



# **Minnesota Safety and Health Achievement Recognition Program (MNSHARP) Construction**



Minnesota Department of Labor and Industry  
Workplace Safety Consultation  
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I. Workplace Safety Consultation Program.

The Minnesota Department of Labor and Industry Workplace Safety Consultation Program (WSC) provides free and confidential workplace safety and health assistance to Minnesota businesses, with a priority for small businesses. The program is largely funded by Federal OSHA. Consultation services are delivered by highly qualified occupational safety and health professionals to help employers detect potential hazards at their worksite and to establish and maintain a safe and healthful workplace.

II. Minnesota Safety and Health Achievement Recognition Program (MNSHARP).

MNSHARP is an exemption and recognition program administered by Workplace Safety Consultation (WSC) to assist employers in achieving exemplary safety and health management systems. Employers who meet the qualifications for MNSHARP are removed from MNOSHA's programmed inspections schedule during their participation. See (29 CFR 1908.7(b)(4)).

MNSHARP Construction is designed to provide incentives and support to those general contractor (including construction management) employers that implement and continuously improve upon effective safety and health management systems at construction worksites.

If an on-site safety and health survey by the WSC reveals that the employer is continuing to meet MNSHARP requirements, the employer's certification is renewed and the employer continues to be exempt from MNOSHA's programmed inspections for up to three additional years.

MNSHARP gives employers, who may not have been previously eligible, the opportunity to work with industry leaders and WSC to develop and implement methods for achieving safety and health excellence. Eligible employers may request MNSHARP participation after meeting Pre-SHARP requirements. Pre-SHARP is a deferral program administered by WSC for employers actively progressing toward the achievement of MNSHARP status.

Employers must request a full service safety and health consultation visit and assessment of the worksite's safety and health management system before being granted Pre-SHARP status. Once the full service safety and health survey, including the abatement of identified hazards, has been completed the consultant and the MNSHARP Coordinator will determine if the employer qualifies for Pre-SHARP.

After Pre-SHARP is awarded, comprehensive safety and health visits will be conducted quarterly, an action plan will be developed and the worksite will be required to reduce DART (Days Away Restricted Transfer) and TRC (Total Rate Case) rates below the national average. Employers are exempt from MNOSHA's programmed inspections for one year while in Pre-SHARP.

A. Employer Eligibility

Construction General Contractor employers managing projects scheduled to be 18-months or longer in duration, who requests an onsite consultation visit, may be considered for participation in MNSHARP. Priority will be given to employers with 250 or fewer employees onsite and no more than 500 employees corporation-wide. In order to begin this process, WSC Staff shall inform employers they must:

1. Request a consultation visit that involves a full service safety and health hazard identification survey, and assessment of the worksite's safety and health management system.
2. Provide at least one-year of operating history at a present or previous major construction worksite.
3. Submit a written request indicating the projects intent to pursue MNSHARP status to MNSHARP Supervisor (see Appendix C).
4. Submit written evidence that the project qualifies for MNSHARP status to MNSHARP Supervisor (see Appendix E).
5. Upon approval the employer will receive written confirmation and notification of responsibilities for Pre-SHARP deferral program participation.

B. Pre-SHARP Requirements

The MNSHARP Team shall inform employers seeking MNSHARP approval that in order to achieve MNSHARP status, worksites must:

1. Work in a Pre-SHARP status for up to 12 months with the MNSHARP Team and receive a score of at least "2" on all 50 basic attributes of the Safety and Health Program Assessment Worksheet (Form 33).
  - a. The site will be placed into a Pre-SHARP status upon acceptance of the employer's intent to pursue MNSHARP request and when the MNSHARP Team has determined the site meets all of the requirements and is a good candidate to achieve MNSHARP Status.
  - b. The worksite will be removed from programmed planned compliance inspections for 12 months.
2. Agree to a schedule of onsite consultations (once per quarter or as determined by the MNSHARP Team and WSC Management – one of which will be unscheduled) over the duration of the project.

3. Subcontractors must have a safety and health management system that is as effective as the general contractors system, or will be required to follow the general contractors system while onsite. The general contractor is responsible for maintaining worksite injury and illness logs, safety meeting logs and overall site safety. Reviewed quarterly by MNSHARP Team.
4. Correct all hazards identified by the MNSHARP Team and inform employees of hazard correction(s). Also, notify the MNSHARP Team or Supervisor to request additional on-site consultation visits when changes in working conditions or work process occur that may introduce new hazards into the workplace.
5. Post the List of Hazards identified by the MNSHARP Team.
6. Submit hazard correction verification to the MNSHARP Team.
7. Comply with all applicable state and federal laws, rules and regulations.

C. MNSHARP Program Requirements

The MNSHARP Team shall inform employers seeking MNSHARP approval that in order to transition from Pre-MNSHARP to MNSHARP status, worksites must:

1. Receive a full service safety and health consultation visit, and a comprehensive assessment of their safety and health management system. To the extent possible, all hazards found by the MNSHARP Team shall be corrected during the inspection or within a mutually agreed upon time frame(s) not longer than 3 days from the closing conference date;
  - A full service visit is an onsite consultation visit that provides a complete safety and health hazard assessment of all working conditions, equipment, and processes at the work site.
2. Receive a score of at least “two” on all fifty-eight attributes of the Form 33.
3. Agree to quarterly site visits by the MNSHARP Team (one of which will be unscheduled) and notify the MNSHARP Team or Supervisor to request additional on-site consultation visits when changes in working conditions or work process occur that may introduce new hazards into the workplace.
4. Achieve an injury/illness rate below the national average as identified in the most recently published BLS, statistics for the respective NAICS Code at the end of their Pre-SHARP certification.
5. Inform employees through written correspondence and post at the worksite, the company’s intention to pursue MNSHARP status (Appendix D).

6. Participate in the MNSHARP process. All contactors, subcontractors and union officials on site must participate in the MNSHARP process, including the hazard survey, employee and management interviews and program review.
7. Subcontractors must have a safety and health management system that is as effective as the general contractors system, or will be required to follow the general contractors system while onsite. The general contractor is responsible for overall safety.
8. Agree to conduct quarterly safety and health self-assessment (reports) of the worksite. When applicable, these self-assessment reports must involve subcontractors and include a description of training they have conducted (including toolbox talks, orientation for new employees, and other safety and health training); copies of job hazard analysis conducted; copies of injury and illness logs; as well as any other activities they improved (or maintained) regarding the quality of their injury and illness prevention program. (A copy of the quarterly report will be reviewed and discussed at the quarterly visits completed by WSC.)
9. Upon achieving MNSHARP status, the employer will submit an annual self-evaluation, which will include hours worked at the site and injury and illness information as requested by the MNSHARP Supervisor.

D. 2016 Recommended Practices for Safety and Health Programs and AWAIR (MN)

The MNSHARP Team shall review the requesting employer's specific worksite to ensure that they have implemented and actively maintain an effective safety and health management system. At a minimum, the MNSHARP Team shall ensure that the major elements of the 2016 Recommended Practices for Safety and Health Programs, as measured by the Form 33, have been implemented and are being maintained. A written safety and health management system as described in the 2016 Recommended Practices for Safety and Health Programs and the Minnesota AWAIR statute shall be recommended by the MNSHARP Team, when remediation activities are recommended. The MNSHARP Team shall ensure that employers who are required by Minnesota Statute 182.653(8) maintain an AWAIR program that meets the requirements of that standard. A mutually agreed upon achievement plan will be developed based on the hazard survey, deficiencies identified through the Form 33, and deficiencies noted in the employers AWAIR program. The achievement plan will remain specific to the site and will include the general contractor and all of the subcontractors when applicable.

E. Injury/Illness Rates

In order to establish the Days Away Restricted or Transferred (DART) and Total Rates Case (TRC) rates at their worksite, MNSHARP employers shall have at least one full calendar year of operating history for which MNSHARP

approval is requested. **(See Appendix A and B for details and sample calculations)**

1. For all MNSHARP employers, DART and TRC calculations will be based on the OSHA Form 300 information for the entirety of the project and will begin at the time of the projects inception.
2. The calculated DART and TRC rates will be compared against the most recently published Bureau of Labor Statistics (BLS) rates for that industry.
3. To qualify for MNSHARP, the employer's DART and TRC rates must be below the most recently published BLS industry average.
4. The total number or hours and injuries for all contractors on the site will be considered when determining the rates.
5. The year will begin from the onset of the project and will be a full calendar year. Injuries will be considered for one year against the average and then will be removed.

F. Team Responsibilities

The MNSHARP Team shall ensure that the following are completed:

1. Verification of Employers Eligibility - The MNSHARP Team shall ensure that the employer satisfies all MNSHARP participation criteria, and that all elements of an effective safety and health management system are fully operational. If hazards are found during the on-site evaluation, which reflect significant deficiencies, resulting in a rating of 0-1, on the Form 33 evaluation, the site cannot be recommended for MNSHARP approval. The MNSHARP Team will not recommend MNSHARP approval until the deficiencies have been corrected and the team is confident that the employer's worksite safety and health management system will operate effectively.
2. Submission of MNSHARP Requests for Approval - Upon successful completion of the MNSHARP evaluation, the MNSHARP Team will submit the following to the MNSHARP Supervisor:
  - a. The Team's recommendation for MNSHARP approval;
  - b. The individual MNSHARP safety and health construction reports which will include the site's DART and TRC rates, and the BLS national averages comparison and any associated hazards as noted during the visit; and
  - c. A copy of the completed Form 33 as compiled during the worksite's qualifying MNSHARP visit.

#### G. Supervisor Responsibilities

Upon completion of the MNSHARP evaluation, the MNSHARP Supervisor will:

1. Complete the final review of the MNSHARP Safety and Health reports;
2. Review the MNSHARP Team's recommendation with the MNSHARP Team.
3. Complete the final review of the fully completed Form 33;
4. Complete the final review of the TRC/DART calculation and BLS comparison;
5. Draft the final letter of SHARP approval;
6. Draft the completed MNSHARP Certificate;
7. Provide the final safety and health reports, Form 33, SHARP approval letter and SHARP certificate to the WSC Director for final approval.
8. Notify the employer that MNSHARP status has been granted and specify the duration of the exemption period.
9. Provide the MNSHARP certificate, flag and approval letter to the employer. The certificate will include the company's name, location, period of exemption and signature of the Commissioner;
10. Notify the MNOSHA Compliance Director of the worksite's status and facilitate the removal of the worksite from MNOSHA's Programmed Inspection Schedule for the approved exemption period;
11. Work with the WSC Administrative Assistant to establish a flag raising ceremony with the site to be recognized.
12. Notify the Department of Labor and Industry Communications Director/Department of the achievement; and
13. Submit a monthly, updated MNSHARP activities log to the Region V Office, to ensure employers are appropriately added or removed from the national database.

#### H. Duration of MNSHARP Status

1. All initial approvals and renewals of MNSHARP status will be for a period of one (1) year. The certification date will commence as close to final approval as possible.



2. The exemption period from MNOSHA programmed inspections begins while the employer is working in an approved Pre-SHARP status.

I. Renewal Requirements

The MNSHARP Supervisor shall inform MNSHARP employers, seeking renewal of MNSHARP status that they must request a renewal visit within 90 days prior to the expiration of the exemption status, and the following steps will be taken:

1. The site will receive a full service safety and health consultation visit, and an updated assessment of their safety and health management system.
2. To the extent possible, all hazards found by the MNSHARP Team must be corrected during the inspection or within a mutually agreed upon time frame(s) not longer than 3 days from the closing conference.
3. A re-approval of MNSHARP status will be granted upon verification that the employer continues to meet all eligibility and program requirements.

J. Renewal Approval

Renewal for MNSHARP participation shall follow the same steps as the initial approval process.

K. MNOSHA Inspection(s) at MNSHARP Construction Worksites

As noted above, employers that meet all the requirements for MNSHARP status shall have the names of the specific projects removed from MNOSHA's Programmed Inspection Schedule. However, pursuant to 29 CFR 1908.7(b)(4)(ii), the following types of incidents can trigger an MNOSHA enforcement inspection at MNSHARP sites:

1. Imminent danger;
2. Fatality/Catastrophe;
3. Serious Injury; or
4. Formal complaints

III. Construction Employer and Workplace Safety Consultation Obligations

A. Fatalities and reportable injuries at MNSHARP or Pre-MNSHARP sites

The MNSHARP Team shall advise employers that in the case of a fatality at a MNSHARP/Pre-MNSHARP site, the employer shall notify MNOSHA Compliance within eight (8) hours of the incident. In addition the employer shall advise MNOSHA Compliance within twenty-four (24) hours, of the in-patient hospitalization of one or more employees, or an employee's

amputation, or an employee's loss of eye as required in 29 CFR 1904.39. The MNSHARP Team shall also inform employers that they shall notify the Workplace Safety Consultation Unit as soon as possible after notification of the incident. Until all citations have been abated, the MNSHARP Team members are not permitted to discuss with the employer any issues related to the fatality or catastrophe or a MNOSHA enforcement inspection. After the enforcement investigation is concluded and all citations have been abated, the MNSHARP Supervisor and MNSHARP Team shall evaluate the MNSHARP/Pre-MNSHARP status of the worksite using the following criteria:

1. If no citation is issued, an onsite visit shall be conducted to ensure that all elements of the safety and health management system continue to be effective.
2. If a serious or repeat violation is issued, the MNSHARP team will conduct an onsite visit to ensure that the alleged hazardous condition(s), which resulted in citations, have been corrected and that the safety and health management system is operating effectively.
  - a. If the MNSHARP Team determines that a serious or repeat citation is related to a reduction in the effectiveness of the employer's safety and health management system, the employer will be asked to withdraw from the program. If the employer does not withdraw voluntarily within 5 working days, participation shall be terminated by the Workplace Safety Consultation Director with the approval from the Commissioner. The employer may re-apply to the program 12 months after the withdrawal or termination.
  - b. If the MNSHARP team determines that there is no relation between the serious or repeat citation and the effectiveness of the employer's safety and health management system, the employer shall be counseled on how to prevent a recurrence.
3. If a willful citation is issued or there is evidence that the site's self-evaluation is inaccurate, the Workplace Safety Consultation Director will request the employer to voluntarily withdraw from the program within 5 working days. If the employer does not withdraw voluntarily within 5 working days, participation shall be terminated immediately by the Workplace Safety Consultation Director. The employer may re-apply to the program 12 months after withdrawal or termination.

**B. Changes that may Affect a MNSHARP or Pre-MNSHARP Employers Eligibility**

Change in Ownership and/Organizational Changes - Whenever ownership or major organizational changes occur that may impact the effectiveness of the employer's safety and health management system, the employer or employer

representative shall notify the MNSHARP Supervisor. The MNSHARP Supervisor shall discuss the changes with the employer and notify the Workplace Safety Consultation Director, if an onsite visit is necessary.

C. Failure to Maintain MNSHARP or Pre-MNSHARP Requirements

If an employer fails to maintain the participation criteria, the Workplace Safety Consultation Director shall give the employer the opportunity to voluntarily withdraw from the program within 5 working days.

1. Voluntary Withdrawal from the Program - Any approved MNSHARP/Pre-MNSHARP participant may withdraw at any time. Withdrawal may occur as a result of, economic difficulty, change in management, or at the request of the employer or Workplace Safety Consultation Director. To withdraw, the employer shall send a letter explaining the withdrawal and/or return the MNSHARP certificate to the Workplace Safety Consultation Director. The withdrawal is effective immediately upon receipt of the letter.
2. Termination of Exemption or Deferral - If an employer fails to maintain the participation criteria and/or refuses the opportunity to voluntarily withdraw from the program, the Workplace Safety Consultation Director shall terminate the employer's participation in MNSHARP/Pre-MNSHARP. The employer and the MNOSHA Compliance Director shall be notified in writing when MNSHARP/Pre-MNSHARP participation is terminated. The written notice to the employer shall contain the reason(s) for the termination and outline the requirements for re-entry into the program.

D. Serious Hazard(s) Found at Pre-SHARP and MNSHARP Worksites

Serious hazard(s) found in plain view by a MNOSHA Compliance Investigator and any public official shall be immediately communicated to the MNSHARP Supervisor. The supervisor will notify the General Contractor and require the serious hazard(s) to be eliminated. The General Contractor must provide a written response to the MNSHARP Supervisor detailing corrective actions taken within 24 hours of receiving notification of the serious hazard(s). Failure to notify the MNSHARP Supervisor of corrective actions by the General Contractor will result in a MNOSHA Compliance Inspection.

E. Referrals

Referrals received by MNOSHA Compliance related to a Pre-SHARP or MNSHARP worksite will be transferred to the MNSHARP Supervisor for response. The referral will be treated as "High Priority." The MNSHARP Supervisor will follow the same procedure as explained above in paragraph D (Serious Hazard(s) found at Pre-SHARP and MNSHARP worksites).

## Appendix A

### Rate Calculations

#### Rate Calculations

##### A. Annual Rate Formula.

Annual rates are calculated by the formula  $(N/EH) \times 200,000$  where:

N = Sum of the number of recordable injuries and illnesses in the year.

EH = total number of hours worked by all employees in the year.

200,000 = equivalent of 100 full time employees working 40 hours per week, 50 weeks per year.

1. For the TRC, use the total number of cases listed on the OSHA 300 Log in columns:
  - Column H (Days away from work),
  - Column I (Job transfer or restriction), and
  - Column J (Other recordable cases).

$$N = H + I + J$$

2. For the DART, use the total number of cases resulting in days away from work, restricted work activity, and/or job transfer listed on the OSHA 300 Log in columns:
  - Column H (Days away from work) and
  - Column I (Job transfer or restriction).

$$N = H + I$$

- B. **Rounding Instructions.** You shall 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.

- C. **Comparison to National Averages.** Compare the TRC and DART rate to the most recently published Bureau of Labor Statistics (BLS) national average (available online at <http://www.osha.gov/oshstats/work.html>) for the NAICS code for the industry in which the applicant is classified.

These national averages, currently broken down by NAICS code, are found in "Table 1 - Incidence rates of non-fatal occupational injuries and illnesses by industry" that BLS publishes each year.

1. In the calculations, both the DART and TRC have to be below the BLS rates for the same year.
2. If BLS rates are not available for both the DART and TRC, then use the next smallest NAICS code (i.e., six digit NAICS to a five digit NAICS).
3. If BLS rates are available for either the DART or TRC, then use the BLS data that is available.

## Appendix B

### Sample Calculations

A safety and health consultant visited XYZ Machine Shop ( NAICS – 33271; SIC – 3599) and recorded the following OSHA 300 Log Information:

Year 2005	# Employee 5	Hours Worked 10,000	Column H 0	Column I 1	Column J 0
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**\*\*\*Note: The data above is used for the example that follows.**

#### 1-Year Calculation

##### DART

$$\text{DART} = \frac{[(\text{Column H}) + (\text{Column I})]}{[\text{Hours-Worked}]} \times [200,000 \text{ Hours}]^*$$

$$\text{DART} = \frac{[(0)+(1)]}{[10,000 \text{ Hours}]} \times [200,000 \text{ Hours}]$$

$$\text{DART} = \frac{[(1)]}{[10,000 \text{ Hours}]} \times [200,000 \text{ Hours}]$$

$$\text{DART} = [20.00]$$

##### TRC

$$\text{TRC} = \frac{[(\text{Column H}) + (\text{Column I}) + (\text{Column J})]}{[\text{Hours Worked}]} \times [200,000 \text{ Hours}]$$

$$\text{TRC} = \frac{[(0)+(1)+(0)]}{[10,000 \text{ Hours}]} \times [200,000 \text{ Hours}]$$

$$\text{TRC} = \frac{[(1)]}{[10,000 \text{ Hours}]} \times [200,000 \text{ Hours}]$$

$$\text{TRC} = [20.00]$$

#### Conclusion

The employer's **2005** DART and TRC rates of **20.0** are above the 2004 BLS **DART and TRC data shown below.**

YEARS	DART	TRC
2005 Employer's Rates	20.00	20.00
2004 BLS DATA	2.9	6.9

## Appendix C

### Sample Letter of Intent

Date of Request

Mr(s). (Director's Last Name)  
Workplace Safety Consultation Director  
Workplace Safety Consultation  
Minnesota Department of Labor and Industry  
443 Lafayette Road North  
St. Paul, MN 55155

Dear Mr./Ms. (Director's Last Name):

*(Company Name)* is committed to the pursuit of establishing an exceptional program addressing employee safety and health at our *(Address, City, MN)* worksite. Preserving and constantly improving occupational safety and health is an integral part of our company's mission, and is recognized as vital component of a successful operation. Our goal to produce the highest quality product in an efficient manner depends largely on the well-being of our workforce.

Because we believe our goals fit well with the goals of the Minnesota Safety and Health Achievement Program (MNSHARP) offered through your department, we are formally requesting consideration for our participation in the MNSHARP. We look forward to working with Workplace Safety Consultation (WSC) representatives in an effort to achieve approval in the program.

We understand that an employer must achieve the following to be considered for final approval in the MNSHARP:

- (1) correct all hazard items found during the WSC full service safety and health consultation surveys conducted at the facility,
- (2) show that their Total Recordable Case (TRC) rate and Days Away Restricted Transfer (DART) rate for the site during the last complete calendar year, or averages over the last 3 complete calendar years, are below the corresponding averages for their industry based on the most recent National BLS statistics industry rates.
- (3) undergo an assessment of their safety and health program by WSC representatives and score a "2" rating or better in each of the 58 indicators on the Revised Form 33.

Be assured that you will receive the full cooperation of all personnel at our worksite in the above surveys and assessments.

We appreciate your consideration for this program. We will await your direction as to the next step in the process.

Sincerely,

(Company Official's Name)  
(Job Title)

(Note: This notice must be printed on company stationery. It is to be posted prominently next to the MNOSHA poster.)

## Appendix D

### Notice of application to participate in MNSHARP

This is to notify all affected employees of my intention to participate in the Minnesota Safety and Health Achievement Recognition Program (MNSHARP). MNSHARP was established by the Minnesota Department of Labor and Industry, Workplace Safety Consultation (WSC), and is operated with the assistance of the state consultation program. It provides special recognition to employers that establish comprehensive and effective workplace safety and health programs, correct all identified hazards and meet other program requirements.

After approximately a one-year probationary period, I intend to pursue the MNSHARP award, which carries with it an exemption from programmed MNOSHA inspections through the Department of Labor and Industry's Minnesota Occupational Safety and Health Administration (MNOSHA) and Workplace Safety Consultation units.

A series of complete on-site consultation safety and health surveys of this establishment is in progress. I have agreed voluntarily to eliminate all hazards identified through the on-site consultation surveys. All employees will have an opportunity to see a summary that describes the hazards identified by the consultant. This summary will be posted when the hazards have been eliminated.

I will implement and continue to maintain an effective safety and health program, in accord with guidelines required for MNSHARP participation.

I have agreed to call WSC for further assistance in the event I implement new work processes that may result in new hazards.

I understand during the first-year probationary period, this facility will not continue to be subject to MNOSHA programmed inspections. A performance review conducted by WSC at the conclusion of the preparation period will determine eligibility for continued participation in MNSHARP. In addition to successfully completing the performance review, I must submit a letter verifying all identified hazards have been corrected, an effective safety and health program is operating, and that I wish to continue participating in MNSHARP. This facility will then be eligible for a MNSHARP award and will be removed from MNOSHA's programmed inspection lists for a period of one year, starting from the date that all award requirements have been met. At the end of that one year period, this facility's safety and health program will be re-evaluated for continued MNSHARP participation for an additional one year exemption from MNOSHA programmed inspections.

I understand MNSHARP participation will not affect completion of any programmed inspections in progress, including those involving a pending follow-up on previously cited violations or a "cross referral" from safety to health inspectors, or vice versa. I also understand MNOSHA may continue to inspect this worksite in response to imminent danger conditions, a fatality or catastrophe and employee complaints.

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Signature of employer

Title

---

Date

(Note: This notice must be printed on company stationery. It is to be posted prominently next to the MNOSHA poster.)

## Appendix E

### SHARP Construction Site Qualification Information

Date of Request

Mr(s). (Director's Last Name)  
Workplace Safety Consultation Director  
Workplace Safety Consultation  
Minnesota Department of Labor and Industry  
443 Lafayette Road North  
St. Paul, MN 55155

Dear Mr./Ms. (Director's Last Name):

**Company Name** is requesting Workplace Safety Consultation services for the **Project Name, located at....** Below you will find the pertinent information relating to this project which provides evidence that this project qualifies for MNSHARP status. The project will begin, **Date** with an expected completion date of **Date**. If you need further information, please contact **Person**.

- a. Project Name:
- b. Project Address:
- c. Project Description:
- d. Project Value:
- e. Projected Work Schedule (**Include all scheduled and potential phases – what is the scheduled duration of the project, all phases included**):
- f. Projected Workforce:
- g. Potential Challenges:
- h. Previous SHARP Projects:
- i. Project Team (include Superintendents, Project Managers, Safety Personnel):
- j. Subcontractors:

Sincerely,

**Requestor Name, Title**  
**Company**  
**Phone Number**  
**Email Address**

(Note: This notice must be printed on company stationery. It is to be posted prominently next to the MNOSHA poster.)