

Construction Contractor Safety Pre-Qualification



Contractor Applicant Overview



For the LAUSD School Repair and Construction Program

Basic Requirement #1

- Your firm must have a current and valid California Contractor's License.
- The name of the firm applying for Prequalification must be the same name that is on the license.

Basic Requirement #2

- Your firm must have a current Workers' Compensation insurance policy.
- The policy must be in the same name as the firm that is applying for Prequalification.
 - You may be required to show proof of coverage in the form of an original Certificate of Insurance.

- The Safety component of the Formal Contracts and Informal Contracts Prequalification Questionnaire are the same.
- This program will assist you in completing the Safety forms for either type of contract.

Los Angeles Unified School District
CONTRACTOR SAFETY PREQUALIFICATION QUESTIONNAIRE

CONTRACTORS: Submit the completed Questionnaire to the District's Facilities Contracts Administration office.

SUBCONTRACTORS: Submit the completed Questionnaire to your Contractor for evaluation.

- For Formal Contracts, submit the Questionnaire directly to Facilities Contracts.
- If your firm wishes to apply for Informal Contracts only, contact the Local District Maintenance and Operations Office, or OCIP Safety at 213-996-1686.
 - Submit Informal Questionnaires to OCIP Safety.

The Four Basic Sections Evaluated for Safety Prequalification

Insurance Information

Section A

• Provide all requested information!

A. Workers Compensation Insurance - Experience Modification Rate (EMR)

1. Please obtain from your insurance agent/broker/carrier your intrastate EMRs for the last three rating periods. If you do not have an intrastate rating, obtain your interstate EMRs. Then, complete the following data and check the appropriate box for interstate or intrastate EMR.

	<u>Policy Year</u>	<u>Modification Rate</u>	Rating Type
Current EMR	_____	_____	<input type="checkbox"/> Intrastate
1 year ago	_____	_____	<input type="checkbox"/> Interstate
2 years ago	_____	_____	

Is your firm self-insured for Workers Compensation Claims? Yes* No

* *If yes, please attach a copy of the latest Annual Report to the State of California Dept. of Industrial Relations and/or State of California Certificate of Self-Insurance.*

By initialing here, I certify that this firm does not have an EMR*. _____

* *You must submit a copy of your firm's Loss Runs for the last three years if your firm does not have an EMR.*

2. Anniversary Rating Date: _____ Rating Bureau File # _____

3. Name of your firm's Workers' Compensation carrier _____

- We will verify your answers.
- If your EMR is 1.50 or more, your firm is not eligible to obtain Safety Prequalification at this time.
 - The 1.50 limit also applies to all subcontractors of all tiers.
 - There are no exceptions.

If you don't have an EMR:

- If your firm does not have an EMR, you must provide copies of your firm's Workers' Compensation Loss Runs for each of the last three years.
- You will have to contact your Insurance Carrier or Broker to obtain your Loss Runs.

Incidence Rates:

Section B

- If you don't know your firm's SIC or NAICS Code, look at the chart in the Instruction section of the Questionnaire.
- Select the one code that best describes the work your firm performs, or will perform, for LAUSD.
- Your Questionnaire won't be processed without it.
- The code is needed to evaluate your firm's rates against the BLS average for comparable contractors.

- Enter one (1) code only!

B. OSHA/Lost Workday Incidence Rates

To answer the following questions, utilize data obtained from your firm's OSHA 200 and 300 "Log and Summary of Occupational Injuries and Illnesses", or Workers' Compensation Loss Run (if your company has 10 or less employees).

ALL FIRMS HAVE DATA TO REPORT, AND MUST COMPLETE THIS SECTION!

1. Industry Comparison Information. Enter either your SIC or NAICS Code below:
Standard Industry Classification (SIC) Code _____
North American Industry Classification System (NAICS) Code _____

Incidence Rates...

- ...are based on employee injuries and illnesses and total company manhours per CALENDAR YEAR, not insurance policy year.
- They:
 - ... are not based on OSHA inspections.
 - ... can be computed for every contractor.
 - Even if they are “0”!

- You need to look at your OSHA 200 and 300 Logs and/or your Loss Runs and injury/illness records to determine the number of cases.
- Complete all information!
 - Fill in every blank.
 - Even if the answer is “0”.

2. What is your company wide OSHA Total Case Incidence Rate* (recordable cases) for the last three years?

	Rate	Co. Hours****	# of Cases
2002			
2001			
2000			

3. What is your company wide Lost Workday Case Incidence Rate** (recordable cases with lost workdays or restricted duty) for the last three years?

	Rate	Co. Hours****	# of Cases
2002			
2001			
2000			

4. What is your company wide number of No Lost Workday Case Incidence Rate*** (recordable cases without lost workdays) for the last three years?

	Rate	Co. Hours****	# of Cases
2002			
2001			
2000			

A Sample Calculation:

- A company has 1 OSHA recordable injury which did not involve lost workdays. The company worked 50,000 hours that year.
 - The Total Case Incidence Rate is:
 $(1 \times 200,000) / 50,000 = 4$
 - The Lost Workday Case Incidence Rate is:
 $(0 \times 200,000) / 50,000 = 0$
 - The No Lost Workday Case Incidence Rate is:
 $(1 \times 200,000) / 50,000 = 4$

OSHA Citation History

Section C

C. OSHA Citation (Violation) History

Has your company received any “serious”, “willful”, “repeat”, or “failure to abate” OSHA violations (citations) within the past five years? This question includes such citations if they have been appealed or contested, but are not yet resolved. If yes, check “yes” below and submit copies of all citations and descriptions of abatement actions, your company Injury and Illness Prevention Program and Code of Safe Practices, and your OSHA 200/300 Log and Summaries for each of the last three years.

- Yes *If yes, list total number of citations (violations) by type per year in the table below.*
 No

Year	Serious	Willful	Repeat	Failure to Abate	Total
2002					
2001					
2000					
1999					
1998					

- This section looks at your firm's OSHA citation history.
- It considers 4 types of citations:
 - **serious**
 - **willful**
 - **failure to abate**
 - **repeat.**

- If you are contesting or appealing a citation, you must still report the citation!
- The classification of the citation itself is important, but we also look at:
 - what happened
 - what corrective action was taken
 - your firm's safety program

Safety Policy & Procedure Questions

Section D

D. Safety Policies and Procedures (18 Questions)

#	Question	YES	NO	Points
1.	<u>Injury and Illness Prevention Program.</u> Does your company have an effective and written Injury and Illness Prevention Program (IIPP) in accordance with 8CCR §1509 & §3203? [LC §6401.7]	<input type="checkbox"/>	<input type="checkbox"/>	22
2.	Does your company have a safety policy statement endorsed by top management? [LC §6401]	<input type="checkbox"/>	<input type="checkbox"/>	2
3.	Does your on-site safety representative have sufficient authority to implement changes and implement corrective action? [LC §6401.7(a)(7)]	<input type="checkbox"/>	<input type="checkbox"/>	2
4.	Does your company have a disciplinary action program that includes provisions for acting on safety and health issues of your employees (and subcontractors, if applicable), and is the program enforced? [LC §6401.7(a)(6)]	<input type="checkbox"/>	<input type="checkbox"/>	2
5.	Does your company have a safety incentive program effective in reducing occupational injuries and illnesses? [8 CCR §3203(a)(2)]	<input type="checkbox"/>	<input type="checkbox"/>	2

- Read the question.
- The questions are based on Cal/OSHA and California Labor Code requirements.
 - They were not made up by LAUSD!
- Understand what it is asking.
 - The source regulation is listed with every question (Labor Code or Cal/OSHA).

- You may be required to provide documentation for any or all of your answers - be prepared!
- A “yes” answer implies that you have documentation available for review for that item if you are asked to provide it!