Sample Construction Co., LLC

Safety prequalification packet

OSHA records for 2023, 2024 and 2025

Prepared for _____

Address
9800 Chisholm Trail, Round Rock, TX 78681

Year founded
2011 (15 years in business)

Union status
Open shop

Workers' comp carrier
Sample Mutual Insurance (example)

Safety contact
Rita Solano, Project Superintendent, (512) 555-0144

NAICS
237110, water, sewer and storm utility installation

Employees
36 field, 10 office

Prepared October 9, 2026 from the company's records in 29Safety. The next OSHA 300A summary is posted by February 1, 2027 (29 CFR 1904.32); the packet should be updated then, and whenever the EMR changes.

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Three years of rates, EMR and hours, with the counts behind them

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About the numbers

Every rate is printed with its formula and the counts it comes from, so it can be figured any way a form asks. The letters are the columns of OSHA's Form 300A:

- **G** Deaths
- **H** Cases with days away from work
- **I** Cases with job transfer or restriction
- **J** Other recordable cases
- **K** Days away from work
- **L** Days of job transfer or restriction

Not in this packet

- OSHA 301 incident reports. They hold medical details and stay with the company.
- Employee names. They are removed from the OSHA 300 logs (29 CFR 1904.29(b)(10)).
- The full FEIN. The company gives it directly.
- Bonding letters and financial statements. The company sends them on request.

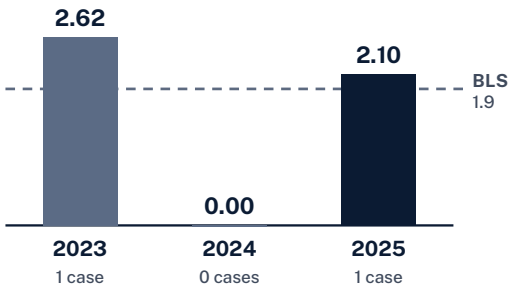
At a glance

Company-wide, for the three calendar years before this packet (2023, 2024 and 2025), from the OSHA 300A summaries and the workers' compensation carrier.

TRIR

3-year: 1.57

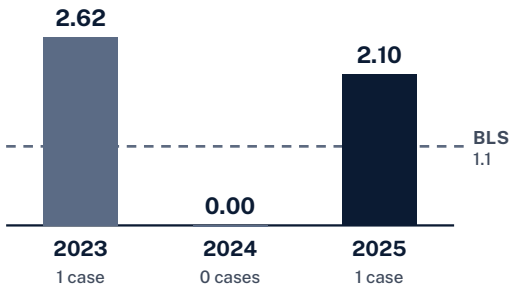
(H + I + J) × 200,000 ÷ hours worked



DART rate

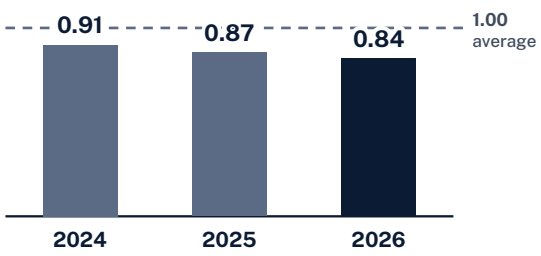
3-year: 1.57

(H + I) × 200,000 ÷ hours worked



EMR (experience mod)

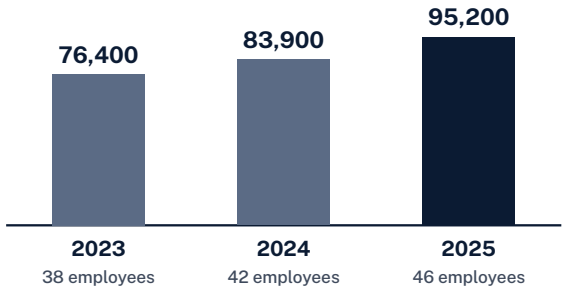
From the carrier's or rating bureau's letter



Hours worked

3-year: 255,500

From each year's 300A; average employees below



Bars: each year (the latest is darker). Dashed line: the BLS 2024 rate for NAICS 23711; for EMR, 1.00.

Year	Hours	Average employees	G	H	I	J	K	L	TRIR	DART	Days-away rate	OSHA citations
2023	76,400	38	0	1	0	0	3	0	**2.62**	2.62	2.62	None
2024	83,900	42	0	0	0	0	0	0	**0.00**	0.00	0.00	None
2025	95,200	46	0	0	1	0	0	9	**2.10**	2.10	0.00	None
3-year	**255,500**		**0**	**1**	**1**	**0**	**3**	**9**	**1.57**	**1.57**	**0.78**	
BLS 2024, NAICS 23711: Water and sewer line and related structures construction									1.9	1.1	0.6	

Notes for the reviewer

DART rate. The three years: 1.57, above the BLS 2024 rate for NAICS 23711 (1.1).

Safety record

The recordable cases behind the rates, OSHA inspections, and the experience modification rate.

The cases behind the rates

Year	What happened	What changed
2023	Laborer. Laceration to the forearm from a pipe-saw blade change. 3 days away from work.	Cut-level A3 gloves issued at orientation; blade change added to the saw JHA; no repeat.
2025	Pipelayer. Back strain lifting a 12-in fitting. 9 days of restricted work.	Mechanical lift for fittings over 50 lb; two-person rule under 50 lb; added to the pipe-laying JHA Jul 2025; no repeat.

OSHA inspections, 2021 through 2026

Date	Inspection	Site or project	Result	Penalty	Status	What changed
Jun 14, 2021	Complaint	Round Rock storm project	**Other-than-serious** 1926.651(c)(2) $0 after informal conference	$0	Closed	Ladder spacing is item 6 on every daily inspection since
Apr 16, 2024	Programmed (planned)	Round Rock storm project	**No citation**	-	Closed	-

Experience modification rate (EMR)

Policy year	EMR	Carrier	Rating bureau	Letter
2026	**0.84**	Sample Mutual Insurance (example)	NCCI	In the packet
2025	**0.87**	Sample Mutual Insurance (example)	NCCI	In the packet
2024	**0.91**	Sample Mutual Insurance (example)	NCCI	In the packet

How the rates are figured

TRIR	(H + I + J) × 200,000 ÷ hours worked
TRIR counting deaths	(G + H + I + J) × 200,000 ÷ hours worked
DART rate	(H + I) × 200,000 ÷ hours worked
Days-away rate	H × 200,000 ÷ hours worked

“The 200,000 figure in the formula represents the number of hours 100 employees working 40 hours per week, 50 weeks per year would work, and provides the standard base for calculating incidence rates.” (OSHA recordkeeping forms package)

Programs and people

Who leads safety, how the company answers the questions prequalification forms ask, and the written programs on file.

Safety lead

Name	Title	Credentials
Rita Solano	**Project Superintendent**	**OSHA 30, excavation CP**
Phone	Email	
(512) 555-0144	-	

Safety program questions: management system

Question	Answer	The record behind it
Written safety and health program, signed by the owner, reviewed yearly	Yes	Rev 2 · signed Jan 12, 2026 by Gloria Pruitt, President · next review Jan 2027
Designated safety lead with authority to stop work	Yes	Rita Solano, Project Superintendent · OSHA 30, excavation CP · stop-work authority also sits with every CP and every worker
Safety meetings with field employees	Yes	Weekly toolbox talk, every crew · 48 in the last 12 months · 96% attendance · records in 29Safety
Jobsite safety inspections	Yes	Daily excavation inspection by the CP (every open trench) · weekly superintendent walk · monthly safety lead audit · 31 findings last 12 months, closed in 3 days on average
Job hazard analysis / pre-task planning	Yes	JHA per task, pre-task plan every shift, signed by the crew on their phones
Incident reporting, investigation and corrective action tracking	Yes	Report within the hour · investigation within 24 h with root cause · corrective actions assigned and tracked to closure · owner reviews every recordable
Near-miss reporting	Yes	QR code on every site board, any language · 14 reported in the last 12 months · no retaliation, written (1904.35)
Disciplinary policy for safety violations	Yes	Progressive · three rules that send you home the same day are taught at orientation
Safety incentive program	Yes	Recognition for reporting hazards and near misses; nothing tied to injury counts

Safety program questions: programs owners ask about

Question	Answer	The record behind it
Return-to-work / modified duty program	Yes	Written · used for the 2025 restricted-duty case · 9 days, back to full duty
Drug and alcohol testing	Yes	Pre-hire, post-incident, reasonable suspicion, random (10%/yr) · DOT program for CDL drivers
Management safety review	Yes	Quarterly: rates, open corrective actions, training due, near-miss trends
Stretch-and-flex / ergonomics	Yes	Daily before the pre-task plan · mechanical lift for fittings over 50 lb since Jul 2025
OSHA VPP, SHARP or a recognized safety certification	No	Not enrolled

Programs and people (continued)

Safety program questions: programs owners ask about (continued)

Question	Answer	The record behind it
Subcontractor prequalification	Yes	Lower-tier subs submit this same pack; their crews take our orientation and attend our talks

Written safety programs

Program	Revision	Approved	Next review	Languages	Where it applies
Safety & Health Program	Rev 2	Jan 12, 2026	Jan 12, 2027	English, Spanish	Company-wide
Emergency Action Plan	Rev 2	Jan 12, 2026	Jan 12, 2027	English, Spanish	Company-wide
Fire Prevention Plan	Rev 1	Jan 12, 2026	Jan 12, 2027	English, Spanish	Company-wide
Hazard Communication Program	Rev 3	Jan 12, 2026	Jan 12, 2027	English, Spanish	SDS in 29Safety and the truck binder
PPE Hazard Assessment and Program	Rev 2	Jan 12, 2026	Jan 12, 2027	English, Spanish	by task · certified
Injury & Illness Recordkeeping and Reporting Procedure	Rev 2	Jan 12, 2026	Jan 12, 2027	English, Spanish	within the hour · root cause · corrective actions
Stop-Work Authority and Reporting Policy	Rev 1	Jan 12, 2026	Jan 12, 2027	English, Spanish	Company-wide
Competent Person Designation Program	Rev 2	Feb 9, 2026	Feb 9, 2027	English, Spanish	excavation, silica, confined space
Subcontractor Safety Management Program	Rev 1	Mar 9, 2026	Mar 9, 2027	English, Spanish	lower tiers submit this same pack
Fall Protection Program	Rev 2	Jan 12, 2026	Jan 12, 2027	English, Spanish	excavation edges, trailers, structures over 6 ft
Excavation and Trenching Program	Rev 3	Feb 9, 2026	Feb 9, 2027	English, Spanish	core scope · CP designations attached
Ladder and Stairway Safety Program	Rev 1	Jan 12, 2026	Jan 12, 2027	English, Spanish	Company-wide
Permit-Required Confined Space Program	Rev 2	Feb 9, 2026	Feb 9, 2027	English, Spanish	permit program · manholes, vaults · 1926 Subpart AA
Electrical Safety Program	Rev 2	Mar 9, 2026	Mar 9, 2027	English, Spanish	811, tolerance zone, hand digging, cords and GFCI
Lockout/Tagout (Control of Hazardous Energy) Program	Rev 1	Jan 12, 2026	Jan 12, 2027	English, Spanish	shop and field repairs
Motor Vehicle and Fleet Safety Program	Rev 2	Jan 12, 2026	Jan 12, 2027	English, Spanish	company trucks and trailers
Drug- and Alcohol-Free Workplace Policy	Rev 2	Jan 12, 2026	Jan 12, 2027	English, Spanish	pre-hire, post-incident, reasonable suspicion, random
Heat Illness Prevention Plan	Rev 1	Apr 13, 2026	Apr 13, 2027	English, Spanish	80 / 90°F heat index triggers

Programs and people (continued)

Written safety programs (continued)

Program	Revision	Approved	Next review	Languages	Where it applies
Silica Exposure Control Plan	Rev 2	Jan 12, 2026	Jan 12, 2027	English, Spanish	Table 1 tasks · wet cutting
Bloodborne Pathogens Exposure Control Plan	Rev 1	Jan 12, 2026	Jan 12, 2027	English, Spanish	Company-wide
Hearing Conservation Program	Rev 1	Jan 12, 2026	Jan 12, 2027	English, Spanish	saws, compactors, excavator

Marked not applicable by the company

- **Scaffold Safety Program**: no scaffold work; trench boxes and ladders only
- **Crane, Hoist, and Rigging Program**: no cranes; excavator lifts under 1926.1400(c)
- **Respiratory Protection Program**: no respirator use; silica controlled by wet methods

Training on file

Course	People	Next expiry
OSHA 10-Hour Construction	5	-
Confined space entrant / attendant	3	-
First Aid / CPR / AED	3	Nov 14, 2027
OSHA 30-Hour Construction	2	-
Competent person: Excavation / trenching	1	-
Confined space entry supervisor	1	-
Heavy equipment operator (excavator, loader, dozer, roller)	1	-
Flagger	1	Jun 8, 2027

Insurance

Coverage as the company entered it. The certificates themselves go with this packet.

Coverage	Limit
General liability, each occurrence	**$1M**
General liability, aggregate	**$2M**
Auto liability	**$1M CSL**
Umbrella	**$5M**
Employer's liability	**$1M**

Workers' compensation

Carrier	**Sample Mutual Insurance (example)**
Rating bureau	NCCI
Policy renews	April
Certificate of insurance expires	April 1, 2027
Agent	-

Certificates in this packet

- 04 Certificate of insurance (expires 2027-04-01).pdf

Signed statement

I reviewed the documents in this packet, listed below. To the best of my knowledge and belief, the information in them is true and complete.

- 00 Packet contents.pdf
- 01 OSHA 300A summary 2023.pdf
- 01 OSHA 300A summary 2024.pdf
- 01 OSHA 300A summary 2025.pdf
- 02 OSHA 300 log 2023 (names removed).pdf
- 02 OSHA 300 log 2024 (names removed).pdf
- 02 OSHA 300 log 2025 (names removed).pdf
- 03 EMR letter 2024.pdf
- 03 EMR letter 2025.pdf
- 03 EMR letter 2026.pdf
- 04 Certificate of insurance (expires 2027-04-01).pdf
- 06 Safety program index.pdf
- 07 Answer sheet.pdf
- 08 Prequal data sheet.xlsx
- 09 OSHA ITA 300A 2023.csv
- 09 OSHA ITA 300A 2024.csv
- 09 OSHA ITA 300A 2025.csv
- 10 OSHA ITA cases 2023 (names removed).csv
- 10 OSHA ITA cases 2024 (names removed).csv
- 10 OSHA ITA cases 2025 (names removed).csv
- 11 Signed statement.pdf



Signature

October 9, 2026

Date

Gloria Pruitt

Name

President

Title

Signed in 29Safety on October 9, 2026. Packet prepared on October 9, 2026.

5 Signed statement

Documents

These files go with this packet. Each one is its own document, numbered in the order prequalification portals ask for them.

File	What it is
00 Packet contents.pdf	This list.
01 OSHA 300A summary 2023.pdf	Summary of work-related injuries and illnesses for 2023. Certified by Gloria Pruitt, President, on Jan 26, 2024.
01 OSHA 300A summary 2024.pdf	Summary of work-related injuries and illnesses for 2024. Certified by Gloria Pruitt, President, on Jan 24, 2025.
01 OSHA 300A summary 2025.pdf	Summary of work-related injuries and illnesses for 2025. Certified by Gloria Pruitt, President, on Jan 23, 2026.
02 OSHA 300 log 2023 (names removed).pdf	Log of recordable cases for 2023, names removed (1 case).
02 OSHA 300 log 2024 (names removed).pdf	Log of recordable cases for 2024, names removed (0 cases).
02 OSHA 300 log 2025 (names removed).pdf	Log of recordable cases for 2025, names removed (1 case).
03 EMR letter 2024.pdf	EMR letter for policy year 2024, as received.
03 EMR letter 2025.pdf	EMR letter for policy year 2025, as received.
03 EMR letter 2026.pdf	EMR letter for policy year 2026, as received.
04 Certificate of insurance (expires 2027-04-01).pdf	Certificate of insurance, as received, expires Apr 1, 2027.
06 Safety program index.pdf	Written safety programs with revision, approval and next review.
07 Answer sheet.pdf	Answers in the order most questionnaires ask, ready to copy.
08 Prequal data sheet.xlsx	The same facts as a spreadsheet: company, OSHA numbers by year with each rate's formula, EMR, insurance, programs, OSHA history, answers.
09 OSHA ITA 300A 2023.csv	The 2023 Form 300A in the CSV layout of OSHA's Injury Tracking Application. The EIN column is blank; the company gives its EIN directly.
09 OSHA ITA 300A 2024.csv	The 2024 Form 300A in the CSV layout of OSHA's Injury Tracking Application. The EIN column is blank; the company gives its EIN directly.
09 OSHA ITA 300A 2025.csv	The 2025 Form 300A in the CSV layout of OSHA's Injury Tracking Application. The EIN column is blank; the company gives its EIN directly.
10 OSHA ITA cases 2023 (names removed).csv	The 2023 cases from the 300 log in the CSV layout of OSHA's Injury Tracking Application. No names; the columns that come from the 301 are blank.
10 OSHA ITA cases 2024 (names removed).csv	The 2024 cases from the 300 log in the CSV layout of OSHA's Injury Tracking Application. No names; the columns that come from the 301 are blank.

Documents (continued)

File	What it is
10 OSHA ITA cases 2025 (names removed).csv	The 2025 cases from the 300 log in the CSV layout of OSHA's Injury Tracking Application. No names; the columns that come from the 301 are blank.
11 Signed statement.pdf	Signed statement that the information is true and complete.