DH KEYSTONE CONSULTING
Safety • Compliance • Business Solutions

CONTRACTOR PREQUALIFICATION

Prequalification Safety Package

Safety statistics, supporting documents and questionnaire answers prepared for an owner's contractor approval process.

Prepared for	Northern Ridge Mechanical, LLC (fictional)
Submitted to	Example client and prequalification platform
Typical platforms	ISNetworld, Avetta, Highwire and owner questionnaires
Reporting period	Calendar years 2023 to 2025
Prepared by	DH Keystone Consulting

SAMPLE EXCERPT

Northern Ridge Mechanical is a fictional company created to show the format and depth of our work. Names, numbers and details are illustrative. This sample shows the safety statistics summary, document checklist and example questionnaire answers. This sample is not a complete program and should not be used as one.

1. Safety Statistics Summary

The figures below come from the Company's OSHA Form 300A summaries and payroll hour records. Rates are calculated using the standard OSHA formula, which compares incidents to 200,000 hours worked, the equivalent of 100 full-time employees working for one year.

3-YEAR TRIR
3.96

3-YEAR DART RATE
1.59

CURRENT EMR
0.92

Year	Hours worked	Recordable cases	DART cases	Fatalities	TRIR	DART rate
2025	88,400	2	1	0	4.52	2.26
2024	84,100	1	0	0	2.38	0.00
2023	79,800	2	1	0	5.01	2.51
3-year total	**252,300**	**5**	**2**	**0**	**3.96**	**1.59**

How the rates are calculated.
TRIR (Total Recordable Incident Rate) = recordable cases × 200,000 ÷ hours worked
DART rate (Days Away, Restricted or Transferred) = DART cases × 200,000 ÷ hours worked
Example for 2025: 2 × 200,000 ÷ 88,400 = 4.52

Experience Modification Rate (EMR)

Policy year	EMR	Source
2026	0.92	NCCI experience rating worksheet
2025	0.98	NCCI experience rating worksheet
2024	1.04	NCCI experience rating worksheet

An EMR of 1.00 is the industry average. Below 1.00 means fewer or less costly workers' compensation claims than expected for a company of this size and type.

2. Document Checklist

Most owners and platforms ask for the same core documents. This checklist tracks what has been prepared and uploaded.

Document	Status	Notes
OSHA Form 300A summaries, last 3 years	Ready	Signed by company executive
EMR letter or NCCI worksheet	Ready	Requested from insurance agent
Certificate of insurance	Ready	Client listed as certificate holder
Written safety and health program	Ready	Complete safety manual, current revision
Hazard Communication Program	Ready	Includes chemical inventory
Fall Protection Program	Ready	Includes rescue plan
Lockout/Tagout Program	Ready	Includes equipment-specific procedures
Confined Space Program	Ready	Permit-required space procedures
Incident investigation procedure and form	Ready	Root cause method described
Employee training records	Ready	Training matrix by job role
Substance abuse policy	Ready	Pre-employment, post-incident, reasonable suspicion
Subcontractor safety management procedure	Ready	Prequalification of lower-tier subs

SAMPLE

3. Example Questionnaire Answers

Owners and platforms often ask open-ended safety questions. Short, specific answers that match the written program score better than general statements.

Q: Describe how your company identifies and controls job site hazards.

> Before each new job and when job conditions change, the lead technician completes a Job Hazard Analysis (JHA) with the crew, using the form in Appendix A of our Safety Manual. The JHA lists each task step, its hazards and the controls required, following the hierarchy of controls. Supervisors also complete a documented site inspection every week on active projects. Findings are tracked to closure by the Safety Coordinator.

Q: Describe your incident investigation process.

> All incidents and near misses are reported to the supervisor right away. The supervisor and Safety Coordinator begin an investigation within 24 hours using our Incident Report form. We identify root causes using the 5 Whys method, assign corrective actions with owners and due dates, and share lessons learned at the next safety meeting. Recordable injuries are entered on the OSHA 300 Log within 7 calendar days.

Q: Your 2025 TRIR increased from 2024. What corrective actions did you take?

> Both 2025 recordable cases were hand lacerations during pipe cutting. We switched to ratcheting pipe cutters with enclosed blades, issued cut-resistant gloves (ANSI A4) for all cutting tasks, and added a hand safety module to our quarterly training. There have been no hand injuries since these changes were made.

Q: How do you ensure subcontractors work safely?

> Subcontractors must provide their EMR, OSHA 300A summaries and certificate of insurance before starting work. They attend our site orientation, follow our site rules and participate in the daily JHA. Our supervisor can stop any unsafe work.

SAMPLE

End of sample excerpt

A complete package includes all written programs, the full questionnaire for your platform, and help uploading documents until you're approved.

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