

**DIVISION OF OCCUPATIONAL SAFETY AND HEALTH
CONSULTATION SERVICES BRANCH
POLICY AND PROCEDURE MANUAL**

TITLE: PARTNERSHIP PROGRAMS: _____

P&P D-62

CAL/SHARP _____

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POLICY: It is the policy of the Division of Occupational Safety and Health to provide opportunities for entire industries and individual establishments to work as partners with labor and Cal/OSHA in implementing and maintaining high standards of workplace safety and health management. The resulting partnerships offer several levels of recognition to qualified employers and their employees:

- Voluntary Protection Program (VPP) and Voluntary Protection Program – Construction (VPPC): The leadership recognition levels for employers that have highly effective safety and health management system.
- Cal/SHARP: For high hazard employers that are maintaining advanced safety and health management system.
- Golden Gate: For high-hazard employers that are maintaining effective safety and health management system.

As an incentive for employers to improve workplace safety and health management, the VPP, VPP – Construction and Cal/SHARP programs have provisions for programmed inspection exemptions.

PROCEDURES: California's Safety and Health Achievement Recognition Program (Cal/SHARP) is designed to meet or exceed the minimal requirements of the Federal OSHA SHARP. Cal/SHARP applies to all high hazard employers including employers with mobile work sites. Cal/SHARP work sites are recognized as work sites expected to have a significantly lower risk for serious accidents than other employer's work sites within the same industry. In turn, this allows Cal/OSHA to focus its programmed inspection efforts on other work sites.

Cal/SHARP is administered by the Cal/OSHA Consultation Area Offices.

A. PARTICIPATION

1. Participation in Cal/SHARP is voluntary and subject to routine eligibility and random evaluations by the Cal/OSHA Consultation Services Branch. Participation does not exempt the Cal/SHARP employer from California Labor Code accident and complaint mandated inspections. Participation also does not diminish the rights and responsibilities of the Cal/SHARP employers and their employees under the California Labor Code. Participating employers assume both the statutory and common law responsibilities for providing safe and healthful workplaces. Compliance with Cal/OSHA standards and applicable laws remain mandatory.
2. Cal/SHARP applicants must be able to demonstrate active management commitment and employee involvement in their safety and health management system. The company must demonstrate that their safety and health management system are effective in preventing and reducing accidents at the work site. All applicants, including non-fixed sites in the construction and agricultural industries, must demonstrate that they have effective system for ensuring that dual- and multi-employer responsibilities are met.
3. Individual employers may have up to three sites in California (fixed or non-fixed) participate in Cal/SHARP at any given time.
4. The Cal/SHARP application and approval process is managed through the Cal/OSHA Consultation Service's on-site visit process. When achieved, the Cal/SHARP status will be granted to the employer for a period of twenty-four (24) months. An exemption from Division enforcement programmed inspections will apply to fixed sites or designates non-fixed sites as appropriate.

B. QUALIFICATIONS

To be eligible for Cal/SHARP, employers must:

1. Employ at least one, but not more than 250 employees at the work site and not have more than 499 employees corporate-wide.

NOTE: Companies seeking to be considered for SHARP status should be evaluated using the same prioritization structure established for scheduling a visit. The upper corporate size limit does not apply to individual franchises. There may be sites that are a part of holding companies where one would not expect the parent company to provide safety and health resources to the site. Directorate of State Consultation plans would expect to address such situations on a case by case basis. Participants that were approved for SHARP prior to November 24, 2014 and fall outside the size restrictions described above will be allowed to continue in the program as long as all renewal qualifying factors are met. Participants approved prior to November 24, 2014 that do not meet the

current size requirements that have continued in SHARP should be encouraged to seek to participate in the Voluntary Protection Program.

2. Have all current applicable licenses and permits required in California.
3. Be classified as a high hazard establishment as defined by P&P D-30 (A) (1). The work site classification may be used in place of the establishment classification if the work site is considered high hazard and the establishment is not.
4. Have been in business in California for a minimum of three full calendar years and in operation at the site, for a minimum of one full calendar year (including non-fixed work sites such as construction).
5. Request a full-service both onsite consultation visit. A comprehensive assessment of the work site's safety and health management system shall be made, and all findings must be documented.
6. Have no final order willful, repeat, or willful-repeat citations at the work site within twenty-four (24) months from the date of the Cal/SHARP opening conference, or serious citations related to a serious injury or exposure at the work site within twelve (12) months from the date of the Cal/SHARP opening conference.

NOTE: Receiving Cal/SHARP recognition requires one or more full-service both visits. A full-service both visit cannot be performed while any citations are under appeal at the site. Therefore, since a full-service both visit cannot be performed, the employer is not eligible to be evaluated for Cal/SHARP. Refer to P&P D-31(A) for a definition of "full-service both" and P&P D-31(B)(4) for enforcement activity.

7. Provide all available information requested and required to evaluate the employer's safety and health programs management system to the Cal/OSHA Consultation Service.
8. Have no program(s) that intentionally or unintentionally provide employees working at the work site an incentive to not report injuries/illnesses or safety/health hazards they may observe. This includes all employers working at the work site.

NOTE: Examples may include, but are not limited to programs that have "zero" injury/illness goals. Recognition programs should use leading indicators.

9. There may be occasions where a workplace is shared with other employer's employees in either a dual- or multi-employer situation.

In the case of a dual employer situation, when the applying employer is considered a secondary employer, its injury and illness prevention program

must address the dual-employer scenarios that may exist at the workplace being evaluated. Also, the primary employer must agree to participate to the extent the injury and illness prevention program including the safety and health management system can be evaluated for effectiveness. Reference Enforcement P&P C-1D for guidance.

In the case of a multi-employer situation, the applying employer must, by contract or practice, function in the role of the controlling employer. The applying employer's injury and illness prevention program must clearly address its controlling employer responsibilities and functions. Also, in multi-employer situations, subcontractors must agree to participate in the onsite visit process. Reference: Enforcement P&P C-1C for guidance.

NOTE: See Appendix A of this P&P for example questions to ask the applying employer regarding dual- and multi-employer situations.

10. Provide the Cal/OSHA Consultation Service with a list of all unions that it is signatory with.
11. Demonstrate a lower than average number of injuries and illnesses statewide over the previous three full calendar years (for applicant employer) and at the work site being evaluated for the time period it has existed (see worksheet in Appendix B). Successful applicants shall meet or exceed at least two of the following ratings:
 - a. Experience Modification Rating below 90%
 - b. Days Away, Restricted or Transfer (DART) Rate below 90% of the most recent Bureau of Labor Statistics (BLS) national industry average;
 - c. Total Recordable Case (TRC) Rate below 90% of the most recent BLS national industry average.

NOTE: See Appendix B of this P&P for details of how to make the DART and TRC calculations.

12. Correct all hazards (Serious, General, and Regulatory) discovered during the Cal/SHARP evaluations in a timely manner. Verification of correction must be assured by one of the following methods:
 - a. Visual observation and noted in a subsequent report to the employer.
 - b. Written assurances with signature by the employer.

13. Allow both Cal/OSHA Enforcement and Cal/OSHA Consultation onto the applicant's work site(s) at any time during the application and participation period.
14. Must have received a Golden Gate Letter of Recognition for the site to be evaluated.
15. The owner or CEO of the employer must sign the application indicating their willingness to participate and maintain their safety and health management system.

NOTE: Highest ranking company official in California may sign the application.

C. Cal/SHARP PROCESS

The Cal/SHARP process includes the following four phases:

- 1.) Application.
- 2.) Review of the Safety and Health Management System.
- 3.) Site Evaluation(s) to Validate that the Safety and Health Management System is Effective.
- 4.) Final Approval.

Employers requesting Cal/SHARP shall be referred to the appropriate Cal/OSHA Consultation Area Office that services the employer's work site.

1.) Application

- a. The employer shall complete and sign the application found in the Cal/SHARP employer packet and provide all the requested documentation to the Area Manager in the Area Office that would normally service the work site.

The following information must accompany the application:

- i. Past five calendar years of loss runs, hours worked annually, and completed Cal/OSHA Log 300s and 300As when required.
- ii. Completed Multi-Employer and/or Dual-Employer Worksheet (Comments shall be specific and explain the employer's approach to each multi/dual-employer question).
- iii. Completed Form 33, by the employer (Comments shall be specific and explain the employer's current approach to each attribute).

- iv. Copies of the employer's written programs and procedures when required.

NOTE: Hard copies or electronic copies may be provided.

- b. The Area Manager will contact the applicant within ten (10) working days from receipt of the documentation if more information or clarification of the information is needed. The employer will be given up to thirty (30) days to provide the additional information.
- c. The Area Manager will evaluate the application and establish the applying employer's loss history and their Cal/OSHA compliance history.

If it's clear from the information provided by the employer that they cannot qualify for Cal/SHARP, the Area Manager should suggest to the employer that the request be withdrawn until such time as the employer can meet the minimum eligibility requirements.

- d. Area Managers will contact the Regional office when it has been determined an employer meets the loss and compliance history and other requirements. The Regional Manager will then assign a senior consultant to the Cal/SHARP applicant.

The assigned senior consultant will contact the area office that would normally service the work site and request assistance from the area manager. Since Cal/SHARP approval requires both a full-service both "health" and "safety" visit, the assistance shall always be provided by a consultant with expertise in the opposite discipline.

2.) Review of the Safety and Health Management System

- a. The senior consultant assigned to the application shall contact the employer within 14 days to set up a meeting to review the organizations safety and health management system. This meeting can either take place at the work site or offsite.

Union signatories must be invited and encouraged to participate in the program conference. The senior consultant must ensure that the union signatories understand the reason for the invitation and that they are given reasonable accommodation to participate. Union refusal to participate must be documented, including the reason for non-participation.

NOTE: The senior consultant is not responsible for contacting all employer and labor representatives. However, the senior consultant is responsible for ensuring that labor representatives receive copies of meeting confirmation letters sent to applicant employers.

- b. The purpose of this meeting is to give the employer representatives an opportunity to explain how the employer's work site safety and health management system is designed to protect all workers at the work site. The injury and illness prevention program requirements and all Form 33 evaluation criteria must be reviewed and discussed. Discussion should include all processes, rules, and procedures that demonstrate how the employer upholds its work site safety and health responsibilities in a dual and/or multi-employer environment.

The employer may want to provide a formal presentation of its work site safety and health management system. However, the senior consultant will ensure that by the end of the meeting all requirements and Form 33 evaluation criteria have been discussed in sufficient detail to provide a determination that the employer's work site safety and health management system is designed and can be implemented at the work site will be effective protecting workers from preventable injuries and illnesses.

- c. Union representatives should be encouraged to communicate the effectiveness of the employer's work site safety and health management system as presented at this conference.
- d. At the conclusion of the safety and health program conference, if the employer has not satisfactorily presented enough information or material to lead to a conclusion that their safety and health management system can be implemented at the work site and will be effective protecting workers from preventable injuries and illnesses, the senior consultant shall inform the employer representatives of their concerns. The employer will be provided up to ninety (90) days to prepare the information and arrange for a future safety and health program conference, including the union signatories.

NOTE: When an employer has at least one existing site in Cal/SHARP and the assigned senior consultant is familiar with the employer's safety and health management system, phase 2 can be limited to any changes the employer may have made to their system since the senior consultant last evaluated it and any issues unique to the site to be evaluated.

3.) Site Evaluation(s) to Validate that the Safety and Health Management System is Effective

Within 14 days following the meeting to review the applicant's safety and health management system the senior consultant shall contact the employer and arrange an onsite evaluation.

Union signatories must be invited and encouraged to participate in the onsite evaluation. The consultant must ensure that the union signatories understand the reason for the invitation and that they are given reasonable accommodation to participate. Union refusal to participate must be documented, including the reason for non-participation.

NOTE: The employer, not the consultant, is responsible for contacting all company and labor representatives. However, the consultant is responsible for ensuring that labor representatives have been invited and understand the reason for the invitation to opening conference.

The on-site visit process for the Cal/SHARP program closely follows the standard federal process for performing on-site assistance as described in P&P D-32 through D-38. However, in addition to the federal process, the Cal/SHARP evaluation shall emphasize:

- Validation of the effectiveness of the employer's safety and health management system with written documentation;
 - The employer's overall control of safety and health at the site (to include all sub-contractors at construction sites);
 - Observation of safe work practices (to include all sub-contractors at construction sites); and
 - The employer's ability to identify and correct preventable accidents and exposures.
- a. Work site evaluations performed by the senior consultant and/or area office consultants may result in identification of hazardous conditions that must be corrected before Cal/SHARP recognition can be granted. Title 8 California Code of Regulations deficiencies noted must be corrected even when the applicant chooses to withdraw their application. The senior consultant shall document the correction, of previously identified hazards, in subsequent reports to the employer.
- b. The senior consultant will collect sufficient information and documentation from the evaluation to verify scores for all applicable 58 Form 33 elements, and to determine whether the company meets all requirements of an effective health and safety management system. All attributes on the Form 33 shall be substantiated with written comments as to their effectiveness. Comments shall be specific and substantiate the employers' score for each Form 33 attribute. Form 33 Assessments must be made using the Assessment Tips from the Revised Form 33 Pamphlet.
- c. In addition to the mandated injury and illness prevention program, general safety and health management system review, and the Form 33

mandated elements completion, the consultant will also evaluate D-62 Appendix A for additional issues related to dual- and multi-employer work sites.

- d. Upon completion of the work site evaluation, the senior consultant and or field consultant will prepare a written report that documents the effectiveness of the employer's work site safety and health management system including documentation regarding the Cal/SHARP Form 33 evaluation criteria and those issues related to dual and/or multi-employer.

In the event multiple visits are made, a written report will be prepared after each visit to the work site updating the employer regarding their progress towards attaining Cal/SHARP.

NOTE: See Consultation P&P D-34 for guidance regarding Cal/SHARP report writing.

- e. The senior consultant and/or area office field staff, assigned to the Cal/SHARP applicant, shall make at least one unannounced work site visit to confirm the effectiveness of the safety and health management system at the establishment prior to final approval. Employer's refusal to allow consultation personnel to conduct an unannounced work site visit shall result in the immediate termination of the Cal/SHARP application.
- f. If the senior consultant concludes that improvement or correction is needed in one or more areas of the applicant's safety and health management system, then the applicant will be informed and arrangements will be made to assist the applicant in improving those areas. The senior consultant will also arrange a time period in which improvement must be accomplished.
- g. **Case Files-** All case files, multi/dual-employer related case files, interventions, policies/JSAs related to Form 33 elements, notes, images, self-evaluation reports, all safety programs (including revised programs), SHARP application and supporting documentation shall be kept together and chronologically organized in a master file and readily available for future reference/audits.

4.) Final Approval

- a. Cal/SHARP approval is subject to the applicant meeting the following at the work site evaluated:
 - Compliance with all requirements of an effective injury and illness prevention program;

- Earning a score of two (2) or greater on all applicable 58 Form 33 attributes;
 - Correction of all identified hazards, documented via the "Verification of Correction" form; and,
 - Verifying that dual- and multi-employer work sites issues and controls have been addressed and verified as effective.
 - Verifying that all other items under the "Qualifications" section of this policy and procedure have been met.
- b. Final approval of Cal/SHARP recognition is by the Chief of the Division via the Consultation Program Manager.
- The senior consultant and/or area office consultant prepares a standard report to the employer which contains a statement that the employer will be recommended for Cal/SHARP status.
 - The final report shall include a summary table of the final Form 33 scores, Employer's TRC & DART data, and specific comments addressing each multi/dual-employer questions listed in P&P D-62 Appendix A.
 - The Area Manager approves the report and sends a memo recommending the employer for Cal/SHARP status along with a copy of the report, the OIS Visit Form, and the completed Form 33 to the Consultation Program Manager for review and to the Cal/SHARP administrative support staff for processing.
 - Upon the Program Manager's approval, a memo, and a copy of the final report will be forwarded to the Chief of the Division recommending that the employer be awarded Cal/SHARP status.
 - Upon approval by the Chief of the Division, the Cal/SHARP administrative support staff will assign a certificate number and send the completed certificate back to the originating Area Office for delivery to the successful applicant.
- c. The approval period starts on the date that the Chief of the Division approves the Cal/SHARP. The termination date is twenty-four (24) months from the date of approval.
- d. A copy of the completed certificate will be included in the Cal/SHARP applicant's case file.
- e. Individual employers may have up to three sites in Cal/SHARP (fixed or non-fixed) at any given time.

D. POST APPROVAL CONSIDERATIONS

1. Once approved, additional evaluations may take place:
 - a. Randomly throughout the approval period;
 - b. Whenever there is a question about the workplace safety and health program maintenance or eligibility;
 - c. At the end of the certification period if the employer is reapplying;
 - d. Within thirty (30) days upon notification of change of ownership if the new owner(s) want to maintain Cal/SHARP status, or change of location; and

2. The senior consultant assigned to the Cal/SHARP work site shall be contacted in the event:
 - a. A Cal/OSHA Enforcement inspection takes place at a Cal/SHARP work site;
 - b. Any serious injury, illness or fatality involving any employee working at any work site in California controlled by a Cal/SHARP employer;
 - c. Any media coverage related to a work site worker safety and health issue at any work site in California controlled by a Cal/SHARP employer;
 - d. Any unplanned collapse of a permanent or temporary structure, scaffolding/falsework or cranes at any work site in California controlled by a Cal/SHARP employer;
 - e. Any citations are issued by Cal/OSHA Enforcement to any employer at a Cal/SHARP work site;
 - f. Any Willful, Repeat or Serious accident-related or exposure-related citations are issued by Cal/OSHA to any employer at a Cal/SHARP work site;
 - g. Requests are made for temporary or permanent variances at a Cal/SHARP work site;
 - h. There are significant changes in the safety and health management system; or

- i. There are changes in ownership, top management, safety staff or work site superintendent(s) that may impact the safety and health management system, or significant changes to signatory unions.

E. REFERRALS

It is incumbent upon the Senior Consultant and Area Manager to determine if an employer meets the requirements for Cal/SHARP, which employers may require more time and assistance, and which employers may be eligible for other partnership programs. Some employers will have a superior safety and health management system and may already be eligible for the Voluntary Protection Program.

F. CAL/SHARP RENEWALS

1. Cal/SHARP employers may be eligible for two year renewals.
2. The renewal requires re-application at least ninety (90) days prior to expiration of the current recognition.
3. Successful applicants will then be renewed for an additional twenty-four (24) months, with the condition that the applicant submits a self-evaluation report after one year. The report shall at a minimum include information describing:
 - a. Updated Ex-Mod, TRC and DART information;
 - b. Any changes to the safety and health management system at the work site;
 - c. Any changes in key management personnel;
 - d. Any changes regarding dual- and/or multi-employer relationships; and
 - e. New processes, equipment, procedures, hazardous substances not previously evaluated by a Cal/OSHA Consultant.
4. In order to minimize the employer's and consultant's time during the renewal process, Area Managers are encouraged to assign the renewal to a consultant who is already familiar with the employer's safety and health management system.
5. The renewal process shall include, at least one full service both type work site visit that includes a comprehensive safety and health management system evaluation.

6. If the senior consultant concludes that improvement or correction is needed in one or more areas of the renewing employer's safety and health management system, then the applicant will be informed and arrangements will be made to assist the applicant in improving those areas. The senior consultant will also arrange a time period in which improvement must be accomplished.
7. Cal/SHARP renewal report preparation and processing shall follow the same steps as the initial Cal/SHARP process.

G. COMPANY WITHDRAWAL FROM CAL/SHARP

1. A company may withdraw from Cal/SHARP at any time during the application process or participation period. If the applicant decides for any reason to withdraw the application, at the applicant's request the original application may be retained for a period of one year.
2. An employer's Cal/SHARP status will be discontinued from the program when, after the approval period, they do not reapply or they are not successful as a result of a renewal evaluation.
3. A Cal/SHARP company may be asked to voluntarily withdraw from the program if any of the following events occur:
 - a. The Cal/OSHA Consultation Service is not promptly informed of Cal/OSHA enforcement actions at a Cal/SHARP company work site;
 - b. A compliance history not meeting the requirements described D-62 (B)(4);
 - c. The Cal/SHARP company receives two unsatisfactory evaluations within a one year period following approval to participate in the program;
 - d. Loss of any applicable business licenses, California licensing and permits;
 - e. A Cal/SHARP company work site refuses to allow Division of Occupational Safety and Health enforcement or consultation personnel access to the work site;
 - f. There is a change of ownership, location, or corporate structure to the Cal/SHARP company and the Division of Occupational Safety and Health is not notified in writing within 30 calendar days of the changes;

- g. If Cal/SHARP company safety and health management system standards as demonstrated during the evaluation period is not maintained at the work site. See (i) and (j) below for further information.
 - h. Loss of workers' compensation coverage.
 - i. A final order Willful, Repeat, or Willful-Repeat Citation is received by a participant employer at any worksite in California they control.
 - j. A final order Serious Citation related to a worker fatality, serious injury or illness is received by the participant employer or any other employer while working at an applicant or VPPC participant worksite.
 - k. Occurrence of an unplanned or catastrophic release of hazardous substances at a PSM designated facility.
4. An employer's Cal/SHARP status may be withdrawn by the Division if any of the items in D-62(F) (3) are not maintained and the company refuses to voluntarily withdraw. The final decision to remove a company from Cal/SHARP will be made by the Chief of the Division. The Chief of the Division will send a letter to the applicant whenever a Cal/SHARP company is being removed from the program. The applicant may appeal the decision and upon request, meet with the Chief of the Division.

H. FORMS COMPLETION

A request, visit, and all other standard OIS forms and reports will be completed for each Cal/SHARP application. The request and visit must be coded "full-service" and "both".

The final OIS Visit Form must be optional coded "P, 06, SHARP".

I. ENFORCEMENT

1. Notification

The Consultation Program Manager is responsible for notifying the Deputy Chief of Enforcement who will in turn notify the Enforcement Regional and District Offices regarding the approval and withdrawal of each Cal/SHARP participant.

2. Inspections

Whenever the Area Office learns of DOSH Enforcement action at a Cal/SHARP exempt site, the Area Manager will immediately contact the District Manager and discuss the issues.

The following checklists shall be used if applicable to the SHARP site being evaluated.

Dual Employer: (DOSH P&P C-1D)

	Effectively Implemented	Action Item
Are the health and safety responsibilities of Primary and SHARP candidate employers clearly and effectively outlined in the contract?		
Does the Primary Employer supervise its employees on-site?		
Does the SHARP candidate employer specifically address the supervision and training of Primary Employer' employees in the workplace IIPP?		
Is site-specific training of Primary Employer' employees being effectively done?		
Does the SHARP candidate employer provide initial oversight of new Primary Employer' employees to ensure that the employees have been adequately trained, including the necessary PPE?		
Is the SHARP candidate employer including Primary Employer' employees on its Log 300 (for those employees being supervised)?		
Does the SHARP candidate employer's IIPP adequately include Primary Employer' employees being supervised?		
Is there an effective communication process between the Primary and SHARP candidate employers that ensures identified hazards and controls are effectively addressed?		

Multi-Employer: (DOSH P&P C-1C)

Is there an effective mechanism in place at the workplace being evaluated that ensures that all the hazards inherent to the workplace are communicated to other employers?		
Are the potential hazards created by one employer being effectively communicated to other employers, so that adequate employee exposure to those hazards can be controlled?		
Does the SHARP candidate employer exercise the necessary oversight to ensure that visiting contractor employers follow their contractual health and safety obligations?		
Does the SHARP candidate employer have an effective system in place that will quickly stop the unsafe actions of another employer?		
Are employees actively involved in watching for hazardous situations? Actively involved refers to employees and management constantly observing and assessing workplace hazards, controls, and work practices while they perform their job and then following procedures to ensure failures are corrected.		
Does every worker on-site receive structured safety and health orientation?		
Are contractors required to have an injury and illness prevention program?		
Do all contractors understand their responsibilities at a multi-employer worksite?		
Are there effective sanctions for contractor non-compliance with safety and health rules and standards?		

Cal/SHARP DART and TRC Rate Requirements:

DART Rate Calculation			
Year	Hours Worked	Sum of Columns H and I	Rate
201_			
201_			
201_			
Total			
Employer's Three-Year Rate			
CA DLSR Average for SIC # _____			
Percent below the CA DLSR Rate:			

TRC Rate Calculation			
Year	Hours Worked	Sum of Columns H, I & J	Rate
201_			
201_			
201_			
Total			
Employer's Three-Year Rate			
CA DLSR Average for SIC # _____			
Percent below the CA DLSR Rate:			

NOTE: Averaging of employer Log 300 data is done with the raw data not the incident rates (reference Federal CSP 02-00-002 for more information). For DART and TRC comparison, the company's three year average shall be compared to the rate for their NAICS published by the California Division of Labor Statistics and Research (DLSR) or Bureau of Labor Statistics (BLS), if data is not published by DLSR.

Three-Year TRC Calculation. To calculate three-year TRC, add the number of all recordable injuries and illnesses for the past three years and divide by total hours worked for those years. Multiply the result by 200,000.

$$\frac{[(\#inj + \#ill) + (\#inj + \#ill) + (\#inj + \#ill)] \times 200,000}{[\text{hours} + \text{hours} + \text{hours}]} = \text{TRC}$$

NOTE: (#inj + #ill) in the above formula is the added totals from column H, I, and J on the log 300 form. Employee hours should reflect all full and part-time workers, including seasonal, temporary, administrative, supervisory and clerical.

Three-year DART Rate Calculation. To calculate three-year DART rates, use the same formula as in B, above, except add the number of all recordable injuries and illnesses resulting in days away from work, restricted work activity, and/or job transfer for the past three years.

$$\frac{[(\#DART inj + ill) + (\#DART inj + ill) + (\#DART inj + ill)] \times 200,000}{[\text{hours} + \text{hours} + \text{hours}]} = \text{DART}$$

NOTE: A DART rate is an injury and illness reporting term that stands for Days Away, Restricted or Transferred from work. (#DART inj + ill) in the above formula is the added totals from Columns H & I on the log 300 form.

NOTE: Rounding instructions. You must round the rates to the nearest tenth following traditional mathematical rounding rules. For example, round 5.88 up to 5.9; round 5.82 down to 5.8, round 5.85 up to 5.9.