

<b><i>Consultative Services - Bureau Operating Procedures</i></b>	<b><i>Initiated: 10/01/12</i></b>	<b><i>Revision 4: 3/15/21</i></b>
<b><i>The controlled copy is stored electronically. Printed copies must be compared to the intranet (One Stop Shop) version.</i></b>		

## **BOP #4E**

**Document Title: SHARP Construction**

**Approval Authority: Bureau Chief**

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### **A. PURPOSE**

The Bureau Operating Procedure (BOP) outlines the process for delivering Consultative Services and awarding SHARP status to an employer.

### **B. SCOPE**

This procedure applies to onsite consultation visits for SHARP Construction.

### **C. DEFINITIONS**

See Bureau Operating Procedure 4A and CPPM for additional definitions if needed.

Consultation Policies and Procedures Manual (CPPM) - The Consultation Policies and Procedures Manual, CSP 02-00-003, which is an electronically maintained document found in the OSHA directive system and the OSH Division One Stop Shop. It became effective in NC on April 8, 2016.

SHARP Construction - Safety and Health Achievement Recognition Program for General Contractors.

### **D. ACTION STEPS**

#### **PREQUALIFICATION MEETING/ON-SITE VISIT:**

P1. An employer, who is interested in participating in SHARP and meets all of the eligibility requirements in CPPM Chapter 8, may request a full service, comprehensive visit by completing and submitting the Consultative Services request form.

P2. Employer must:

- Be a single jobsite.
- Request full service visits & correct all identified hazards.
- Have implemented and maintained a S/H management system.
- Score at least 2 on all 50 basic attributes in the Form 33, and stretch attributes must be scored.
- Agree to notify Consultative Services about significant safety/health changes including any OSH Compliance inspections.
- Be a General Contractor (GC) with at least two years of operating history in North Carolina.

Have DART and TRC rates equal to or below the most recently published BLS rates for their NAICS code based on the previous three years. Ensure that all subcontractors provide hours worked to allow the SHARP Contractor to maintain a site specific OSHA 300 log. GC must maintain a running total of hours worked OSHA recordables on the site.

- Agree to meet all aspects of the SHARP Construction program.

P3. The safety consultant and the health consultant conduct the prequalification meeting jointly and complete the onsite visits jointly if possible.

P4. If the employer shows promise of successfully fulfilling the requirements for SHARP Construction, and the employer commits to instituting the Form 33 Action Plan items to fulfill SHARP Construction requirements, the consultants will inform the processing assistant and their supervisor that the employer is eligible to participate in SHARP Construction and the consultant may recommend approval. Ideally, the consultants will recognize during the Prequalification Meeting that the employer is capable of attaining SHARP Construction approval and will score all 50 basic items on the Form 33 so that a comprehensive action plan can be provided.

P5. The Form 33 is filled out jointly by the consultants and will constitute the action plan. All basic attributes in the Form 33 scored less than 3 will have a comment describing actions necessary or suggested to improve to at least a 3. The consultant completing the last report will mail the Form 33.

P6. Each consultant completes a written report for their visit, mails it to the employer, and assembles the case file. The Form 33 is included with the report.

NOTE: The consultants will ensure that “SHARP” is entered in block 11 of the request form.

P7. If hazards are found during the Prequalification Meeting/Survey, the consultants may conduct Follow-Up visits to confirm the abatements and would document the results.

P8. The GC and the consultants will have a joint meeting to review the safety and health management plan for the site, the scope of the project, identify area for potential improvement and agree to the program participation procedures. This is

typically done with the employer giving a presentation and the consultants and managers asking questions and all parties participating in the discussion.

## **SHARP Construction Operational Phase**

O1. If subcontractors are on site, all hazards identified with the subs will be written against the appropriate subcontractor and, for the initial site survey only, against the SHARP Construction Employer (GC). A copy of The List of Hazards for all participating subs may be provided to the GC by the consultants.

O2. A SHARP GC Self-Assessment is due at the time of each site visit or, at a minimum, quarterly even if a visit could not be scheduled. Tasks for the consultants under this step include:

- Read and approve the periodic self-assessments
- File self-assessments under the initial safety visit and forward to Bureau Chief
- Work with GC during the Dec/Jan time frame to assist in calculating 300A data
- Provide total site hours, TRC, DART, and # of recordables to the file and BC

O3. The SHARP GC must also ensure the submittal of CSB requests for an appropriate number of new subcontractors with each site visit. Visits will be at least quarterly (unless work has paused) but may be as frequently as monthly depending on the variety, scope, and complexity of work on the site.

O4. This process continues until project completion. Every onsite visit will include new subcontractor full-service surveys. The GC will be strongly encouraged to immediately abate any plain-view hazards observed regardless of whether or not they involve the participating subs. If all subcontractors on site have had a consultative visit within the past 12 months, an onsite visit isn't necessary but the GC self-assessment is still required at least quarterly.

O5. If the project continues beyond 12 months, the GC may have another full-service survey per 8/27/12 USDOL memorandum from Douglas Kalinowski and current CPPM guidance. Once the project is completed, the GC may apply by submission of another request for a new site.

O6. A presentation will be scheduled at the site to recognize the GC and participating subcontractors when the project is near completion.

## **SHARP Construction Continued Participation Phase**

C1. When the site is completed, the GC may continue participation in SHARP Construction by submitting a request for SHARP Construction for a new site and by meeting the requirements for the site. This request shall be submitted with 90 days of the project closure ceremony for the current site.

C2. A full-service/SHARP request and site visit including form 33 assessment for the new site is required to start the process.

## **SHARP Construction Denial of Renewal Request or Voluntary Withdrawal**

W1. A SHARP GC may be removed from the program for a variety of reasons, such as business closure, injury rate, poor safety management, etc. When the desire or need for a removal occurs, the consultants notify the district supervisor that the employer will not qualify to remain in the program or has elected to withdraw.

W2. The consultants, supervisor, and program manager will review the consultant recommendations and decide whether the GC participation is warranted.

W3. The district supervisor will draft a letter to the GC (using the non-renewal letter template located on the F: drive) informing them of the decision.

W4. In the event the employer withdraws voluntarily, the consultants will request a letter of withdrawal that includes the employer's reason(s). The employer shall also be requested to return their SHARP Construction certificate (if unexpired). Any documents received will be included in the latest case file(s).

## **F. DOCUMENT CONTROL**

1. The content of this BOP is the responsibility of the Bureau Chief.
2. Requests for interpretation of the provisions of this procedure and suggestions for changes should be addressed to the supervisor or bureau chief.
3. This document is maintained electronically.

## **G. REVISIONS**

Rev. 1	4E	06/01/14	Revised for OSHA Express
Rev. 2	4E	04/27/16	Small operational updates and adjustments.
Rev. 3	4E	12/21/18	Changes based on operational review meeting and alignment with the National Pilot Program
Rev. 4	4E	03/15/21	Clarified consultant tasks in the operational phase