



INDEPENDENT ELECTRICAL
CONTRACTORS

SAFETY PROGRAM
AWARENESS &
RETENTION KIT

SPARK
RECOGNITION

Deadline to complete is August 14, 2015

Contact Information

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Chapter Name: _____

Date Completed: _____

Preparer's Name: _____

Signature: _____

Introduction

This program is a method for you to evaluate your company's safety program by giving it a "safety check-up." This is not a competition. This document is for survey purposes only and will not be reprinted, circulated, or published by IEC or its Chapters.

IEC National will present those companies that rate themselves Grand Achievement, Superior Achievement, or SPARK Achievement, with a SPARK Recognition Certificate.

To begin your company's "safety check-up," please review each section and enter the number that best describes your level of safety. No partial credit is given. Please choose one whole number for each category.

If there are any categories that you feel do not apply to your company, please mark N/A in the space designated for the evaluation score for that category. You may then offer comments or explanations in the "comments" section located at the end of the form.

EXAMPLE

I. MANAGEMENT POLICY STATEMENT ON SAFETY			
SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> • Safety policy exists • Provides support for safety activities • Safety policy posted and is in employee handbook • Is budgeted and provides necessary funds • Contained in separate safety manual 	<ul style="list-style-type: none"> • Safety policy exists • Provides support for safety activities • Safety policy posted and is in employee handbook 	<ul style="list-style-type: none"> • Safety policy exists • Provides support for safety activities 	<ul style="list-style-type: none"> • Safety policy exists
SECTION I SCORE:			

Once you've completed the review and scored each category, add all evaluation scores together and place your total score on the answer sheet.

Next, please submit your contact information (page 2), answer sheet (page 4), and comments (page 13) to either your local chapter office for submission to IEC National or send directly to IEC National. Fax to IEC National (703) 549-7448 or e-mail to safety@ieci.org.

In addition to the company award, an award will be given to the chapter in each IEC Region with the highest percentage of members participation, with the highest of those chapters being presented an Award at IEC Con 2015 in Tampa, Florida.

For help with the SPARK assessment application, contact your local chapter office or call IEC National at (703) 549-7351 or (800) 456-4324.

SUBMISSION DEADLINE: AUGUST 14, 2015

Answer Sheet

CATEGORY		SCORE
I.	Management Commitment	
II.	Management Policy Statement on Safety	
III.	Responsibility for Safety Defined	
IV.	Safety Statistics	
V.	Safety Budget	
VI.	Safety Program Goal-Setting	
VII.	Management Supervisory Meetings	
VIII.	Pre-Jobsite Inspection	
IX.	Employee Participation	
X.	New Employee Orientation	
XI.	Safety Rules	
XII.	On-Going Employee Safety Training (Safety Data Sheets)	
XIII.	Safety Toolbox Meetings	
XIV.	Inspections	
XV.	Supervisory Training	
XVI.	Accident Investigation	
XVII.	Use of Personal Protective Equipment (PPE)	
XVIII.	Performance Audit	
XIX.	Substance Abuse Policy	
XX.	Recordkeeping	
XXI.	Test Equipment	
XXII.	Fall Protection	
XXIII.	Material Handling	
XXIV.	Automobile Accidents	
XXV.	Energized Work	
XXVI.	Confined Space	
TOTAL SCORE:		

PLEASE INDICATE YOUR SPARK LEVEL:

_____ **Grand Achievement** (187-234) _____ **Superior Achievement** (140-186) _____ **SPARK Achievement** (94-139)

I. MANAGEMENT COMMITMENT

SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> • Supports safety • Actively participates in safety program • Provides support for safety activities • Sets objectives and goals • Requires feedback on safety program • Safety is a part of company-wide performance appraisals 	<ul style="list-style-type: none"> • Supports safety • Actively participates in safety program • Provides support for safety activities • Sets objectives and goals 	<ul style="list-style-type: none"> • Supports safety • Actively participates in safety program • Provides support for safety activities 	<ul style="list-style-type: none"> • Safety is not discussed
SECTION I SCORE:			

II. MANAGEMENT POLICY STATEMENT ON SAFETY

SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> • Safety policy exists • Safety policy posted in writing or part of employee handbook • Known by all employees • Contained in separate safety manual 	<ul style="list-style-type: none"> • Safety policy exists • Safety policy posted in writing or part of employee handbook 	<ul style="list-style-type: none"> • Safety policy exists 	<ul style="list-style-type: none"> • No safety policy
SECTION II SCORE:			

III. RESPONSIBILITY FOR SAFETY DEFINED

SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> • Owner and/or Safety Coordinator has full responsibility for safety program • Supervisors perform safety activities • Responsibility for safety is in writing for all levels of the firm and stated in a safety manual • All employees have responsibilities in safety program 	<ul style="list-style-type: none"> • Owner and/or Safety Coordinator has full responsibility for safety program • Supervisors perform safety activities • Responsibility for safety is in writing for all levels of the firm and stated in a safety manual 	<ul style="list-style-type: none"> • Owner has full responsibility for safety 	<ul style="list-style-type: none"> • No one responsible for safety
SECTION III SCORE:			

IV. SAFETY STATISTICS

SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> • Know what EMR* is • Know your company's EMR rate • EMR is below 1.0 • Management knows & reviews the cost of accidents and the impact of the EMR/LR** on the company <p><i>*EMR = Experience Modification Rate</i> <i>**LR = Loss Ratio</i></p>	<ul style="list-style-type: none"> • Know what EMR is • Know your company's EMR rate • EMR is below 1.0 • The cost of accidents are reported 	<ul style="list-style-type: none"> • Know what EMR is • Know your company's EMR rate • EMR has shown recent decrease 	<ul style="list-style-type: none"> • What is EMR?
SECTION IV SCORE:			

V. SAFETY BUDGET

SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> • Provides funds for safety activities • An annual safety budget is established and based on planned programs • Estimates are made on savings contributed by safety program 	<ul style="list-style-type: none"> • Provides funds for safety activities • An annual safety budget is established and based on planned programs 	<ul style="list-style-type: none"> • Provides funds for safety activities 	<ul style="list-style-type: none"> • No funds for safety program
SECTION V SCORE:			

VI. SAFETY PROGRAM GOAL-SETTING

SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> • Company has a written safety program and goals • Written goals & objectives are set to be achieved through the safety program • Goal results are discussed and published/distributed annually • Feedback from those responsible for achieving results is required to measure performance • A strategy is developed to accomplish these goals 	<ul style="list-style-type: none"> • Company has a written safety program and goals • Written goals & objectives are set to be achieved through the safety program • Goal results are discussed and published/distributed annually • Feedback from those responsible for achieving results is required to measure performance 	<ul style="list-style-type: none"> • Company has a written safety program and goals 	<ul style="list-style-type: none"> • Company has no safety program
SECTION VI SCORE:			

VII. MANAGEMENT SUPERVISORY MEETINGS

SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> Information is given to supervisors on safety Management gives an overview of safety activity to supervisor/leadperson Supervisor gives status report on jobsite activities Regular safety meetings are held with supervisor/leadperson Accidents are reviewed at supervisor meetings Near-misses are discussed and investigated 	<ul style="list-style-type: none"> Information is given to supervisors on safety Management gives an overview of safety activity to supervisor/leadperson Supervisor gives status report on jobsite activities Regular safety meetings are held with supervisor/leadperson 	<ul style="list-style-type: none"> Company has a written safety program and goals 	<ul style="list-style-type: none"> No information given to supervisors on safety
SECTION VII SCORE:			

VIII. PRE-JOBSITE INSPECTION

SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> Pre-jobsite inspection and planning are required to identify needed safety equipment A checklist is used Pre-site training is required Job supervisors are trained in planning for pre-jobsite safety inspections 	<ul style="list-style-type: none"> Pre-jobsite inspection and planning are required to identify needed safety equipment A checklist is used Pre-site training is required 	<ul style="list-style-type: none"> No pre-jobsite inspection but some thought is given to safety prior to starting work 	<ul style="list-style-type: none"> No pre-jobsite inspection
SECTION VIII SCORE:			

IX. EMPLOYEE PARTICIPATION

SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> Information is given to supervisors on how to involve employees Training is provided for supervisors Employee suggestions/comments program Procedures are set for employees to participate in activities ranging from training to accident investigators Employees are required to participate in toolbox talks, hazard recognition reporting, site inspection, safety rule development & revision, new hire & formal safety training, accident investigation 	<ul style="list-style-type: none"> Information is given to supervisors on how to involve employees Training is provided for supervisors Employee suggestions/comments program Procedures are set for employees to participate in activities ranging from training to accident investigators 	<ul style="list-style-type: none"> Information is given to supervisors on how to involve employees Training is provided for supervisors Employee suggestions/comments program 	<ul style="list-style-type: none"> No employee participation
SECTION IX SCORE:			

X. NEW EMPLOYEE ORIENTATION

SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> • A safety orientation is given to new employees • The orientation program includes safety information • A record is kept showing information covered • Orientation includes Lockout/Tagout, PPE, falls, automobile accidents, and material handling • Management's concern for safety is stressed • Employee signs orientation training form 	<ul style="list-style-type: none"> • A safety orientation is given to new employees • The orientation program includes safety information • A record is kept showing information covered • Orientation includes Lockout/Tagout, PPE, falls, automobile accidents, and material handling 	<ul style="list-style-type: none"> • A safety orientation is given to new employees 	<ul style="list-style-type: none"> • There is no safety orientation given to new employees
SECTION X SCORE:			

XI. SAFETY RULES

SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> • There are written company rules • All employees are made aware of all safety rules • Rules are enforced all of the time • Rules are updated on an as needed basis 	<ul style="list-style-type: none"> • There are written company rules • All employees are made aware of all safety rules • Rules are enforced all of the time • Supervisors enforce all of the rules and report violations 	<ul style="list-style-type: none"> • There are safety rules such as those found in the IEC Safety Manual Guidelines • Some employees are made aware of safety rules • Rules are enforced some of the time 	<ul style="list-style-type: none"> • No safety rules
SECTION XI SCORE:			

XII. ONGOING EMPLOYEE SAFETY TRAINING (SAFETY DATA SHEETS)

SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> • Formal GHS training program • Safety Training is provided and documented in use of SDS, First Aid/CPR, hazard recognition, and Lockout/Tagout • Safety training is provided and documented in areas such as hazard, standard, specific, heavy • Equipment, personal safety, OSHA and Lockout/Tagout • Training comprehension/understanding by employees is verified and documented 	<ul style="list-style-type: none"> • Some basic formal training • Safety Training is provided and documented in use of SDS, First Aid/CPR, hazard recognition, and Lockout/Tagout 	<ul style="list-style-type: none"> • Some basic formal training • Safety Training is provided in use of SDS, First Aid/CPR 	<ul style="list-style-type: none"> • What are SDS?
SECTION XII SCORE:			

XIII. SAFETY TOOLBOX MEETINGS

SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> Supervisor or Safety Coordinators hold toolbox talks meetings Meetings are held monthly for all employees; topics and attendance records are documented and maintained Employees participate openly Management attends occasionally 	<ul style="list-style-type: none"> Supervisor or Safety Coordinators hold toolbox talks meetings Meetings are held monthly for all employees; topics and attendance records are documented and maintained 	<ul style="list-style-type: none"> Supervisor or Safety Coordinators hold toolbox talks meetings 	<ul style="list-style-type: none"> No toolbox talks held
SECTION XIII SCORE:			

XIV. INSPECTIONS

SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> Jobsite inspections made by supervisor/employee or management weekly Monthly jobsite inspections made by supervisor or management Site inspections done by independent source and/or safety director Critical safety items are identified and checked Discoveries are classified according to seriousness Target dates are set for corrective follow-up action 	<ul style="list-style-type: none"> Jobsite inspections made by supervisor/employee or management weekly Monthly jobsite inspections made by supervisor or management Site inspections done by independent source and/or safety director Critical safety items are identified and checked 	<ul style="list-style-type: none"> Jobsite inspections made occasionally by supervisor and/or employee 	<ul style="list-style-type: none"> No inspections
SECTION XIV SCORE:			

XV. SUPERVISORY TRAINING

SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> All supervisors sent to outside training courses Supervisor training in hazard communication, First Aid/CPR emergency reporting, jobsite inspections, accident investigations, job safety analysis and planning, conducting meetings, supervisor skills Supervisors attend OSHA 10-Hour Course Company has in-house facilities for training or has good outside source for training Supervisors have access to a safety professional 	<ul style="list-style-type: none"> All supervisors sent to outside training courses Supervisor training in hazard communication, First Aid/CPR emergency reporting, jobsite inspections, accident investigations, job safety analysis and planning, conducting meetings, supervisor skills Supervisors attend OSHA 10-Hour Course 	<ul style="list-style-type: none"> Some supervisors sent to outside training course 	<ul style="list-style-type: none"> No supervisor training
SECTION XV SCORE:			

XVI. ACCIDENT INVESTIGATION

SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> • Supervisor trained to conduct investigations • Formal investigation by supervisor and written report made • Safety personnel involved in all investigations • Management reviews all investigation reports • Information on “serious” incidents are shared with employees • Basic causes of accidents are determined and follow-up system is in place to assure corrective action is taken 	<ul style="list-style-type: none"> • Supervisor trained to conduct investigations • Formal investigation by supervisor and written report made • Safety personnel involved in all investigations • Management reviews all investigation reports 	<ul style="list-style-type: none"> • Investigations made by supervisor 	<ul style="list-style-type: none"> • No accident investigation
SECTION XVI SCORE:			

XVII. USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> • Analysis made to determine needs and PPE is provided, paid for, and required to use • All employees trained in use and maintenance of PPE • Employees informed on PPE requirements on each job and are made aware of disciplinary consequences of not using PPE • Annual review of program made; re-training required 	<ul style="list-style-type: none"> • Analysis made to determine needs and PPE is provided, paid for, and required to use • Training is provided for use and maintenance of PPE 	<ul style="list-style-type: none"> • PPE use is encouraged but not provided by employer 	<ul style="list-style-type: none"> • Not familiar with PPE
SECTION XVII SCORE:			

XVIII. PERFORMANCE AUDIT

SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> • Subjective evaluation made of safety activities to judge if they are effective • Safety performance level is evaluated at least annually • Exceeds standards measuring performance • Rating is given to each area audited • Results are discussed with all employees 	<ul style="list-style-type: none"> • Subjective evaluation made of safety activities to judge if they are effective • Safety performance level is evaluated at least annually • Meets standards measuring performance 	<ul style="list-style-type: none"> • Review safety activities regularly 	<ul style="list-style-type: none"> • No review
SECTION XVIII SCORE:			

XIX. SUBSTANCE ABUSE POLICY

SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> • Company has written policy • Policy contains strict rules regarding drug/alcohol use • All employees trained in hazards of drug/alcohol use on the job • Company pre-employment, post-accident testing • Conducts random tests • Has employee assistance program 	<ul style="list-style-type: none"> • Company has written policy • Policy contains strict rules regarding drug/alcohol use • All employees trained in hazards of drug/alcohol use on the job • Company pre-employment, post-accident testing 	<ul style="list-style-type: none"> • Company has policy • Policy contains rules regarding drug/alcohol use 	<ul style="list-style-type: none"> • No policy
SECTION XIX SCORE:			

XX. RECORDKEEPING

Companies with 10 or less employees are not required to maintain an OSHA 300 log. If this applies to you, please score yourself using the criteria listed that DO NOT REFERENCE the OSHA 300.

SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> • OSHA 300 log maintained according to OSHA requirements (if required) • Records are kept on accident investigations, inspection, and First Aid treatment • Records are kept on safety training orientations, hazard, and employee absences • Posted previous year's OSHA Form 300A Summary of Work-Related Injuries and Illnesses log during month of February 	<ul style="list-style-type: none"> • OSHA 300 log maintained according to OSHA requirements (if required) • Records are kept on accident investigations, inspection, and First Aid treatment 	<ul style="list-style-type: none"> • Not required to keep information for OSHA 300 log 	<ul style="list-style-type: none"> • No records kept of injuries and accidents
SECTION XX SCORE:			

XXI. TEST EQUIPMENT

SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> • Employees required & trained in the use of test equipment (documented) • Written test equipment policy • Semi-annual equipment calibration per individual employees 	<ul style="list-style-type: none"> • Employee required to have a tester • Annual equipment check per individual employee 	<ul style="list-style-type: none"> • Minimal test equipment used • Employee equipment checked occasionally 	<ul style="list-style-type: none"> • No test equipment
SECTION XXI SCORE:			

XXII. FALL PROTECTION			
SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> • Recognition of fall hazards • Fall protection equipment provided • Documented training in use of fall protection methods and inspection • Annual re-training that is documented 	<ul style="list-style-type: none"> • Fall protection equipment provided • Training and inspection 	<ul style="list-style-type: none"> • Some fall protection inspection and training 	<ul style="list-style-type: none"> • No knowledge of fall protection
SECTION XXII SCORE:			

XXIII. MATERIAL HANDLING			
SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> • Training provided to encourage proper handling of materials and tools • Tools are recommended to minimize ergonomic injuries • Tools are provided for workers • Supervisors are trained in ergonomic injuries & best practice 	<ul style="list-style-type: none"> • Training provided to encourage proper handling of materials and tools • Tools are recommended to minimize ergonomic injuries 	<ul style="list-style-type: none"> • Training provided to encourage proper handling of materials and tools 	<ul style="list-style-type: none"> • No knowledge of ergonomics
SECTION XXIII SCORE:			

XXIV. AUTOMOBILE ACCIDENTS			
SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> • Defensive driving required for companies with a fleet of one or more vehicles. • Employees who drive company vehicles are required to have good driving records • Seat belts are required • Company has a policy not to use mobile devices while driving 	<ul style="list-style-type: none"> • Defensive driving required for companies with a fleet of one or more vehicles. • Employees who drive company vehicles are required to have good driving records • Seat belts are required 	<ul style="list-style-type: none"> • Defensive driving required for companies with a fleet of one or more vehicles. 	<ul style="list-style-type: none"> • Company does not provide accident training
SECTION XXIV SCORE:			

XXV. ENERGIZED WORK			
SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> • Written policy with guidelines and procedures. Management authority to approve work • Use qualified personnel and proper equipment • Regular testing and maintenance of equipment; training/re-training • Use of PPE required 	<ul style="list-style-type: none"> • Use qualified personnel and proper equipment • Written policy with procedures enforced 	<ul style="list-style-type: none"> • Unwritten policy exists • Use qualified personnel and proper equipment 	<ul style="list-style-type: none"> • Company does not have a working live policy
SECTION XXV SCORE:			

XXVI. CONFINED SPACE			
SCORE: 9	SCORE: 6	SCORE: 3	SCORE: 0
<ul style="list-style-type: none"> • Written policy is mandatory for all confined space work • Pre-job training and retraining • Utilize permit and non-permit systems for confined space work 	<ul style="list-style-type: none"> • Written confined space policy • Confined space training 	<ul style="list-style-type: none"> • Identify what is confined space 	<ul style="list-style-type: none"> • No training or inspections
SECTION XXVI SCORE:			

PLEASE MAKE SURE TO MARK YOUR TOTAL SCORE ON THE ANSWER SHEET ON PAGE 4.

Please note any comments here:

SAFETY SURVEY

What safety resources, tools, information, etc., would you like IEC National to provide to its members?
