

## **Contractor Site Safety Assessment Process**

**STEP 1:** This paper identifies the process for conducting Contractor Site Safety Assessments. It should be used to conduct the assessment, and be the basis for recognizing and awarding the safest contractors within each ROICC office. Suggest these assessments be conducted on a quarterly basis. Each ROICC office should target approximately 25% of their active contractor work sites for assessment each quarter. Assessments should be conducted on active contracts between 10% and 90% complete.

**STEP 2:** Establish teams of office personnel consisting of engineers and construction representatives (QA personnel)/engineering technicians, including supervisory personnel, for the purpose of performing a safety evaluation at each site (suggest two sites per team). Each team will have at least one AROICC who is responsible for the administration of the project being evaluated. Other team members should consist of those who are not associated with administration or quality assurance of the sites visited. Depending on office size, suggest teams of three.

**STEP 3:** Contractor site safety assessments should be unannounced. Successive team inspections should be performed each quarter or at greater frequencies as determined by each ROICC. At the end of each quarter, an assessment review meeting should be held to include a discussion of the most common ten deficiencies found (top ten), the highest score (nominee for best site), and how each site ranked in comparison to the other contractor sites within the respective ROICC.

**STEP 4:** Teams should meet with the project superintendent at each site at the beginning of each assessment for the purpose of informing the superintendent of the evaluation process, and to offer the opportunity for him/her to accompany the ROICC team. In order to eliminate categories which are not applicable (N/A), the superintendent should be consulted to identify current site work activities. Successful and timely inspections will require the team to divide the site into areas for each team member to inspect. The site can be divided into floors, inside, outside, wings, etc.

**STEP 5:** Teams should use the Contractor Site Safety Assessment worksheet. This worksheet should be used to note safety observations made at the site. Extra credit items are reserved to break a tie when comparing contractors to each other. Prior to leaving each site, the team should review the safety results with the site superintendent. The team should collectively (**without** the contractor's participation) agree on a unified overall site rating before leaving the site in order to prevent unnecessary confusion of the scoring. A site score is accomplished by discussing each category orally and developing a unified master worksheet for the site based on a collection of each team member's worksheet results from his/her respective areas. This helps keep the process simple and also helps contractors realize that each element is extremely important to the ROICC. Imminent danger observations, if any, must result in a stop work for that phase of the work and immediate corrective action by the site superintendent.

**STEP 6:** A designated ROICC representative should collect completed master worksheets from the AROICC team leader for compilation at the end of the day. Sites where no safety deficiencies are observed should be annotated as such in the comment portion of the checklist. Each site will receive an evaluation rating based on the checklist results. Each ROICC should forward the contractor, by letter, a copy of the completed assessment worksheet for each site. In addition to the worksheet, each contractor's package should include an explanation of how they compared to other contractors, maintaining the anonymity of the other contractors. The debrief should also announce that the office is establishing an ongoing quarterly Contractor Safe Site Awards program recognizing the safest contractor worksite.

**STEP 7:** Forward completed assessment worksheets for your office to the EFD/EFA Construction Safety Manager as appropriate. Each ROICC package should identify the safest contractor selected for an award. In addition, each package should identify the top ten deficiencies noted in your evaluations. The ROICC will provide an award letter and certificate for presentation to the selected contractor for each quarter.