Attend Pre-Bid, Pre-Construction, and Progress Meetings, as needed or required.
- xx. Work with Engineering to ensure the contract is Cal/OSHA compliant.
- xxi. Maintain contractor injury and safety related records and annually prepare and submit a summary (Table B of Appendix A) to Cal/VPP.
- xxii. Provide oversight to ensure that all contractors and subcontractors follow worksite safety and health rules and procedures applicable to their activities while at the site.
- xxiii. Work site inspection, documentation and follow through. Risk Management takes lead with day-to-day work site inspection, documentation, safe construction work planning, review of incidents and tracking of resolutions.

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CSO, SSSP Contracts or Engineering obtains contractor safety training records and SSSP, Engineering and Risk Management reviews and comments, Risk Management reviews incidents and oversees implementation.

2. Risk Management Construction Safety Inspector (Dedicated Safety and Health Professional)
 - i. Monitor onsite construction activities to ensure compliance with OC San safety requirements as well as applicable state and federal regulations.
 - ii. Serve as a resource to project teams who are responsible for assuring that assigned projects are implemented safely and as required by contract documents.
 - iii. Review Contractor safety related submittals.
 - iv. Issue high hazard permits.
 - v. Conduct safety audits as required.
 - vi. Investigate construction incidents and accidents.
 - vii. Attend Project Safety Committee meetings.
 - viii. Stop work if unsafe work practices or conditions are observed.
 - ix. Ensure implementation of Contractor Corrective Action Plans.
3. Risk Management Safety and Health Representatives
 - i. Provide support to the Project Team.
 - ii. Conduct Contractor and Subcontractor bidder evaluation(s).
 - iii. Maintain a project specific history log of contractor and subcontractor bid evaluations.
 - iv. Support in the determination of hazardous waste(s) and coordinate disposal.
 - v. Coordinate any Industrial Hygiene sampling, testing, and/or exposure monitoring for projects as required by the contract documents.
 - vi. Provide Safety and Health training for staff.
 - vii. Maintain safety records.
 - viii. Evaluate Safety and Health Program effectiveness.
 - ix. Issue high hazard work permits.
 - x. Conduct Site Safety Audits as needed.
 - xi. Review Contractor Safety Plans.
 - xii. Conduct Contractor Safety Orientation's with Contractor(s) and subcontractor(s) prior to work commencing and when the scope of work deviates from the original analysis or worksite conditions change. Provide materials and training to the Contractor's Lead Safety Representative to allow additional CSO sessions as required.
 - xiii. Review Contractor JHA's and monitor field implementation.
 - xiv. Evaluate new Subcontractors not previously listed in contract to ensure compliance with OC San evaluation criteria.

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xv. Stop work if unsafe work practices or conditions are observed.

F. Maintenance and Operation Staff (Construction Coordinators) Responsibilities

1. Attend Pre-Construction Meetings to discuss safety related issues with an emphasis on their impact on Operations and Maintenance activities.
2. Work with Engineering, Purchasing, and Contracts divisions to ensure a clear understanding of the scope of work and to ensure that Operations and Maintenance staff can complete tasks safely if required to work in or around any project/construction area.
3. Work with Engineering, Construction Inspector(s), and/or Maintenance Specialists to ensure that OC San policies, procedures and applicable regulations are followed for the control of hazardous energy.
4. Confirm high hazard work permits have been submitted and approved for the work.
5. Verify systems are de-energized, hazardous energy sources have been isolated, and that controls are in place to prevent the re-accumulation of energy or inadvertent startup of equipment.
6. Ensure proper procedures and policies are followed when equipment is ready to be re-energized and put back into service.
7. Attend weekly progress meetings to discuss any concerns from Operations and Maintenance staff.
8. Notify the Risk Management, Construction Inspector or Maintenance Specialist of any safety issues observed at the project site.

G. Contractor Responsibilities and Roles

1. Contractor Responsibilities
 - i. Initiate, maintain, supervise, and enforce safety precautions and programs in connection with the performance of the contract for the safety of its Employees, its Subcontractors, OC San staff, the public, and the work site in general.
 - ii. Comply with the most stringent of the following:
 - a) Contractor's IIPP or related submitted and approved task specific programs (e.g., Fall Protection, LOTO).
 - b) Applicable Cal/OSHA (Title 8) and Federal OSHA (Code of Federal Regulations, Title 29) Standards and Safety Orders.
 - c) Applicable OC San Policies.
 - d) Contract Documents.
 - e) Other applicable federal, state, and local regulations.

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- f) OC San Safety Standards.
- g) Applicable consensus standards, including ANSI, NFPA, etc., as specified in contract documents.
- iii. Develop and maintain a Construction Safety Plan or Site-Specific Safety Program as required in contract documents and applicable OC San Safety Standards.
- iv. Staff project with a Competent Safety Professional as required by the contract.
- v. Notify Engineering and Inspection of any new subcontractor brought on site and submit required documents as noted in bid documents for evaluation by Risk Management.
- vi. Identify and correct unsafe work conditions.
- vii. Participate in completing a Job Site Safety Orientation and any Job Hazard Analyses as required for high hazard activities including confined space entry and hot work.
- viii. Notify Engineer promptly of all injuries, property damage (regardless of owner), spills, and near misses at the job site.
- ix. Training. Managers, supervisors, and non-supervisory employees of contract employers must be made aware of:
 - a) Hazards they may encounter while on the worksite.
 - b) How to recognize hazardous conditions and the signs and symptoms of workplace-related illnesses and injuries.
 - c) Implemented hazard controls, including safe work procedures.
 - d) Emergency procedures.
 - e) Whistleblower Rights and Anti-Retaliation Protections.

VI. Procedure

- A. Safety Design Review– Risk Management will review the projects design elements with a focus on providing facilities and processes that are inherently safe for employees.
- B. Pre-Bid Meetings/Job Walks – Risk Management will present a general overview of OC San's safety program, expectations, contractual requirements, a general overview of the hazards associated with the specific project, and review bid evaluation criteria.
- C. Bid Evaluation for Safety Criteria - Risk Management will perform a 'responsibility' evaluation by reviewing the following information submitted by the bidder(s) to measure compliance with the bid requirements:
 - 1. Verification of Contractor Illness and Injury Prevention program elements.
 - 2. Worker's Compensation Experience Modification Factor (compared against information published by the WCIRB).

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3. A comparison of the bidders past three (3) complete calendar years and current year's Recordable, and DART case rates to with the corresponding BLS industry statistics for the contractors NAICS code.
 4. A comparison of the information submitted by the Contractor with the public database of OSHA violations made within the past (5) five years.
 5. This information will be required for each bidder on a Project. When the bidder is a Joint Venture, the information for the Joint Venture as well as each Joint Venture Partner will be submitted with the Bid.
- D. Contractors will be prepared to submit this information for any subcontractor completing work equal to 0.5% or greater of the bid value (vendors providing materials or equipment only are exempt). This information must be submitted no more than 5 days after the Notice to Proceed is received and executed. The information shall be submitted to the Resident Engineer and forwarded to the Risk Management.
 - E. Safety Preconstruction Meeting – Risk Management will present a more in-depth review of OC San safety requirements and expectations including pre-work and other expected submittals.
 - F. Safety Submittal Reviews – Safety related submittals required by the contract documents will be evaluated by the Risk Management Construction Safety Inspector.
 - G. Contractor Safety Orientation (CSO) – Before initial work activities begin, a Contractor Safety Orientation must be completed by Risk Management Staff. Attendance is mandatory for the Contractor and highly encouraged for initial subcontractor safety representatives, construction inspectors, and anyone else who can provide insight into the specific hazards of the project.
 - H. Progress Safety Meetings – During the project, progress meetings will be held by OC San representatives and the Contractor to discuss project progress, safety issues, and other project related concerns.
 - I. High Hazard Work – OC San requires an additional evaluation by Risk Management and the Senior Construction Inspector (safety). A permit or approved Contractor JHA must be issued prior to the start of work.
 - J. Safety Audits – Risk Management will schedule safety audits with Engineering staff. The audits will be performed at regular intervals.

VII. Recordkeeping

All records created or generated during this procedure shall be legible and stored in a way that they are readily retrievable in facilities or electronic document/ content management systems that provide a suitable environment to prevent damage, deterioration, or loss. Records may be in the form of any type of media, such as hard copy or electronic media. The OC San Records Retention Schedule is the official procedure governing the retention, retirement, and destruction of District records. Document owners should use these schedules to determine the item and series that best fit their records. Document owners are responsible for ensuring that documents are properly marked, indexed, and filed for their projects or area of responsibility.

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VIII. References

SOP-600, Injury and Illness Prevention Program

Orange County Sanitation District – Safety Standards

Orange County Sanitation District - General Requirements

Title 8 California Code of Regulations

29 CFR Parts 1910 and 1926

The Worker's Compensation Insurance Rating Bureau of California (WCIRB)

The United States Census Bureau

The United States Department of Labor – Bureau of Labor Statistics

IX. Revision History

Version	Date	By	Reason
0	09/27/2006	Jim Matte	New
1	06/18/2012	Wes Bauer	
2	08/25/2014	Heather Davis	Annual review and new template conversion.
3	02/10/2020	Rod Collins	Periodic review
4	07/17/2020	Case Spencer	Periodic Update – Refer to Program Change Log
5	12/13/2021	John Frattali	Annual Program Update – Rebrand Only

Required Annual Submittal of Contractor Injury Illness Rates and Safety Information

One means for evaluating contractor's safety performance is by reviewing their injury illness rates. On February 15 of each year, as part of their continuous improvement efforts, OC San is required to provide the Cal/VPP team with a report detailing their site's contractor safety and health activities with respect to Cal OSHA VPP elements, other safety and health status updates, and progress reviews. Only data from the Bureau of Labor Statistics (BLS) is to be used when determining TCIR and DART industry average rates.

1. Provide required information by completing tables A and B.
 - i. Table A must be completed for all applicable Contractors before Table B can be completed.
 - ii. Table A is to be completed by providing the required information for the previous three years (2019, 2018 and 2017) and performing the required calculations. The necessary data for completing this table may be obtained from the applicable Contractors' Log 300 and Form 300A.
 - iii. Complete Table B by providing the required site information for the last three years (2019, 2018 and 2017) and performing the required calculations for each "Applicable Contractor." (Definition: An Applicable Contractor is a contractor whose employees have worked at least 1,000 hours for a VPP participant in any calendar quarter within the last 12 months and were not directly supervised by the participant's employees.) Complete a separate Table A for each Applicable Contractor.
 - iv. Total the data for all Applicable Contractors and determine the overall site Applicable Contractor 3-year TCIR and DART Rates. Applicable Contractor 3-year rate summaries should be placed at the bottom of Table A. Log 300 and Form 300A are not required for Applicable Contractors.

Table A						
Applicable Contractor Recordable Nonfatal Injury and Illness Case Incidence Rates						
Name of Applicable Contractor:						
NAICS Code for applicable contractor's work at your site:						
1	2	3	4	5	6	7
Year	Total Number Employees	Total Work Hours	Total Number of Injuries & Illnesses	Total Case Incidence Rate for Injuries and Illnesses (TCIR)	Total Number of Injury & Illness Cases Involving Days Away from Work, Restricted Work Activity, and/or Job Transfer	Days Away from Work, Restricted Work Activity, and/or Job Transfer Rate (DART Rate)
2021						
2020						
2019						
Total						
Most recently published BLS rates for the contractor's industry: NAICS code: _____						
Contractor's 3 Year Average TCIR and DART rates:						
Percent above or below BLS Average:						

Calculating Rates for Table A

Annual rates are calculated by the formula (N/EH) x 200,000 where:

N = Total number of recordable nonfatal injuries and illnesses occurring during the calendar year. **Site VPP Participants:** This number will encompass the total injuries and illnesses of your site employees, including temporary employees and any contractor employees directly supervised by your employees.

For the TCIR, use the total number of injuries and illnesses (Columns H+I+J, 300 Log).

For the DART rate, use injuries and illnesses resulting in days away from work, restricted work activity, and/or job transfer (Columns H+I, 300 Log).

EH = Total number of hours worked by employees during the year. **VPP Participants:** This number will be hours worked by your site employees including temporary employees and any contractor employees directly supervised by your employees.

200,000 = equivalent of 100 full time employees working 40 hours per week, 50 weeks per year.

The 3-year TCIR is calculated by:

$$\text{3 Year TCIR} = \frac{(H1+I1 +J1) + (H2+I2+J2) + (H3+I3+J3)}{(EH1+EH2+EH3)} \times 200,000 \text{ Hrs.}$$

Where H = Column H data for each specific year, I = Column I data for each specific year, J = Column J data for each specific year and EH = total hours worked by all employees during each specific calendar year. Column reference is to the 300 Log.

The 3-year DART Rate is calculated by:

$$\text{3 Year DART Rate} = \frac{(H1+I1) + (H2+I2) + (H3+I3)}{EH1+EH2+EH3} \times 200,000 \text{ Hrs.}$$

Where H = Column H data for each specific year, I = Column I data for each specific year, and EH = total hours worked by all employees during each specific calendar year. Column reference is to the 300 Log.

BLS data: Enter the TCIR and DART rates for your industry from the Bureau of Labor Statistics (BLS) Table of Incidence Rates of Nonfatal Occupational Injuries and Illnesses by Industry (Table 1).

