



What Worthington Reviews

Worthington utilizes ISNetworld as our primary information system for managing requirements for contractors working onsite. We use ISNetworld as a central location to store the information and documentation we require, as well as depend on ISN experts to review and verify uploaded documents on our behalf. This document provides information on the items you need to provide in ISNetworld for Worthington.

Overview

A subscription to ISNetworld will require your company to provide requested information and documentation. These items will be evaluated according to criteria that Worthington has chosen. You will have access to see your “scorecard” and see the areas that Worthington scores. The scorecard is broken down into the following categories. These components are discussed in more detail below.

Grade Component
Safety Statistics
Citations
EHS Questionnaire
Experience Modifier (EMR)
Written Programs
Insurance
Contractor Safety Requirements

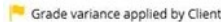
Worthington has ISN assign points to the items within each grade component based on criteria we set to determine the letter grade (A, B, C or F) received.

Contractors should maintain a C grade or better to be authorized to work onsite.

Points and Grading - Total of 100 Points Available	
To obtain the following grade:	Minimum Points Needed
A Grade	90
B Grade	80
C Grade	70
F Grade (Non-Acceptable)	

Scoring of the items on the scorecard is not a perfect science and we know there are scenario’s where a passing grade can’t be achieved within the timeframe needed to perform service onsite. Consideration can be given to contractors that have an F grade but require special paperwork and approvals. This process is referred to as a grade variance. Grade variances cannot be given for deficiencies that can easily be addressed by the contractor (such as missing required documents). Grade variances are temporary and require a special risk mitigation plan to be put in place as well as the expectation that the contractor work toward improvements in the deficient area(s) over time.

If a grade variance is applied, it will be indicated under the letter grade on your scorecard like this:



It is the responsibility of the contractor to ensure they are meeting Worthington’s requirements and expectations. Worthington employees have the right, and duty, to stop any work onsite that does not comply with EHS requirements or that causes a safety concern.

Please contact our [Contractor Safety Helpline](#) with any questions you may have about our Contractor Safety Program.

“Showstoppers”

“Showstoppers” are those items that must be accepted regardless of the points earned for other components. Neither of these items is assigned points for being accepted, but each will cause 100 points to be lost if not accepted. Grade variances cannot be applied unless both showstoppers are in an accepted status in ISN.

Accepted Certificate of Insurance (COI)

Contractors are required to submit a current certificate of insurance that meets the requirements listed on our “Contractor Insurance Requirements” document. Insurance documents are uploaded in the Insurance Section of your account in ISN. Before uploading your COI, you must first complete the Insurance Pre-Questionnaire, which includes questions related to the work you perform for Worthington.

We utilize a “Risk Matrix” that lists specific work types and locations. The limits of coverage we require of contractors are based on the highest level of risk Worthington has categorized your company. The facility Project Manager or EHS Manager can advise you on your risk level.

In addition to dollar limits for coverages, inclusions/verbiage are required to be added to your certificate (additional insured, waiver of subrogation, and primary/non-contributory).

Umbrella coverage is required to sit on top of all other policies.

If you have employees that reside in a Monopolistic state (OH, WY, WA, ND) and they are performing service for Worthington Industries in that state, you must also submit a separate certificate showing state issued Worker’s Compensation Coverage. If this is applicable, your insurance agent will also need to include verbiage on the regular insurance certificate showing “Stop Gap” coverage.

Important information about certificate reviews:

- Be sure to include ALL required elements on the COI. Any deficiency will cause then entire certificate to be rejected. Be sure to get clarification on any requirements you are unclear on before uploading a certificate.
- Reviews can take several days to process. If your current COI is expiring be sure to upload a new COI with enough time for the review to complete. Agents should be able to provide COI’s up to 30 days in advance of the effective date.

Accepted Contractor Safety Requirements (CSR) document

The Contractor Safety Requirements document is the legal document we require be signed by someone with authority to do so for your company.

Requests for any alterations to the CSR are required to be reviewed by our Corporate Legal Department. Note that any requests that cross off a bullet in its entirety will automatically be rejected. Submitted markups must address the specific word(s) of concern and suggested replacement verbiage.

The CSR is uploaded in the “Document Center” Section of your account in ISN.

Safety Statistics

Worthington is committed to ensuring the safety of our employees, visitors, contractors and property. One of the ways we do that is by evaluating the safety statistics of contractors coming onsite to perform work. These statistics give us a view of the historical average safety performance of our contractors.

Abbreviations Used

- OSHA – Occupational Safety and Health Administration (part of the US Department of Labor that is tasked to ensure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance)
- BLS – US Bureau of Labor Statistics (agency that compiles and publishes labor statistics for the US)
- TRIR – Total Recordable Incident Rate (# of OSHA recordable incidents)
- DART – Days Away, Restricted or Transferred (# of days recordable injuries kept employees from performing their regular job)

OSHA Log Upload Requirements

- OSHA 300A Summary forms are required to be uploaded. If there are ANY incidents reported on the summary, then you will also be required to upload the corresponding 300 detail page(s). Totals from the detail pages must match the summary totals.
- Initial set up will require upload of the past 3 years of OSHA logs.
- Annually, by March 1st, you will be required to upload the previous year's logs.
- Contractors that have less than 10 employees are not required to submit logs to OSHA, but we request that you still complete and upload them for Worthington. Contact our Helpline for assistance with obtaining and/or completing these forms.

How Grading is Applied

- 30 Points is the maximum number of point that can be earned for this component
- Points based on the 3 year average statistics (TRIR and DART rates) from your uploaded and verified OSHA Logs:
 - **Excellent** - 30 points earned if both statistics are less than or equal to the BLS.
 - **Satisfactory** - 20 points earned if one statistic is greater than the BLS but less than or equal to 125% of the BLS and the other statistic is equal to or less than the BLS.
 - **Marginal** - 10 points earned if both statistics are greater than the BLS but less than or equal to 125% of the BLS, or, one statistic is greater than 125% of the BLS but the other statistic is less than or equal to the BLS.
 - **Unacceptable** - 0 points if both statistics are greater than 125% of the BLS.

Why Worthington looks at these statistics

These safety statistics are known as “lagging” indicators and give insight into a contractor's safety history. The TRIR relates to the number of OSHA recordables a contractor has each year and the DART tells us how many days either away from work or job transfer were related to those recordables (an indication of how severe injuries may have been).

Worthington recognizes that some contractors actively promote a great safety culture, but their safety statistics may not show evidence of this due to having a low number of employees or other factors. Know that we do not use this grading as a way to “punish” contractors without further review, but rather use it to “flag” our employees to dig into the details related to the grade.

If your safety statistics are flagged as deficient, we may ask you to provide information on incidents that impacted your rates and the steps your company may have put in place or actions taken as a result of those incidents.

Regulatory Citations

Worthington wants to know if a contractor has received citations from regulatory entities for violations of safety requirements and protocols. Contractors are asked about citations received, and ISNetworld regularly searches the regulatory organizations records to provide us with information on citations for our contractors.

Having received a regulatory citation in and of itself will not prevent you from working for Worthington. We may, however, ask you to provide detailed information about the citation(s), and the efforts your company has or is taking to ensure violations that could be impactful to Worthington won't occur at our location.

Regulatory Organizations Reviewed

- OSHA (Occupational Safety and Health Administration)
- EPA (Environmental Protection Agency)
- MSHA (Mine Safety and Health Administration)

Upload Requirements

- No documents needed for you to upload
- Annual update on the questionnaire is needed to answer questions about any citations received

How Grading is Applied

- 10 Points is the maximum number of point that can be earned for this component
- Points are all or nothing for this category (no partial points available)
 - **10 Points** – No regulatory citations noted within the previous 3 years.
 - **0 Points** – At least one regulatory citation noted within the previous 3 years.

EHS Questionnaire

Worthington has included several questions that ask about your company's policies related to health and safety in ISNetwork's "EHS Questionnaire". We see having various policies in place designed to protect your employees as proactive and an attribute that we value in the contractors we do business with.

Upload Requirements

- No documents needed for you to upload
- General information about your company will need to be entered into ISNetwork
- These questions are graded by Worthington, so should be completed right away:

Question No.	Question Asked
US:1:8	Is your company ISO 45001 certified?
US:2:3	Does your company have a written safety and environmental policy explaining your organization's overall intentions and directions expressed by top management?
US:3:2	Does your company have an HSE program?
US:3:15	Is there a system in place to ensure adequate HSE communication with employees and to provide them with the opportunity for input and feedback?
US:3:16	Does your company have written safety procedures specific to the type of work your company performs?
US:3:17	Does your company provide formal safety training for your company's employees as it relates to the work that your company performs?
US:4:1	Does your company have scheduled documented employee safety meetings?
US:4:4	Does your company hold onsite (tailgate/toolbox/pre-tour/pre-job/pre-start) safety meetings?
US:4:12	Does your company have a near miss reporting program?
US:4:14	Does your company perform Job Safety Analysis (JSA) /Job Risk Analysis (JRA)/Job Hazard Analysis (JHA) or equivalent?
US:5:2:1	Does your company have a formal Drug and Alcohol Policy?
US:7:4:1	Does your company provide on-the-job training to all employees?
US:11:1	Does your company have an accident and incident reporting system in place?
US:12:3	Does your company perform safety audits?
US:12:6	Does your company have a program or procedure in place for Safety and Environmental Audits and Inspections?

How Grading is Applied

- 20 Points is the maximum number of point that can be earned for this component
- ISO 45001 certified contractors automatically received full (20) points
- Non-ISO 45001 certified contractors receive points based on answers to leading indicator questions. Contractors must be able to provide written documentation upon request for any of the questions answered "Yes" that earn points.
 - **Excellent** - 20 points earned if 14 or more leading indicator questions answered "Yes".
 - **Satisfactory** - 15 points earned if 12 – 13 leading indicator questions answered "Yes".
 - **Marginal** - 10 points earned if 10 – 11 leading indicator questions answered "Yes".
 - **Unacceptable** - 0 points earned if less than 10 leading indicator questions answered "Yes".

Why Worthington looks at these statistics

These safety statistics are known as "leading" indicators and give insight into a contractor's proactive safety efforts.

Worthington works hard to promote a culture of safety with our own employees. Contractor actions/inactions can impact the health and safety of our employees, so we encourage our contractors to develop a similar culture for the sake of their employees and ours. We are confident that companies that employ these type policies have employees that work safer overall.

You may not be able to answer "Yes" to all the questions in the questionnaire right away, but hope you consider implementing these type policies and programs for your company.

Experience Modifier Rate (EMR)

Worthington looks at a contractor's EMR. The EMR is a representation of a contractor's worker's compensation claim history. The Bureau of Worker's Compensations uses a complex formula to calculate a contractor's EMR and is the average rating over the 4 oldest of the past 5 years. This rate, when evaluated with other safety statistics, can be an indicator of the frequency and severity of injuries to their employees. The rate is calculated for most "qualified" contractors (have been in business for more than a year and have more than 10 employees).

Your EMR is calculated based on the specific industry. An EMR of 1 is the average rate contractors in your industry have. This rate determines how much a contractor pays for workers compensation insurance. A rate of 1 means the contractor pays the industry average for the coverage. Rates above a 1 means the contractor pays a penalty for the coverage (a rate of 1.10 means the contractor gets charged 10% higher for this insurance than the average). A rate under 1 means the contractor pays less for the coverage (a rate of .80 means the contractor gets a 20% discount from the average).

Abbreviations Used

- EMR – Experience Modifier Rate

Upload Requirements

- EMR Letter that provides (Printout of the state agency website or on your insurance agents letterhead):
 - The effective date of the rate
 - The rate itself
- If your company does not qualify for an EMR, your insurance agent can provide you with a letter on their company letterhead that confirms you do not qualify to be uploaded instead.

How Grading is Applied

- 30 Points is the maximum number of point that can be earned for this component
- Points based on the actual rate:
 - 30 points earned if rate is less than or equal to 1
 - 25 points earned if rate is greater than 1.00 but less than or equal to 1.05
 - 20 points earned if rate is greater than 1.05 but less than or equal to 1.10
 - 15 points earned if rate is greater than 1.10 but less than or equal to 1.15
 - 10 point earned if rate is greater than 1.15 but less than or equal to 1.20
 - 0 points earned if rate is greater than 1.20
 - Contractors who are "not qualified" or can prove they are self-insured will earn the full 30 points.

Written Programs

Worthington believes that having and training employees to comprehensive written programs benefits both a contractors employees as well Worthington employees. We recognize that not all contractors have written programs, especially our smaller local resources. We do, however, encourage all of our contractors to consider working toward implementing programs if they do not already have them. Written programs in ISN are evaluated against either Worthington specific requirements and/or OSHA standards. Here are links to OSHA's website for more information and assistance with written programs:

[Written Safety Plans: Your Top Questions Answered](#)

[Sample Programs](#)

Upload Requirements

- Required written programs (list varies based on work types selected)
 - Programs are required to be either validated or updated in ISN every 3 years

How Grading is Applied

- 10 Points is the maximum number of point that can be earned for this component
- Each program is individually graded based on the number of standards the program should meet. The number of standards that have been met divided by the total number of standards the program is reviewed for will result in the grade for that program.
 - If a program requires 6 standards and contains all 6, then the score is 100%
 - If a program requires 6 standards and contains 4, then the score is 66%
- Points based on the average "score" of all required program:
 - 10 points earned with an average total score of 75% or more.
 - 5 points earned with an average total score between 50% - 74%.
 - 0 points earned with an average total score of less than 50%.