



JOSH DOBSON  
COMMISSIONER OF LABOR

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CONSULTATIVE SERVICES BUREAU CHIEF  
OCCUPATIONAL SAFETY AND HEALTH DIVISION

Dear Potential North Carolina SHARP Construction Company:

We are delighted that you are interested in becoming one of our SHARP Construction companies. The SHARP Construction Program is one of the most prestigious safety and health recognition programs for the construction industry in North Carolina. This program is designed for construction worksites with comprehensive effective safety and health programs, making them leaders in employee protection. NCDOL and the Consultative Services Bureau continue to work with general contractors in North Carolina and have worked hard to reduce fatalities and costly injuries in the construction industry. Regularly scheduled visits and self-reviews provided by your worksite help create the safest worksite possible.

**A SHARP Construction package has been provided to you for your worksite.** This package will be a useful tool for your company and NCDOL to evaluate and ultimately track the effectiveness of your safety and health system at your construction worksite.

The top management official must agree to attend the initial opening conference of the **SHARP Construction** onsite evaluation or have a personal meeting with the consultants to discuss participation in the program.

A deferral from an OSHA compliance general schedule programmed inspection during participation in the program will be granted provided all program requirements are in place initially and remain in place. Failure to maintain eligibility for SHARP construction would result in removal from the program.

By obtaining your SHARP Construction status, you will demonstrate to your employees and your subcontractors that you have successfully implemented an effective quality safety and health system. This commitment makes you a leader in the construction industry in regard to safety and health programs. Your worksite will receive a SHARP Construction banner that you can proudly display. Near the completion of your project, the entire site, including the general contractor and the subcontractors, will be recognized by NCDOL.

If you have any questions, please contact me at 919-707-7846.

Sincerely,

Kevin O'Barr  
Bureau Chief



# Program Package



## Section 1

- SHARP Construction: Policy and Procedures

## Section 2

- Self-Assessment / Request to Participate

## Section 3

- Company/General Contractor DART and TRC Rates

## Section 4

- Construction Worksite OSHA 300 Log:



## **SHARP Construction**

*Safety and Health Achievement Recognition Program  
For the Construction Industry*

### **Section 1**

## **Operating Policy and Procedures**

**SHARP Construction** is designed to recognize and award construction sector employers in North Carolina for their superior leadership in occupational safety and health management. The participants in this program are successful in protecting their employees and subcontractors from death, injury and illness by implementing a comprehensive and effective safety and health management system. **SHARP Construction** is created solely for the participation of only general contractors in North Carolina.

#### **Step 1**

Participation in **SHARP Construction** must be initiated by completing a request form for a full-service safety and health survey accompanied by a signed letter of intent to participate from a top management official of the general contractor (*e.g., owner, president, vice president*) supporting the company's participation in the program. The top management official must agree to attend the initial opening conference of the SHARP Construction onsite evaluation or have a personal meeting with the consultants to discuss participation in the program.

#### **Step 2**

The TRC/DART rates for **SHARP Construction** employer must be less than the most recently published BLS TRC/DART Rate for their specific NAICS. The employer shall provide OSHA 300 Log and OSHA 300A Forms for the three years of activity in North Carolina preceding the request/evaluation.

A deferral for the duration of the project will be granted provided the self-assessments are provided to the consultants during the year and reflect a stable or improving safety and health program. NCDOL reserves the right to conduct surveys at any time if the self-assessment is not provided or if the self-assessment indicates the employer's safety and health system is not stable or improving.

### **Step 3**

The general contractor's worksite project manager will be responsible for providing the NCDOL Consultative Services consultant(s) its worksite's self-assessment evaluation from the beginning of the SHARP Construction designation until project completion.

### **Step 4**

Beginning with the second site visit, the general contractor will identify one to three onsite subcontractors who have been notified that they will participate in a full-service consultative visit. Each subcontractor will be required to submit a full-service request form. These surveys will be conventional in that the reports will be forwarded to the subcontractor employer. Consultants may provide a hazard list to the general contractor if needed.

### **Step 5**

Once the project is completed, the general contractor may apply for another site continuing in the SHARP Construction program.



## Section 2 Self - Assessment

As applicants for North Carolina SHARP Construction status, we are committed to provide all our employees and subcontractors with a safe and healthy work environment. As part of this proactive partnership between NCDOL and our company, we are committed to work toward continuous improvements in safety, quality and productivity.

I understand that as a SHARP Construction employer we are obligated to complete and submit the self-assessments at the time of each site visit or at least quarterly to the Consultative Services Bureau consultant(s). For the recurring assessment, please note any items that have changed since the previous self-assessment.

This letter and accompanying documentation are our request to participate, or continue participation, in SHARP Construction. I hereby certify that I have reviewed this SHARP Construction Self-Assessment and to the best of my knowledge this is a true, accurate and complete report.

\_\_\_\_\_  
Signature of Management Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
phone, email or best contact method

## Management Leadership

**Management leadership is the key to the success of any safety and health management system:** Your top management policy must establish clear priority for safety and health issues. Top management must provide competent safety and health staff support to line managers and supervisors, and managers must personally follow safety and health rules established for others. Managers must provide and allocate the necessary resources needed to support the organizations safety and health system. Management must ensure that appropriate safety and health training is provided, that policies promote safety and health performance, and that top managers are involved in the planning and evaluation of safety and health performance. Top management values employee involvement and participation in safety and health issues.

**In your organization, how does top management demonstrate its commitment to eliminating hazards and continuously improving workplace safety and health?**

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**How do managers at all levels within your organization establish safety and health goals, provide adequate resources and support for the program and set a good example?**

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## Worker Participation

**How are workers involved in all aspects of the safety and health program?**

**Do all workers including temporary workers and contractors understand their roles and responsibilities under the safety and health management program? Y/N \_**

**How are potential barriers to understanding these roles such as language or other disincentives removed or addressed? \_\_\_\_\_**

## Hazard Identification and Assessment

**Briefly summarize the procedures that are in place to identify workplace hazards and evaluate risks?**

**Are you ensuring that you and all sub-contractors on site are performing weekly, at a minimum, scope of work safety inspections and documenting the results? Yes \_\_\_\_ If not, then how frequently? \_\_\_\_\_**

**Are incidents investigated with the goal of identifying root causes? Yes No**

**Describe any additional information on this issue pertaining to your company:**

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### Hazard Prevention and Control

Please describe the plan your organization uses to ensure controls are implemented, interim protection is provided, progress is tracked, and the effectiveness of controls is verified

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### Education and Training

Are all workers trained to understand how the program works and how to carry out the responsibilities assigned to them under the program? Yes No

Are all workers trained to recognize workplace hazards and to understand the control measures that have been implemented? Yes No

Briefly describe the training program:

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### Program Evaluation and Improvement

How frequently are your hazard control measures evaluated for effectiveness? \_\_\_\_\_

Are processes established to monitor program performance and identify program opportunities for improvement? Yes No

Briefly describe a recent action taken to improve the overall safety and health program:

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### Communication and Coordination for Employers on Multi-employer Worksites

How do all employers on the site understand that they should provide the same level of safety and health protection to all employees? \_\_\_\_\_

Has the general contractor established specifications and qualifications for contractors and staffing agencies?  
\_\_\_\_\_

Is there a meeting prior to beginning work in which all site employers coordinate on work planning and scheduling to identify and resolve any conflicts that could impact safety or health? Yes No  
When is that generally scheduled?

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## Section 3

### Rate Calculations:

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

N = Sum of the number of recordable injuries and illnesses in the year. (Number of cases not number of days)

EH = Total number of hours worked by all employees in the year.

200,000 = Equivalent of 100 full-time workers working 40 hours per week, 50 weeks in per year.

### TRC (Total Recordable Case): OSHA 300 Log

N = Column H (Days away from work) + Column I (Job transfer or restriction) + Column J (Other recordable cases)

### DART (Days Away Restriction Transfer: **This means # of cases recorded**): OSHA 300 Log

N = Column H (Days away from work) + Column I (Job transfer or restriction)

OSHA 300 Log:	
<b>TRC: (N = sum of Columns H, I &amp; J) (Number of recordable cases)</b>	
Year: _____	N _____ ÷ EH _____ x 200,000 = _____
Year: _____	N _____ ÷ EH _____ x 200,000 = _____
Year: _____	N _____ ÷ EH _____ x 200,000 = _____
<b>DART: (N = sum of Columns H &amp; I) (Number of recordable cases)</b>	
Year: _____	N _____ ÷ EH _____ x 200,000 = _____
Year: _____	N _____ ÷ EH _____ x 200,000 = _____
Year: _____	N _____ ÷ EH _____ x 200,000 = _____

Please send a copy of the OSHA 300 Log and the OSHA 300A summary for the last three calendar years.

If you would like to compare your annual rates, the data can be found on the website of the U.S. Department of Labor, Bureau of Labor Statistics.

[www.bls.gov/iif/oshsum.htm](http://www.bls.gov/iif/oshsum.htm)

Scroll through: **Industry Injury and Illness Data**

**Industry Injury and Illness Data 20?? (year)**

- **Summary News Releases**
- **Supplemental New Release Tables**
- **Summary Tables**
  - o **Table 1 Incidence Rates 20?? (PDF 112K)**

## **Section 4**

- **Construction Worksite OSHA 300 Log:**

With each periodic self-assessment, report the number of hours worked on the jobsite and the number of OSHA recordable injuries and illnesses. Most general contractors also have near-misses and first-aid incidents recorded but for purposes of SHARP, only the incidents that meet OSHA recordability need to be counted. If you have trouble deciding, please ask the NCDOL consultant for help.



**SHARP Construction Worksite  
OSHA 300 Log  
MONTHLY OSHA Data**



Worksite Location: \_\_\_\_\_

Start Date: \_\_\_\_\_

Projected Completion Date: \_\_\_\_\_

Month:	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
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(Please circle month)

General Contractor: \_\_\_\_\_

Work Hours: \_\_\_\_\_

# of Employees: \_\_\_\_\_

Sub-Contractors: \_\_\_\_\_

Work Hours: \_\_\_\_\_

# of Employees: \_\_\_\_\_

TOTAL: \_\_\_\_\_



**SHARP Construction Worksite  
OSHA 300 Log  
YEAR TO DATE OSHA Data**



Worksite Location: \_\_\_\_\_

Start Date: \_\_\_\_\_

Projected Completion Date: \_\_\_\_\_

Year:	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
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First-aid or near miss (if known): \_\_\_\_\_

# of Employees: \_\_\_\_\_

Total OSHA Recordable # of cases (not days): \_\_\_\_\_

Days Away, Restricted or Transferred (3 of cases not days): \_\_\_\_\_