

**Leadership
Commitment**

**Cultural
Transformation**

**Process
and Systems**

Results

2020 **STEP** INSTRUCTIONS



Proud Sponsor of the ABC National
Safety Excellence Award



FREQUENTLY ASKED QUESTIONS ABOUT THE STEP SAFETY MANAGEMENT SYSTEM

1. Who should complete the STEP application?

STEP is a world-class safety system and safety benchmarking and improvement tool. ABC encourages each participant to engage as many employees as possible in the process. Where possible, consider using a safety committee or a randomly selected and diverse sample of employees. For each of the 25 Key Components of a world-class safety management system, groups can either work on reaching a consensus or results can be averaged. More participants in the evaluation process will result in a truer assessment of your safety program and a more comprehensive look at areas for improvement.

2. What are the STEP achievement levels?

There are six levels of STEP achievement: Participant, Bronze, Silver, Gold, Platinum and Diamond.

3. When is the STEP application due?

STEP applications are accepted throughout the year. However, in order to ensure receipt of your STEP certificate and achievement recognition at your chapter's safety awards ceremony, applications should be submitted online or returned to your local ABC chapter office by the chapter's STEP deadline. Check with your local chapter to see when your deadline is.

4. Is there a fee to participate in STEP?

There is no application fee for STEP involvement at the Participant, Bronze, Silver or Gold recognition levels if you submit your application online at abc.org/stepapp. For all paper applications submitted, there is a \$35 application processing fee.

There is a fee of \$235 for each Platinum application submitted. This fee is only refundable if the application does not meet the minimum 25 Key Components qualifying score; any application submitted that does not qualify based on the Incidence Rate, Experience Modification Rate (EMR) and fatality qualifying criteria listed in the application instructions below WILL NOT BE REFUNDED. Payment information should be submitted with the Platinum application; failure to do so may result in processing delays.

There is an application review fee of \$435 for each Diamond level application. This fee is only refundable if the application does not meet the minimum 25 Key Components qualifying score; any application submitted that does not qualify based on the Incidence Rate, Experience Modification Rate (EMR) and fatality qualifying criteria listed in the application instructions below WILL NOT BE REFUNDED. In order to reduce processing delays, please review the STEP Diamond qualifying criteria to determine if your company will qualify for Diamond recognition prior to submitting your application.

5. Is the information submitted in my STEP application confidential?

Yes. The information contained in each STEP application is viewed only by ABC staff and is kept strictly confidential. ABC does not disclose any company-specific STEP information. ABC accumulates aggregate data through the program to determine collective safety trends and this information becomes part of ABC's annual STEP data analysis, which serves as a member benchmarking tool.

6. Does ABC National keep a copy of the application?

ABC National retains copies of all paper STEP applications for a period of five years and then destroys them. Information from all online applications is stored in ABC National's database in perpetuity.

7. Does STEP participation tie into other ABC recognition programs?

Yes, ABC has two recognition programs that tie into STEP participation:

National Safety Excellence Award (NSEA) – Companies applying for the 2020 National Safety Excellence Award must have participated in STEP at the Gold, Platinum or Diamond level in 2020.

Accredited Quality Contractor (AQC) – Companies seeking AQC status must have participated in STEP at the Gold, Platinum or Diamond level during the previous or current year.

Excellence in Construction Awards (EIC) – Neither AQC status nor STEP Gold, Platinum or Diamond recognition are required for submitting an entry in ABC's national EIC awards program. However, EIC applicants with AQC status do earn an additional two points in the judging process.

8. Who do I contact if I have questions?

Contact your local ABC chapter first. If the chapter is unable to provide the specific information you need, or if you are referred to the ABC National office, contact Amy Faris, manager of safety programs and initiatives at (202) 595-1855 or faris@abc.org.

2020 STEP QUALIFICATION CRITERIA

Participant Level

- a) Recognizes those who participate in STEP, but do not achieve the minimum 25 Key Components self-score¹ required for Bronze-level recognition.
- b) Must submit 2019 OSHA Form 300A (“Summary of Work-Related Injuries and Illnesses”) with the application for data verification purposes.
- c) Applicant must have signed the Drug- and Alcohol-Free Workplace Pledge at drugfreeconstruction.org and have in place a documented substance abuse program that includes a drug/alcohol screening process.

Bronze Level

- a) Minimum Bronze Level 25 Key Components self-score¹ required.
- b) Must submit 2019 OSHA Form 300A (“Summary of Work-Related Injuries and Illnesses”) with the application for data verification purposes.
- c) Applicant must have signed the Drug- and Alcohol-Free Workplace Pledge at drugfreeconstruction.org and have in place a documented substance abuse program that includes a drug/alcohol screening process.

Silver Level

- a) Minimum Silver Level 25 Key Components self-score¹ required.
- b) Must submit 2019 OSHA Form 300A (“Summary of Work-Related Injuries and Illnesses”) with the application for data verification purposes.
- c) Applicant must have signed the Drug- and Alcohol-Free Workplace Pledge at drugfreeconstruction.org and have in place a documented substance abuse program that includes a drug/alcohol screening process.
- d) Incidence rate no greater than 50 percent than the national BLS average for applicant’s NAICS code for the two most recently published years of BLS data. (For companies with fewer than 100 employees, a three-year average may be used. For companies with fewer than 50 employees, a 5-year average may be used).⁵

Gold Level

STEP Gold is open to applicants who meet ALL of the following qualifications:

- a) Minimum Gold Level 25 Key Components self-score¹ required.
- b) Incidence rate² equal to or below the national BLS³ average for applicant’s NAICS⁴ code for the two most recently published years of BLS data. (For companies with fewer than 100 employees, a three-year average may be used. For companies with fewer than 50 employees, a five-year average may be used).
- c) Must submit 2019 OSHA Form 300A (“Summary of Work-Related Injuries and Illnesses”) with the application for data verification purposes.⁵
- d) Applicant must have signed the Drug- and Alcohol-Free Workplace Pledge at drugfreeconstruction.org and have in place a documented substance abuse program that includes a drug/alcohol screening process.

Platinum Level

STEP Platinum is open to applicants who meet ALL of the following qualifications:

- a) Minimum Platinum Level 25 Key Components self-score¹ required.
- b) Incidence rate² at least 25 percent below the national BLS³ average for applicant’s NAICS⁴ code in the application year.⁵
- c) No fatalities or in-patient hospitalizations (except for observation and diagnostic testing) within this application year. Also, no fatality or catastrophic incident within the previous three consecutive years, which resulted in an OSHA citation.
- d) No serious, repeat or willful OSHA citations (federal or state) within this application year or the previous three consecutive years
- e) EMR (“mod factor”) at or below 0.800 for application year (0.900 for companies with fewer than 100 employees). In some states, very small companies may have trouble reaching 0.900 even with three years of zero losses. Therefore, in place of the mod factor requirement, a company with fewer than 50 employees can meet this qualification if its three-year average workers’ comp loss ratio is at or below 15 percent. A statement from your insurer must attest to this criterion.
- f) Applicant must have signed the Drug- and Alcohol-Free Workplace Pledge at drugfreeconstruction.org and have in place a documented substance abuse program that includes a drug/alcohol screening process.
- g) Submit the 2019 OSHA Form 300A (“Summary of Work-Related Injuries and Illnesses”) with the application for data verification purposes.⁵

h) Submit the \$235 application fee, which is refundable if the company fails to meet the minimum 25 Key Components qualifying score. Any application submitted that does not qualify based on the Incidence Rate, Experience Modification Rate (EMR), substance abuse policy and fatality qualifying criteria listed in the application instructions below WILL NOT BE REFUNDED. In order to reduce processing delays, please review the STEP Platinum qualifying criteria to determine if your company will qualify for Platinum recognition prior to submitting your application.

All STEP Platinum recipients are eligible to enter ABC's National Safety Excellence Award (NSEA) competition and the Construction Users Roundtable's Construction Industry Safety Excellence (CURT/CISE) award competition.

Diamond Level

Candidates must meet ALL of the Platinum qualifications, as well as the following:

- a) Incidence rate² at least 50 percent below the national BLS³ average for applicant's NAICS⁴ code in the current application year and each of the past two consecutive application years.⁵
- b) EMR ("mod factor") at or below 0.700 for STEP application year (0.800 for companies with fewer than 100 employees). In some states, very small companies may have trouble reaching 0.800, even with three years of zero losses. Therefore, in place of the mod factor requirement, a company with fewer than 50 employees can meet this qualification if its three-year average workers' comp loss ratio is at or below 10 percent. A statement from your insurer must attest to this criterion.
- c) Submit the OSHA Form 300A ("Summary of Work-Related Injuries and Illnesses") with the application for years 2017, 2018 and 2019 for data verification purposes.⁵

d) Submit the \$435 application fee, which is refundable if the application does not meet the minimum 25 Key Components qualifying score. Any application submitted that does not qualify based on the incidence rate, EMR, substance abuse policy and fatality qualifying criteria listed in the application instructions WILL NOT BE REFUNDED. In order to reduce processing delays, please review the STEP Diamond qualifying criteria to determine if your company will qualify for Diamond recognition prior to submitting your application.

All STEP Diamond recipients are eligible to enter ABC's National Safety Excellence Award (NSEA) competition and the Construction Users Roundtable's Construction Industry Safety Excellence (CURT/CISE) award competition.

Appeals of STEP Level

In certain instances, a company may feel that the STEP qualification criteria cannot be reasonably met and unfairly prohibit their company from being recognized at the appropriate STEP level. A company may appeal their STEP level to the ABC National Safety & Health Committee, who will review the application and supporting materials to make a determination for or against the appeal. Please note that ONLY the following criteria may be the cause of an appeal at this time:

- Total Recordable Incidence Rate (TRIR)
- Experience Modification Rate

PROVISIONAL STEP LEVEL (ONLINE APPLICATIONS ONLY)

All online applicants will be notified instantly of their provisional STEP level upon submitting all required information. This is a provisional notification; final notification will occur when the STEP award is presented to the applicant upon review and confirmation of data by ABC National.

Notes:

1 25 Key Components Self-Score – ABC does not publish minimum qualification scores for the 25 Key Components.

2 Incidence Rate – Represents the number of OSHA recordable injuries/illnesses per 100 employees a company experiences in a given calendar year. It is calculated with the following formula:

Incidence Rate = $N \times 200,000 / \text{Total hours worked by all employees in calendar year}$

"N" represents the total number of OSHA recordable incidents for calendar year (Lines G + H + I + J on OSHA Form 300A)

The U.S. Bureau of Labor Statistics (BLS) has created an online Incidence Rate Calculator that may be accessed at http://data.bls.gov/IIRC/?data_tool=IIRC.

3 BLS – For purposes of this application, see Bureau of Labor Statistics averages in the table on page 9.

4 NAICS – North American Industry Classification System. If you are unsure in which NAICS code your company should be classified, reference www.census.gov/eos/www/naics/ for code definitions. NAICS code classification should represent the majority of the company's primary work. A sampling of construction NAICS codes and corresponding national BLS incident rates is listed in the STEP application instructions section.

5 Note that, for applicants under 100 employees who are submitting based on their three-year incidence rate average, you must submit your 2017, 2018 and 2019 OSHA Form 300A. For applicants under 50 employees who are submitting based on their five-year incidence rate average, you must submit your 2015, 2016, 2017, 2018 and 2019 OSHA Form 300A.