

## OSHA Challenge - General Industry Track Site OCTPS Form Instructions

*This form is to be completed by Challenge participants.*

**Included in this spreadsheet are:**

- Tab 1. Participant Status Summary
- Tab 2. Stage I Status Report
- Tab 3. Stage II Status Report
- Tab 4. Stage III Status Report

To access these worksheets, please click on the tabs at the bottom of this form.



## OSHA Challenge - General Industry Track Summary Status Report

<b>Participant Name</b>	<b>Administrator Name</b>	<b>Report Period</b>
		<b>Time Period</b>
		<b>Year</b>

### Stage I

<b>Participant Summary</b>		<b>Mgt. Leadership and Worker Involvement</b>		<b>Worksite Analysis</b>		<b>Hazard Prevention and Control</b>		<b>Safety &amp; Health Training</b>
<b>Stage I Outcome Completion Status</b>	<b>Status</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>
	No Action Taken	19	100%	7	100%	15	100%	30
	In Progress	0	0%	0	0%	0	0%	0
	Completed	0	0%	0	0%	0	0%	0
	<b>Total Outcomes</b>	<b>19</b>	<b>100%</b>	<b>7</b>	<b>100%</b>	<b>15</b>	<b>100%</b>	<b>30</b>

<b>Stage I Status Summary</b>	<b>No Action Taken/In Progress</b>
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### Administrator Summary

<b>Stage I Outcome Completion Status</b>	<b>Status</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>
	No Action Taken	19	100%	7	100%	15	100%	30
	In Progress	0	0%	0	0%	0	0%	0
	Completed	0	0%	0	0%	0	0%	0
	<b>Total Outcomes</b>	<b>19</b>	<b>100%</b>	<b>7</b>	<b>100%</b>	<b>15</b>	<b>100%</b>	<b>30</b>

<b>Stage I Status Summary</b>	<b>No Action Taken/In Progress</b>
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### Stage II

<b>Participant Summary</b>		<b>Mgt. Leadership and Worker Involvement</b>		<b>Worksite Analysis</b>		<b>Hazard Prevention and Control</b>		<b>Safety &amp; Health Training</b>
<b>Stage II Outcome Completion Status</b>	<b>Status</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>
	No Action Taken	21	100%	13	100%	16	100%	9
	In Progress	0	0%	0	0%	0	0%	0
	Completed	0	0%	0	0%	0	0%	0
	<b>Total Outcomes</b>	<b>21</b>	<b>100%</b>	<b>13</b>	<b>100%</b>	<b>16</b>	<b>100%</b>	<b>9</b>

<b>Stage II Status Summary</b>	<b>No Action Taken/In Progress</b>
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**Administrator Summary**

Stage II Outcome Completion Status	Status	#	%	#	%	#	%	#
	No Action Taken	21	100%	13	100%	16	100%	9
	In Progress	0	0%	0	0%	0	0%	0
	Completed	0	0%	0	0%	0	0%	0
	<b>Total Outcomes</b>	<b>21</b>	<b>100%</b>	<b>13</b>	<b>100%</b>	<b>16</b>	<b>100%</b>	<b>9</b>

<b>Stage II Status Summary</b>	<b>No Action Taken/In Progress</b>
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**Stage III**

<b>Participant Summary</b>		Mgt. Leadership and Worker Involvement		Worksite Analysis		Hazard Prevention and Control		Safety & Health Training
		#	%	#	%	#	%	#
Stage III Outcome Completion Status	Status	#	%	#	%	#	%	#
	No Action Taken	19	100%	13	100%	8	Err:509	3
	In Progress	0	0%	0	0%	Err:509	Err:509	0
	Completed	0	0%	0	0%	0	Err:509	0
<b>Total Outcomes</b>		<b>19</b>	<b>100%</b>	<b>13</b>	<b>100%</b>	<b>Err:509</b>	<b>Err:509</b>	<b>3</b>

<b>Stage III Status Summary</b>	<b>No Action Taken/In Progress</b>
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**Administrator Summary**

Stage III Outcome Completion Status	Status	#	%	#	%	#	%	#
	No Action Taken	19	100%	13	100%	8	Err:509	3
	In Progress	0	0%	0	0%	Err:509	Err:509	0
	Completed	0	0%	0	0%	0	Err:509	0
	<b>Total Outcomes</b>	<b>19</b>	<b>100%</b>	<b>13</b>	<b>100%</b>	<b>Err:509</b>	<b>Err:509</b>	<b>3</b>

<b>Stage III Status Summary</b>	<b>No Action Taken/In Progress</b>
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and h ng	Documentation		
	%	#	%
	100%	16	100%
	0%	0	0%
	0%	0	0%
	<b>100%</b>	<b>16</b>	<b>100%</b>

%	#	%
100%	16	100%
0%	0	0%
0%	0	0%
<b>100%</b>	<b>16</b>	<b>100%</b>



and h ng	Documentation		
	%	#	%
	100%	12	100%
	0%	0	0%
	0%	0	0%
	<b>100%</b>	<b>12</b>	<b>100%</b>

%	#	%
100%	12	100%
0%	0	0%
0%	0	0%
<b>100%</b>	<b>12</b>	<b>100%</b>



and h ng	Documentation		
	%	#	%
	100%	5	100%
	0%	0	0%
	0%	0	0%
	<b>100%</b>	<b>5</b>	<b>100%</b>

%	#	%
100%	5	100%
0%	0	0%
0%	0	0%
<b>100%</b>	<b>5</b>	<b>100%</b>

# OSHA Challenge - General Industry Track Stage I Tracking Form

Participant Name
[Enter Participant Name]

Administrator Name
[Enter Administrator Name]

Report Period	
Time Period	
Year	

## Stage I -- Management Leadership and Worker Involvement

	Participa
<b>1. Management Commitment - Actions Required</b>	
<b>1. Safety and Health Mission Statement.</b> Develop, issue, and communicate a Safety and Health Mission Statement (ie, defining where the site wants to be). This Vision statement should address the company's desire to participate in OSHA Challenge. This process may include involving permanent workers in the development of these documents.	No Acti
Participant Goal:	Date Compl
Participant Actions Taken:	
Administrator Narrative:	
<b>2. Safety and Health Policy Statement.</b> Develop, issue, and communicate a Safety and Health Policy Statement (i.e., what the site commits to doing).	No Acti
Participant Goal:	Date Compl
Participant Actions Taken:	
Administrator Narrative:	
<b>3. Leadership.</b> Company establishes a policy requiring managers to participate and demonstrate leadership in safety and health management system activities. Managers set an example and behaviors that demonstrate a commitment to safety and health, such as attending training, participating in planning meetings, wearing PPE, encouraging workers to report hazards, injuries and illnesses, enforcing the "if it's not safe, we're not doing it" principle, and performing other safety and health-related actions that are required of workers.	No Acti
Participant Goal:	Date Compl
Participant Actions Taken:	
Administrator Narrative:	
<b>4. Adequate resources and safety and health integration.</b> Develop a safety and health budget for the present and for the future, including a plan for covering typical safety and health expenditures, as well as unusual or emergency expenditures such as requirements for prompt correction of uncontrolled hazards. Commit and ensure utilization of adequate resources to achieve this for OSHA Challenge. Take management action to begin integrating safety and health into other aspects of planning, such as planning for new equipment, processes, building materials, etc. Company establishes a policy/requirement that safety and health will be integrated into the overall planning and budgeting processes.	No Acti
Participant Goal:	Date Compl
Participant Actions Taken:	
Administrator Narrative:	
<b>5. Safety and health goals and objectives.</b> Establish, document, and communicate to workers the annual safety and health goals and objectives that are clear, attainable, measurable, and relevant to bringing about a safe and healthy work environment, as well as the policies and procedures that will help achieve these goals and objectives. Goals should be based on outcome of baseline and trend analysis.	No Acti

Establish a policy/requirement that subcontractors will develop their goals and objectives supportive of the company goals in an equivalent manner.	
<b>Participant Goal:</b>	<b>Date Complete:</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
6. <b>Clear lines of communication with workers and worker access.</b> Take action to establish clear lines of communication with all workers and ensure that they have reasonable access to top management with regard to safety and health issues. Address issues of worker language barriers by providing safety and health information in languages spoken and understood by workers.	No Action
<b>Participant Goal:</b>	<b>Date Complete:</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
7. <b>Clear responsibilities, authority, and accountability for safety and health.</b> Clarify the safety and health responsibilities of each company worker and contractor working on the site/project:	
a. Identify who will be responsible for achieving safety and health goals and objectives.	No Action
<b>Participant Goal:</b>	<b>Date Complete:</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
b. Identify specific persons to be accountable for meeting safety and health goals, including, at a minimum, managers, supervisors, and specific safety and health staff; assign adequate authority, as appropriate to their level of responsibility; and explain their accountability and authority to all workers.	No Action
<b>Participant Goal:</b>	<b>Date Complete:</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
c. Develop a safety and health accountability plan to hold managers, supervisors, and non-supervisory workers accountable for meeting their responsibilities through a documented performance standards and appraisal system.	No Action
<b>Participant Goal:</b>	<b>Date Complete:</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
<b>2. Worker Involvement - Actions Required</b>	
1. <b>Worker Safety and Health Perception Survey.</b> Evaluate the current safety and health practices at the total site and establish a baseline in the following areas for each of the following categories of personnel – managers, supervisors, and non-supervisory workers:	No Action
a. Levels of involvement in the safety and health management system	
b. Values regarding the importance of worker safety and health	
c. Perceptions of the effectiveness of the total company's safety and health management system	
d. Perceptions of how well the culture encourages and supports reporting on hazards, accidents, and injuries	
e. Levels of compliance with rules or unwritten safety and health standards	
f. Perceptions regarding their roles, responsibilities, and accountability in ensuring safety and health on the total project/site	
<b>Participant Goal:</b>	<b>Date Complete:</b>



<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
2. <b>Safety and Health Perception Survey Action Plan.</b> Develop an action plan to address the findings from the survey and begin implementation of the plan.	No Action
<b>Participant Goal:</b>	Date Completed
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
3. <b>Worker notification.</b> Notify company and subcontractor workers as follows:	
a. Inform managers, supervisors, non-supervisory workers of their rights under the Occupational Safety and Health (OSH) Act. Take steps to encourage them to freely exercise their rights, especially that of freely reporting hazards in the workplace.	No Action
<b>Participant Goal:</b>	Date Completed
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
b. Inform all workers, including new hires, of the company's participation in OSHA Challenge.	No Action
<b>Participant Goal:</b>	Date Completed
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
4. <b>Meaningful worker involvement.</b> Develop a plan, including an implementation schedule, for how to bring about the meaningful involvement of all managers, supervisors, and non-supervisory workers through participation in various safety and health related activities. Specifically, for this OSHA Challenge:	No Action
<b>Participant Goal:</b>	Date Completed
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
a. Consistent with applicable labor laws, initiate the establishment of a few key teams (e.g., a safety and health planning team) representing different sectors of the site's staff, to bring about meaningful change.	No Action
<b>Participant Goal:</b>	Date Completed
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
b. Begin to involve some workers in safety and health activities such as accident investigations. Note: ensure that proper training is provided before workers conduct such activities.	No Action
<b>Participant Goal:</b>	Date Completed
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
<b>3. Contract Worker Coverage - Actions Required</b>	
1. <b>Contractor oversight and management system.</b> Develop, document, and begin implementing the following basic elements of an oversight and management system covering contractors:	
a. <b>Equal safety and health protection.</b> Develop and begin implementing a plan for how to provide contractor workers with safety and health protection equal in quality to that provided to	No Action

company workers.	
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
b. <b>Adherence to safety and health rules.</b> Inform all contractors and their workers that they are required to adhere to all of the company's safety and health rules, regardless of their status or the length of time they perform work on the site.	No Acti
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
c. <b>Hazards in contractor work areas.</b> Establish a requirement that contractors provide timely identification, correction, and tracking of uncontrolled hazards in their work areas.	No Acti
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
Stage I -- Worksite Analysis	

<b>1. Baseline Safety and Industrial Hygiene Hazard Analysis - Required Actions</b>		Participate
1. Conduct a baseline safety and industrial hygiene hazard analysis to establish initial levels of exposure (baselines) for comparison to future levels, so that changes can be recognized. This study should include a review of previous accidents, injuries, and illnesses; complaints of workplace hazards; previous studies, etc.		No Action
<b>Participant Goal:</b>		Date Completed
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. Ensure that the baseline survey accomplishes the following:		No Action
a. Identifies and documents common safety hazards in the site and how they are controlled.		
b. Identifies and documents common health hazards in the site and determine if further sampling is needed.		
c. Identifies and documents safety and health hazards that need further study.		
d. Covers the entire work site and indicates who conducted the survey and when it was completed.		
<b>Participant Goal:</b>		Date Completed
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. Repeat the baseline survey only if warranted by significant changes (eg, changes in processes, equipment, hazard controls, etc).		No Action
<b>Participant Goal:</b>		Date Completed
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>2. Hazard Analysis of Routine Jobs, Tasks, and Processes - Required Actions</b>		Participate
No Actions Required		N/A
<b>3. Industrial Hygiene (IH) Program - Actions Required</b>		Participate
1. Complete a baseline study, including a chemical inventory, review of previously reported hazards, trends, or illnesses, to identify and quantify worker exposures to typical health hazards such as noise, chemicals, dust, etc.		No Action
<b>Participant Goal:</b>		Date Completed
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
<b>4. Routine Self-Inspections - Required Actions</b>		Participate
No Outcomes Required		N/A
<b>5. Hazard Reporting System for Employees - Required Actions</b>		Participate
No Outcomes Required		N/A
<b>6. Accident Investigations - Required Actions</b>		Participate
1. Investigate accidents and maintain written reports of the investigations. Investigations should be conducted by trained personnel and:		No Action
a. Document the entire sequence of relevant events.		
b. Identify all contributing factors.		
c. Determine whether the safety and health management system was effective.		
d. Recommend actions to prevent recurrence.		
e. Assign timeframes and responsibility for implementing recommended controls.		

g. The site should make the results available to workers on request (although actual investigation records need not be provided).	
<b>Participant Goal:</b>	<b>Date Complete</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
<b>7. Trend Analysis - Required Actions</b>	
1. Conduct a trend analysis of previous three complete calendar years' injury and illness history, based on a thorough review of OSHA 300 logs, workers' compensation claim forms, and accident reports.	Participate No Action
<b>Participant Goal:</b>	<b>Date Complete</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
2. Begin developing a plan for conducting an analysis of other safety and health-related information (e.g., hazards identified during inspections, worker reports of hazards, accidents, near-misses, etc.) for the purpose of establishing or detecting trends, planning, and setting goals.	No Action
<b>Participant Goal:</b>	<b>Date Complete</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
<b>Stage I -- Hazard Prevention and Control</b>	
<b>1. Certified Professional Resources - Actions Required</b>	
1. Ensure that outside sources are available if needed to conduct baseline hazard analysis, and that they are certified, competent, and qualified to perform baselines pertinent to the work activity involved.	Participate No Action
<b>Participant Goal:</b>	<b>Date Complete</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
<b>2. Hazard Elimination and Control Methods - Actions Required</b>	
1. Company establishes and implements a system that prioritizes hazards identified in this stage based on the potential seriousness of injury, illness, property loss, frequency of exposure, and long- term effects. Establish an action plan for correction.	Participate No Action
<b>Participant Goal:</b>	<b>Date Complete</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
2. Identify options and select the most appropriate option or combination of options for hazard elimination and control methods, including engineering controls, administrative controls, work practices, and personal protective equipment (PPE).	No Action
<b>Participant Goal:</b>	<b>Date Complete</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
3. Take steps to ensure that the selected controls are appropriate to the site's hazard(s); understood and followed by all affected parties; equitably enforced through the disciplinary system; written, implemented, and updated as needed; used by workers; and incorporated into training, positive reinforcement, and correction programs.	No Action

<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
<b>3. Hazard Control Programs - Actions Required</b>	<b>Participa</b>
1. Conduct an inventory of existing hazard control programs required by OSHA standards (eg, PPE, Hazard Communication, Respiratory Protection, Lockout/Tagout, Confined Space Entry, Process Safety Management, or Bloodborne Pathogens).	<b>No Acti</b>
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
2. Review existing programs to identify what is missing or unsatisfactory.	<b>No Acti</b>
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
3. Develop missing programs and modify existing programs, as needed, to meet all OSHA guidelines, including training requirements.	<b>No Acti</b>
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
<b>4. Occupational Health Care Program - Actions Required</b>	<b>Participa</b>
1. <b>Records Review.</b> Conduct a thorough review of injury/illness records and ensure they are in order.	<b>No Acti</b>
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
2. <b>Licensed health care professionals.</b> Provide workers access to licensed health care professionals who can provide onsite or offsite services and emergency services. Provide emergency services as required.	<b>No Acti</b>
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
<b>5. Preventative Maintenance of Equipment - Actions Required</b>	<b>Participa</b>
1. Conduct an inventory of equipment that requires preventive maintenance.	<b>No Acti</b>
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
<b>6. Tracking of Hazard Correction - Actions Required</b>	<b>Participa</b>
1. Develop and begin using a documented system to record hazards identified in this stage through the baseline study, trend analysis, and accident investigations. The system must document priority, assign responsibility for correction, establish timeframes for correction, and follow up to ensure total abatement.	<b>No Acti</b>
<b>Participant Goal:</b>	<b>Date Compl</b>

<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
<b>7. Emergency Preparedness and Response - Required Actions</b>	<b>Participa</b>
1. Establish and communicate written procedures for responding during all shifts to all types of emergencies (fire, chemical spill, accident, terrorist threat, natural disaster, etc), in compliance with applicable requirements.	<b>No Acti</b>
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
2. Conduct at least one evacuation drill and assess how well the procedures worked.	<b>No Acti</b>
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
3. Make available and explain to all workers emergency procedures and services, including provisions for physician care and emergency medical care, ambulances, emergency medical technicians, emergency clinics, or hospital emergency rooms, available for all shifts within a reasonable time and distance.	<b>No Acti</b>
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
4. Conduct at least one training class on first aid and CPR so that there is at least one trained worker for each shift , or an alternative that is at least as effective.	<b>No Acti</b>
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
<b>Stage I -- Safety and Health Training</b>	
<b>1. Safety and Health Training - Required Actions</b>	<b>Participa</b>
1. Provide training to managers, supervisors, non-supervisory workers, and contract workers following the general guidelines below:	
a. Document training attendance.	<b>No Acti</b>
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
b. Provide training at the following intervals: (1) For OSHA-required courses – as often as necessary to meet OSHA standards; (2) For non-OSHA required courses – at adequate intervals to meet specific needs; (3) For training on new work processes, new equipment, and new procedures, as needed.	<b>No Acti</b>
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
c. Develop or acquire up-to-date and clearly understandable training for all required participants, with	

curricula and materials developed to meet specific site needs and modified to reflect changes and/or new workplace procedures, trends, hazards, and controls identified by hazard analysis.	No Action
<b>Participant Goal:</b>	Date Completed
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
d. Ensure that training is conducted by persons who have specific subject matter knowledge or expertise.	No Action
<b>Participant Goal:</b>	Date Completed
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
E. Use findings of the various worksite analysis activities (e.g., baseline study, hazard analysis of routine jobs, tasks, and processes, etc.) to develop training that is relevant to the site (e.g., training on safe job procedures; modifying workstations, equipment, or materials; incorporating findings in future planning efforts, etc.).	No Action
<b>Participant Goal:</b>	Date Completed
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
2. At a minimum, provide the following types of training to current or new managers, supervisors, and non-supervisory workers:	
a. Their rights under the OSH Act	No Action
<b>Participant Goal:</b>	Date Completed
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
b. OSHA Challenge	No Action
<b>Participant Goal:</b>	Date Completed
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
c. Hazards in the workplace; how to recognize hazardous conditions; signs and symptoms of workplace-related illnesses; protective measures; safe work procedures	No Action
<b>Participant Goal:</b>	Date Completed
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
d. What is required PPE, why it is required, its limitations, how to use it, and how to maintain it	No Action
<b>Participant Goal:</b>	Date Completed
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
e. Specific responsibilities for each type of emergency	No Action
<b>Participant Goal:</b>	Date Completed
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
f. Emergency evacuation procedures	No Action

<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
3. At a minimum, provide the following types of training to managers and supervisors:	
a. Their specific safety and health responsibilities and how to carry them out effectively	No Acti
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
b. Methods for changing workplace safety and health attitudes and practices	No Acti
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
c. Requirements for OSHA Challenge Stage I	No Acti
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
4. At a minimum, provide the following types of training to designated safety and health staff and others with assigned safety and health responsibilities, to equip them with the knowledge and skills they need to perform their assigned tasks or to identify appropriate vendors:	
a. How to conduct an assessment of workplace safety and health practices	No Acti
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
b. Methods for changing workplace safety and health attitudes and practices and how to develop a plan to address necessary changes	No Acti
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
c. How to conduct the required baseline safety and industrial hygiene hazard analysis	No Acti
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
d. How to conduct hazard analyses, accident/incident investigations, routine self-inspections, trend analyses, and preventive maintenance inspections.	No Acti
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
e. Hazard elimination and control methods	No Acti
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	



<b>Administrator Narrative:</b>	
f. How to develop a documented system for routinely scheduled self-inspections	No Acti
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
g. How to develop a worker hazard-reporting system	No Acti
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
h. How to develop a plan for a written IH Program	No Acti
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
i. How to develop emergency procedures	No Acti
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
j. How to develop a hazard tracking system	No Acti
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
5. At a minimum, provide the following types of training to all contractors and contractors' managers, supervisors, and non-supervisory w	
a. Their rights under the OSH Act	No Acti
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
b. OSHA Challenge	No Acti
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
c. Hazards in the workplace	No Acti
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
d. What is required PPE, why it is required, its limitations, how to use it, and how to maintain it	No Acti
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	

<b>Administrator Narrative:</b>	
e. Specific responsibilities for each type of emergency	No Acti
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
f. Emergency evacuation procedures	No Acti
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	

Stage I -- Documentation

1. Minimum Required Documentation		Participant
1. Vision and policy statements		No Action
<b>Participant Goal:</b>	Date Completed	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
2. Accountability plan		No Action
<b>Participant Goal:</b>	Date Completed	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
3. Budget documents showing allocated resources for Safety and Health		No Action
<b>Participant Goal:</b>	Date Completed	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
7. Accurate and up to date records of injury and illness for the previous three calendar years including:		
• OSHA 300 logs		No Action
<b>Participant Goal:</b>	Date Completed	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
• Insurance claim forms		No Action
<b>Participant Goal:</b>	Date Completed	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
• Accident reports		No Action
<b>Participant Goal:</b>	Date Completed	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
5. Baseline hazard analysis results, including IH reports		No Action
<b>Participant Goal:</b>	Date Completed	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
6. Written hazard control programs		No Action
<b>Participant Goal:</b>	Date Completed	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		
7. Accident investigation forms and reports		No Action
<b>Participant Goal:</b>	Date Completed	
<b>Participant Actions Taken:</b>		
<b>Administrator Narrative:</b>		

8. Written contractor policies for this stage	No Action
<b>Participant Goal:</b>	<b>Date Completed:</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
9. Results of baseline assessment of workplace safety and health practices and plan for addressing necessary changes	No Action
<b>Participant Goal:</b>	<b>Date Completed:</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
10. Trend analysis results	No Action
<b>Participant Goal:</b>	<b>Date Completed:</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
11. Hazard correction action plan	No Action
<b>Participant Goal:</b>	<b>Date Completed:</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
12. Hazard correction tracking system	No Action
<b>Participant Goal:</b>	<b>Date Completed:</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
13. Preventative maintenance inventory	No Action
<b>Participant Goal:</b>	<b>Date Completed:</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
14. Written emergency procedures	No Action
<b>Participant Goal:</b>	<b>Date Completed:</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	



[Enter Time Period]
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Participant Status	Administrator Status
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# OSHA Challenge - General Industry Track Stage II Tracking Form

Participant Name
[Enter Participant Name]

Administrator Name
[Enter Administrator Name]

Time Period
Year

## Stage II -- Management Leadership and Worker Involvement

### 1. Management Commitment - Required Actions

1. **Safety and Health Mission and Policy Statements.** Continue to communicate the site's Safety and Health Mission and Policy Statements for the entire site. Incorporate appropriate information about the Safety and Health Mission Statement and Policy Statement into the site's orientation training for new workers and contractors.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

2. **Leadership by example.** Continue setting an example to the entire site through behaviors that demonstrate total commitment to safety and health. Ensure increased participation by top executives and managers in safety and health related activities, including examples of activities established in Stage I.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

3. **Adequate resources and safety and health integration.** Continue committing and ensuring the utilization of adequate resources to support safety and health activities and programs. Improve the integration of safety and health into other planning processes.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

4. **Safety and health goals and objectives.** Review the site's progress towards achievement of its safety and health goals and objectives, as well as the policies and procedures to meet them; revise and communicate new annual goals and objectives, as appropriate.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

5. **Clear lines of communication with workers and worker access.** Continue to take necessary action to clarify lines of communication with Company and subcontractor workers and ensure access to senior management regarding safety and health issues.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

6. **Clear responsibilities, authority, and accountability for safety and health.** Continue clarifying safety and health expectations for each worker and contract worker on the site.

**Participant Goal:**

**Participant Actions Taken:**

<b>Administrator Narrative:</b>
a. Begin implementing the accountability plan for managers, supervisors, and safety and health staff by incorporating into their performance plans their responsibilities and standards of performance for safety and health and monitoring performance. Provide specific and timely feedback on performance; require corrective action plans if needed; conduct performance appraisals; provide commensurate rewards and recognition for good performance; and implement consequences for poor performance.
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
b. Continue communicating management expectations regarding everyone's safety and health responsibilities.
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
c. Continue supporting the authority of designated staff members who are accountable for safety and health goals.
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
d. Communicate who is responsible for achieving safety and health goals and objectives, with no unassigned areas, so that each worker and contract worker can describe his/her responsibility for safety and health.
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
7. <b>Disciplinary plan.</b> Develop and begin implementing a disciplinary plan (policy, procedures, consequences), with an implementation schedule, for management and workers. Ensure equitable enforcement of the plan among all non-supervisory workers, as well as across levels (e.g., management staff should not get better treatment than non-supervisory workers).
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
8. <b>Annual self-evaluation of safety and health management program.</b> No action required.
<b>2. Worker Involvement - Required Actions</b>
1. <b>Worker Safety and Health Perception Survey.</b> Continue reviewing and responding to the findings and conclusions of the baseline worker safety and health perception survey conducted in Stage I.
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
2. <b>Safety and Health Perception Survey Action Plan.</b> Continue implementing the site's Safety and Health Perception Survey Action Plan developed in Stage I.
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>

3. **Worker notification.** Notify new Company managers, supervisors, and non-supervisory workers of their rights under the OSH Act, of the company's participation in OSHA Challenge, and any other pertinent information. Incorporate this information into the company's orientation for new workers and subcontractors.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

4. **Meaningful worker involvement.** Continue implementing the site's worker involvement plan, developed in Stage I. Specifically, for Challenge Stage II:

a. Encourage the formation of new and/or greater participation in safety and health teams to meet the site's needs at this Stage of OSHA Challenge.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

b. Increase worker participation as part of safety and health teams that conduct accident/near-miss investigations, self-inspections, and job hazard analyses.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

**3. Contract Worker Coverage - Required Actions**

1. **Contractor oversight and management system.** Continue improving and fully implement the following basic elements of an oversight and management system covering contractors:

a. **Equal safety and health protection.** Improve and continue implementing the contractor program begun in Stage I.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

b. **Adherence to safety and health rules.** Improve process for requiring immediately and contractually that contract workers who work on-site whether regular or temporary to adhere to all of the site's safety and health rules, regardless of their status or the length of time they perform work on site.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

c. **Contractor selection and oversight.** Implement a policy and process for addressing safety and health performance, including review of written safety and health plan and injury and illness rates, in selecting contractors and in overseeing their work while they are onsite.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

d. **Hazards in contractor work areas.** Improve and formalize the process for the timely identification, correction, and tracking of uncontrolled hazards in the contractors' work areas, as needed.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

e. **Removal of contractor for violations.** Develop and implement a penalty policy and process for safety or health violations in contractor work areas including removal.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

**Stage II -- Worksite Analysis**

**1. Baseline Safety and Industrial Hygiene Hazard Analysis - Required Actions**

1. No action required (See IH Required Actions below).

**2. Hazard Analysis of Routine Jobs, Tasks, and Processes - Required Actions**

1. Identify and document safety and health hazards of routine jobs, tasks, and processes and recommend adequate hazard controls by conducting task-based or system/process hazard analyses when the routine jobs, tasks, and processes have had injuries/illnesses associated with them or have: experienced significant incidents or near-misses; are perceived as high-hazard tasks, i.e., they could result in a catastrophic explosion, electrocution, or chemical overexposure; or are required by a regulation or standard. Identify the steps of the task or procedure being analyzed, the hazard controls currently in place, recommendations for needed additional hazard controls, dates conducted, and the responsible parties.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

2. Update the hazard analysis as appropriate, such as when the environment, procedures, or equipment change or when errors are found that invalidate the most recent hazard analysis.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

**3. Hazard Analysis of Significant Changes - Required Actions**

No action required.

**4. Pre-Use Analysis - Outcomes Achieved - Required Actions**

No action required.

**5. Industrial Hygiene (IH) Program - Required Actions**

1. Develop a written IH Program to establish procedures and methods for identifying, analyzing, and controlling health hazards to prevent occupational disease. The written program must address sampling issues, including sampling methods, performed by whom, compared to what, required documentation, and how communicated to workers.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

2. Begin implementing the IH Program by doing the following:

a. Conduct further analysis, such as full shift sampling, if necessary.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

b. Establish and implement sampling frequencies – a schedule for sampling identified hazards

– and conduct additional sampling as needed, based on findings of the baseline hazard analysis, review of chemicals, worker reports of hazards, previous exposures, and reports of illnesses.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

c. Begin implementing appropriate controls for hazards identified in Stages I and II.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

#### **6. Routine Self-Inspections - Required Actions**

1. Company develops a documented system for routinely scheduled self-inspections of the workplace, including a tool or checklist, the inspection schedule, the members of the regular self-inspection teams to be created, recording of findings, responsibility for abatement, and tracking of identified hazards for timely correction.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

#### **7. Hazard Reporting System for workers - Required Actions**

1. Develop and begin implementing a hazard-reporting system, which may be anonymous, that allows workers to use specific tools to notify management staff in writing (or via alternate methods), without fear of reprisal, about possibly hazardous conditions, accidents, and near-misses. Determine and communicate to workers how they will receive feedback on actions taken regarding the hazards they report.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

#### **8. Investigation of Accidents and Near-Misses - Required Actions**

1. Continue investigating accidents, following the guidelines established in Stage I.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

2. Begin investigating near-misses, following the same guidelines established in Stage I for investigating accidents.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

3. Continue making findings and corrective actions available to workers on request (although actual investigation records need not be provided).

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

**9. Trend Analysis - Required Actions**

1. Conduct a trend analysis of the other safety and health-related information not yet studied (e.g., hazards identified during inspections, worker reports of hazards, accidents, and near-misses, etc.) for the purpose of establishing or detecting trends, planning, and setting goals.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

2. Conduct another trend analysis of injury and illness history if a year has gone by since the initial trend analysis.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

**Stage II -- Hazard Prevention and Control**

**1. Certified Professional Resources - Required Actions**

1. Provide access to certified safety and health professionals, licensed health care professionals, and others experts as needed, who can provide onsite or offsite services.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

**2. Hazard Elimination and Control Methods - Required Actions**

1. Prioritize hazards identified in this stage based on seriousness and frequency of injury or illness or property loss, frequency of exposure, and long- term effects. Establish an action plan for correction.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

2. Identify options and select the most appropriate option or combination of options for hazard elimination and control methods, including engineering controls (including protective safety devices), administrative controls, work practices, and PPE.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

3. Take steps to ensure that the selected controls are: appropriate to the site's hazard(s); understood and followed by all affected parties; equitably enforced through the disciplinary system; written, implemented, and updated as needed; used by workers; and incorporated into training, positive reinforcement, and correction programs.

**Participant Goal:**

**Participant Actions Taken:**

**Administrator Narrative:**

**3. Hazard Control Programs - Required Actions**

1. Continue implementing hazard control programs required by OSHA standards. Modify and improve, as needed.

**Participant Goal:**

**Participant Actions Taken:**



<b>Administrator Narrative:</b>
2. Continue training all workers on these programs, as needed.
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
3. Establish necessary hazard control programs in compliance with new OSHA standards, if any.
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
<b>4. Tracking of Hazard Correction - Required Actions</b>
1. Continue implementing and improving the documented system, established in Stage I, to record hazards identified in this Stage, through the means listed in Stage I, and now also through hazard analysis of routine jobs, self-inspections, near-miss investigations, and worker reports of hazards. Record priority, responsibility for correction, timeframes for correction, and follow up to ensure total abatement.
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
<b>5. Preventative Maintenance of Equipment - Required Actions</b>
1. Review the equipment inventory developed in Stage I.
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
2. Establish and begin following a preventive maintenance schedule to monitor and maintain equipment (including hazard controls, such as machine guards and exhaust ventilation) so it can be replaced or repaired on a schedule according to manufacturers' recommendations to prevent potential hazards.
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
<b>6. Occupational Health Care Program - Required Actions</b>
1. Licensed health care professionals. Provide workers access to licensed health care professionals who can provide onsite or offsite services.
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
2. Health services, as needed. Company arranges for health services, such as pre-placement physicals, audiograms, and lung function tests for workers, as needed, based on the outcomes of the baseline safety and health analysis.
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
<b>7. Emergency Preparedness and Response - Required Actions</b>
1. Continue communicating the emergency procedures in compliance with applicable standards.
<b>Participant Goal:</b>

<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
2. Improve and continue making available and explaining to all workers emergency procedures and services, including provisions for emergency physician and medical care, ambulances, emergency medical technicians, emergency clinics, or hospital emergency rooms available to all shifts within a reasonable time and distance.
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
3. Establish an Emergency Response team including: persons trained in first aid and CPR available on all shifts (or an alternative that is at least as effective). Increase the number of trained individuals from from Stage I.
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
4. Conduct at least one evacuation drill, assess how well the procedures worked, and improve the emergency procedures, as needed.
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>

**Stage II -- Safety and Health Training**

<b>1. Safety and Health Training - Required Actions</b>
1. Continue to provide training to managers, supervisors, non-supervisory workers, and contract workers following the general guidelines established in Stage I.
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
2. As needed, continue to provide current or new managers, supervisors, non-supervisory workers, contract workers, and designated safety and health staff all the required training established in Stage I.
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
3. In addition to required training established in Stage I, at a minimum, provide the following types of training to designated safety and health staff and others with assigned safety and health responsibilities to equip them with the knowledge and skills they need to perform their assigned tasks or to identify appropriate vendors:
a. How to develop a disciplinary plan
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
b. How to develop a system and written procedures to annually evaluate the entire site's safety and health management system

<b>Participant Goal:</b>	
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
c. How to conduct hazard analyses of significant changes	
<b>Participant Goal:</b>	
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
d. How to conduct pre-use analyses	
<b>Participant Goal:</b>	
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
e. How to conduct IH sampling, if applicable	
<b>Participant Goal:</b>	
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
f. How to conduct an annual evaluation of the site's safety and health management system	
<b>Participant Goal:</b>	
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
4. In addition to required training established in Stage I, at a minimum, provide contract workers with training on how to recognize hazardous conditions, signs and symptoms of workplace-related illnesses, protective measures, and safe work procedures.	
<b>Participant Goal:</b>	
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
<b>Stage II -- Documentation</b>	
<b>1. Minimum Required Documentation</b>	
1. All documentation required in Stage I	
<b>Participant Goal:</b>	
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
2. Job Hazard Analysis forms and records	
<b>Participant Goal:</b>	
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
3. Routine self-inspection forms and records	
<b>Participant Goal:</b>	
<b>Participant Actions Taken:</b>	

<b>Administrator Narrative:</b>
4. Worker Hazard reporting forms
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
5. Minutes, charters, mission statements of safety and health teams
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
6. Contractor program documentation – updated to include additional policies established in this stage
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
7. Trend analysis results
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
8. Written IH Program- and any sampling results since the baseline
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
9. Documentation showing implementation of hazard controls and their effectiveness (i.e.- ventilation studies, PPE purchases, machine guarding purchases)
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
10. Written Preventive Maintenance schedule and system
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
11. Emergency Procedures – updated since Stage I
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>
12. Training matrix and records
<b>Participant Goal:</b>
<b>Participant Actions Taken:</b>
<b>Administrator Narrative:</b>



Report Period	
[Enter Time Period]	
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Participant Status	Administrator Status
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## OSHA Challenge - General Industry Track Stage III Tracking Form

<b>Participant Name</b>	<b>Administrator Name</b>	<b>Report Period</b>	
[Enter Participant Name]	[Enter Administrator Name]	<b>Time Period</b>	
		Year	

### Stage III -- Management Leadership and worker Involvement

1. Management Commitment - Required Actions	Participant
<p>1. <b>Safety and Health Mission and Policy Statements.</b> Continue to communicate the site's Safety and Health Mission and Policy Statements for the site and take necessary steps to ensure all workers and contractors understand the statements. Ensure that appropriate information about the site's Safety and Health Mission and Policy Statements routinely becomes a part of the site's general communication and of specific training for new workers and contractors.</p>	No Action
<b>Participant Goal:</b>	<b>Date Completed</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
<p>2. <b>Leadership by example.</b> Continue setting an example to the entire site through behaviors that demonstrate total commitment to safety and health (see examples in Stage I). Ensure total involvement of all executives, managers, and supervisors in the site's safety and health related activities and programs.</p>	No Action
<b>Participant Goal:</b>	<b>Date Completed</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
<p>3. <b>Adequate resources and safety and health integration.</b> Continue committing and ensuring the utilization of adequate resources to support safety and health activities and programs. Ensure that safety and health is routinely integrated into all planning processes at the site.</p>	No Action
<b>Participant Goal:</b>	<b>Date Completed</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
<p>4. <b>Safety and health goals and objectives.</b> Review, revise, and continue communicating, as appropriate to this Stage, the previous year's safety and health goals and objectives, as well as the policies and procedures to meet them. Ensure that safety and health goals and objectives are routinely considered in planning for and implementing the site's various activities and programs.</p>	No Action
<b>Participant Goal:</b>	<b>Date Completed</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
<p>5. <b>Clear lines of communication with workers and worker access.</b> Continue to take necessary action to clarify lines of communication with all workers and ensure reasonable access to top management with regard to safety and health issues. Take proactive steps to</p>	No Action

encourage open dialogue between management staff and workers.

**Participant Goal:** **Date Compl**

**Participant Actions Taken:**

**Administrator Narrative:**

6. **Clear responsibilities, authority, and accountability for safety and health.** Continue clarifying safety and health expectations for each worker and contract worker in the site. Ensure all workers understand and accept their safety and health roles and responsibilities. Continue supporting the authority of designated staff members who are accountable for achieving safety and health goals and objectives. In addition:

**No Action**

**Participant Goal:** **Date Compl**

**Participant Actions Taken:**

**Administrator Narrative:**

a. Ensure that safety and health performance elements have been incorporated into the written job descriptions and performance plans of all workers, including managers, supervisors, and non-supervisory workers, as well as contractors.

**No Action**

**Participant Goal:** **Date Compl**

**Participant Actions Taken:**

**Administrator Narrative:**

b. Incorporate safety and health responsibilities into the job descriptions and performance plans of all non-supervisory workers and ensure that every individual's safety and health performance is monitored and evaluated and that everyone receives feedback on their safety and health performance.

**No Action**

**Participant Goal:** **Date Compl**

**Participant Actions Taken:**

**Administrator Narrative:**

c. Develop and implement a system of rewards and recognition for exemplary safety and health performance.

**No Action**

**Participant Goal:** **Date Compl**

**Participant Actions Taken:**

**Administrator Narrative:**

7. **Disciplinary plan.** Improve and continue implementing the disciplinary plan developed in Stage II for non-supervisory workers, ensuring equitable enforcement as required. Enforce the plan to ensure higher levels of compliance to achieve the desired outcomes for Stage III.

**No Action**

**Participant Goal:** **Date Compl**

**Participant Actions Taken:**

**Administrator Narrative:**

8. **Annual self-evaluation of safety and health management dystem.** Develop a system and written procedures to annually evaluate the entire site's safety and health management system. The evaluation may be conducted by site workers with managers, qualified corporate staff, or trained outsiders. The evaluation must: identify the strengths and weaknesses of the site's safety and health management system; contain specific recommendations, timelines, and assignment of responsibilities for improvements; and

**No Action**



document actions taken to satisfy the recommendations. The site must conduct at least one annual self-evaluation of its safety and health management system in Stage III; the site must conduct additional self-evaluations each year they remain in OSHA Challenge.	
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<b>Participant Goal:</b>	<b>Date Compl</b>
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<b>Participant Actions Taken:</b>	
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<b>Administrator Narrative:</b>	
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<b>2. Worker Involvement - Required Actions</b>	<b>Statu</b>
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1. <b>Follow-up worker safety and health perception survey.</b> Conduct a follow-up assessment of the baseline baseline worker safety and health perception survey to identify improvements.	<b>No Action</b>
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<b>Participant Goal:</b>	<b>Date Compl</b>
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<b>Participant Actions Taken:</b>	
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<b>Administrator Narrative:</b>	
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2. <b>Safety and Health Perception Survey Action Plan.</b> Continue implementing the site's Safety and Health Perception Survey Action Plan developed in Stage I.	<b>No Action</b>
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<b>Participant Goal:</b>	<b>Date Compl</b>
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<b>Participant Actions Taken:</b>	
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<b>Administrator Narrative:</b>	
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3. <b>Worker notification.</b> Continue notifying new managers, supervisors, non-supervisory workers, and contractors of their rights under the OSH Act and of the site's participation in OSHA Challenge. Assure that appropriate information about workers' rights continue to be incorporated into the site's orientation training for new workers and contractors. Take proactive steps to encourage all workers to freely exercise their rights, especially that of freely reporting hazards in the workplace.	<b>No Action</b>
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<b>Participant Goal:</b>	<b>Date Compl</b>
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<b>Participant Actions Taken:</b>	
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<b>Administrator Narrative:</b>	
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4. <b>Meaningful worker involvement.</b> Take proactive steps to ensure full implementation of the site's worker involvement plan developed in Stage I and refined in Stage II. Specifically, for Stage III:	
a. Ensure that all the safety health teams needed to achieve the required outcomes for Stage III are established and that there is broad and active worker participation in these teams.	<b>No Action</b>

<b>Participant Goal:</b>	<b>Date Compl</b>
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<b>Participant Actions Taken:</b>	
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<b>Administrator Narrative:</b>	
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b. Ensure that audits, accident/incident investigations, self-inspections, and job hazard analyses are routinely conducted by regular teams that have broad and active worker representation.	<b>No Action</b>
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<b>Participant Goal:</b>	<b>Date Compl</b>
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<b>Participant Actions Taken:</b>	
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<b>Administrator Narrative:</b>	
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c. Improve and continue implementing the site's hazard-reporting program for workers. Take proactive steps to encourage more active and open worker participation.	<b>No Action</b>
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Participant Goal: Date Compl

Participant Actions Taken:

Administrator Narrative:

**3. Contract Worker Coverage - Required Actions** Stat

1. **Contractor oversight and management system.** Continue improving and fully implementing the contractor oversight and management system. Take proactive steps to ensure that contractors receive safety and health protection equal to that received by workers; that they adhere to the site's safety and health rules and are removed promptly for safety and health violations; that management considers contractors' safety and health performance in selecting contractors and overseeing their work; and that the site identifies, corrects, and tracks uncontrolled hazards in contractors' work areas. No Action

Participant Goal: Date Compl

Participant Actions Taken:

Administrator Narrative:

2. Safety and health management systems for contractors. Begin working with contractors to encourage and support them in developing and operating their own effective safety and health management systems. No Action

Participant Goal: Date Compl

Participant Actions Taken:

Administrator Narrative:

**Stage III -- Worksite Analysis**

**Worksite Analysis - Required Actions** Stat

1. **Baseline Survey.** Repeat the baseline survey only if warranted by significant changes (e.g., changes in processes, equipment, hazard controls, etc.). No Action

Participant Goal: Date Compl

Participant Actions Taken:

Administrator Narrative:

2. **Hazard analyses of routine jobs, tasks, and processes:** Continue conducting hazard analyses, following guidelines specified in Stages II, to identify, analyze, and control hazards at the site. Specifically, for this Stage:  
a. Identify hazards of routine jobs, tasks, and processes and recommend adequate hazard controls by conducting task-based or system/process hazard analyses when the routine jobs, tasks, and processes: have written procedures; have been recommended by other studies and analyses for more in-depth analysis; or are determined by the Challenge participant to warrant hazard analysis. Follow the guidelines established in Stage II. No Action

Participant Goal: Date Compl

Participant Actions Taken:

Administrator Narrative:

3. **Hazard analysis of non-routine tasks and significant changes.** Identify and document safety and health hazards of significant changes, including but not limited to non-routine tasks (e.g., performed less than once a year) and new processes, materials, equipment and facilities to identify uncontrolled hazards prior to the activity or use and recommend adequate hazard controls. No Action

Participant Goal: Date Compl

Participant Actions Taken:

<b>Administrator Narrative:</b>	
<b>4. Pre-use analysis</b>	
a. If the site is considering new equipment, chemicals, facilities, or significantly different operations or procedures, conduct a pre-use analysis to review the potential safety and health impact on the workers at a level of detail appropriate considering the perceived risk and the number of people who may be affected.	No Action
<b>Participant Goal:</b>	Date Compl
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
b. Develop and begin implementing a plan for how to integrate this practice into the procurement/design phase to maximize the opportunity for proactive hazard controls.	No Action
<b>Participant Goal:</b>	Date Compl
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
c. Take proactive steps to ensure that pre-use analysis continues to be integrated into the procurement/design phase.	No Action
<b>Participant Goal:</b>	Date Compl
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
<b>5. Industrial hygiene program.</b> Continue implementing the IH program to identify, analyze, and control health hazards to prevent occupational disease.	No Action
<b>Participant Goal:</b>	Date Compl
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
<b>6. Routine self-inspections.</b>	
a. Company and subcontractors continue implementing the documented system for routinely scheduled self-inspections of the workplace developed in Stage II.	No Action
<b>Participant Goal:</b>	Date Compl
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
b. Continue conducting self-inspections by designated safety and health staff, with the participation of other non-supervisory workers.	No Action
<b>Participant Goal:</b>	Date Compl
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
c. Take proactive steps to ensure that self-inspections are routinely conducted monthly and that the entire work site is covered at least quarterly.	No Action
<b>Participant Goal:</b>	Date Compl
<b>Participant Actions Taken:</b>	

**Administrator Narrative:**

7. **Hazard-reporting system.** Continue implementing the hazard-reporting system and encourage active reporting. Implement program improvements as needed. Ensure regular feedback to all workers on the status of hazards reported (e.g., through meetings, newsletters, e-mail messages, bulletin board postings, intranet postings, etc.). Take proactive steps to encourage all workers to freely make suggestions and report hazardous conditions without fear of retaliation.

No Action

**Participant Goal:** Date Compl

**Participant Actions Taken:**

**Administrator Narrative:**

8. **Investigation of accidents and near-misses.** Continue investigating accidents and near-misses, as needed, following the guidelines specified in Stages I and II.

No Action

**Participant Goal:** Date Compl

**Participant Actions Taken:**

**Administrator Narrative:**

9. **Trend Analysis.** Take proactive steps to establish a system for trend analysis to ensure that the process takes place regularly (at least annually) as scheduled, for all types of safety and health information and is used in setting future goals to address identified trends of accidents, injuries, and illnesses.

No Action

**Participant Goal:** Date Compl

**Participant Actions Taken:**

**Administrator Narrative:**

**Stage III -- Hazard Prevention and Control**

**Hazard Prevention and Control - Required Actions** Stat

1. **Certified professional resources.** Continue to provide workers and contractors access to certified safety and health professionals and licensed health care professionals who can provide onsite and offsite services.

No Action

**Participant Goal:** Date Compl

**Participant Actions Taken:**

**Administrator Narrative:**

2. **Hazard elimination and control methods.** Continue to proactively identify hazards through all means and selecting options or combinations of options to eliminate or control hazards using the most appropriate methods or combination of methods, i.e., engineering controls (including protective safety devices), administrative controls, work practices, and PPE. Correct all hazards identified in this and previous stages, including long-term abatement projects, before graduating from Stage III.

No Action

**Participant Goal:** Date Compl

**Participant Actions Taken:**

**Administrator Narrative:**

3. **Hazard control programs.** Continue to maintain all hazard control programs required by an OSHA standard, complying with all guidelines, including an annual review and training if required. Take proactive steps to establish hazard control programs, if any, required by new OSHA standards and to modify or update existing programs, as needed.

No Action

**Participant Goal:** Date Compl

**Participant Actions Taken:**

<b>Administrator Narrative:</b>	
4. <b>Hazard Correction Tracking.</b> Continue to implement and improve the site's documented hazard tracking system. Take proactive steps to improve the tracking system, ensure that it is fully implemented, and communicate with all workers throughout the process on the status of specific hazards identified until they are totally abated.	No Action
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
5. <b>Preventive maintenance of equipment.</b> Continue to implement the preventive maintenance on equipment to prevent any hazardous conditions. Take proactive steps to ensure that the site schedule has an established, routinely-observed preventive maintenance schedule and that preventive maintenance is automatically part of future systems.	No Action
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
6. <b>Occupational health care program.</b> Take proactive steps to provide an excellent occupational health care program, including:	
a. Provisions for access to or availability of certified health care professionals, needed health services, and emergency physician and medical care; improve the program based on all available safety and health information.	No Action
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
b. Expand use of licensed health care providers to include site visits to help identify causes and symptoms of occupational injuries and illnesses. Ensure care provided is within the scope schedule of licensure and standard operating procedures.	No Action
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
7. <b>Emergency preparedness and response.</b> Continue to improve, communicate, and implement the site's written procedures for responding during all shifts to all types of emergencies. Review the results of previous drills and conduct and evaluate, at a minimum, an annual drill. Ensure that there is at least one fully operational emergency response team in every shift. Provide AEDs as appropriate and training on their use. Take proactive steps to ensure full implementation and automatic tracking of the site's emergency preparedness and response program and procedures. Establish a HAZMAT team if necessary and consult with local fire department to ensure adequate coverage for fire, explosion, or chemical release.	No Action
<b>Participant Goal:</b>	<b>Date Compl</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	

### Stage III -- Safety and Health Training

Safety and Health Training - Required Actions	Status
1. Continue to provide training to all workers, including contractors, following the general guidelines specified in Stage I.	No Action
<b>Participant Goal:</b>	<b>Date Completed:</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
2. Take proactive steps to improve and continue providing training on specific topics, as needed.	No Action
<b>Participant Goal:</b>	<b>Date Completed:</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
3. Provide training for contractors on how to recognize hazardous conditions and the signs and symptoms of workplace-related illnesses and injuries.	No Action
<b>Participant Goal:</b>	<b>Date Completed:</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	

### Stage III -- Documentation

Documentation	Status
1. All documentation from Stages I and II completed and updated	No Action
<b>Participant Goal:</b>	<b>Date Completed:</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
2. Hazard analysis form showing analysis of non-routine tasks, or significant changes	No Action
<b>Participant Goal:</b>	<b>Date Completed:</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
3. Pre-use analysis forms and results	No Action
<b>Participant Goal:</b>	<b>Date Completed:</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
4. Annual self-evaluation of the site's safety and health management system	No Action
<b>Participant Goal:</b>	<b>Date Completed:</b>
<b>Participant Actions Taken:</b>	
<b>Administrator Narrative:</b>	
5. Follow up Safety and Health Perception Survey and results	No Action
<b>Participant Goal:</b>	<b>Date Completed:</b>
<b>Participant Actions Taken:</b>	

**Administrator Narrative:**

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Taken	No Action Taken
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<b>IS</b>	<b>Status</b>
<b>Taken</b>	<b>No Action Taken</b>
<b>eted:</b>	

<b>Taken</b>	<b>No Action Taken</b>
<b>eted:</b>	

<b>Taken</b>	<b>No Action Taken</b>
<b>eted:</b>	

<b>IS</b>	<b>Status</b>
<b>Taken</b>	<b>No Action Taken</b>
<b>eted:</b>	

<b>Taken</b>	<b>No Action Taken</b>
<b>eted:</b>	

<b>Taken</b>	<b>No Action Taken</b>
<b>eted:</b>	

<b>Taken</b>	<b>No Action Taken</b>
<b>eted:</b>	

<b>Taken</b>	<b>No Action Taken</b>
<b>eted:</b>	

