SAFETY BENCHMARKING PORTAL

2023 User Guide

The Safety Benchmarking Portal (SBP) was designed to collect capital project data from construction owners and contractors and make this information available in a confidential, aggregated format to enable peer benchmarking. CURT and CIR have aligned to jointly provide this service, facilitate improved data tracking and benchmarking, and assist the industry in achieving the goal of zero injuries. Access the SBP by clicking here.

Table of Contents:

This user guide provides step-by-step instructions on how to use the new Safety Benchmarking Portal – https://app.myCLMA.com/#/safety-benchmarking/safety-survey. The SBP is available to CURT, CII and CIR members at no additional cost and allows the submission of data and provides access to safety analytics.

Recommended Internet browsers: Chrome, Edge, Firefox or Safari

Do not use Internet Explorer as it will not allow full use of the SBP features & modules.

ACTION: Login

For extra security, your account request must be approved by the CLMA admin before access is provided. Although this process is relatively quick, to expedite it, contact us at service@CIRanalytics.com.

NOTE: The CLMA application is not part of the CURT website and a SBP account is not the same as your CURT account. You need to create a unique CLMA account to enter your safety data and access the other SBP tools and features described in this document.

There is no cost for a CURT member to use this Safety Benchmarking Portal.

Click here to see the CLMA Anti-Trust Statement/Agreement

Click here to see the CLMA Terms & Conditions and Confidentiality Protocols

Directions:

1. Step 1: Go to https://app.myclma.com/#/safety-benchmarking/safety-survey
2. Step 2: Log-in or Create an Account
    a. If you have a CLMA account, Log-in using your email and password
        i. Follow the following instructions after Log-in
    b. If you do not have a CLMA account, click the "Request an Account" link.
        i. Follow the easy instructions for creating a CLMA Account

Log-in Page

ACTION: Navigate the CLMA Dashboard

After login, users will land on the CLMA dashboard, which displays a left navigation panel showing several application modules, of which the SBP is one.

The Construction Labor Market Analyzer (CLMA) is an online application helping construction industry stakeholders understand and mitigate skilled labor risk, track productivity and benchmarking safety.

While the safety survey will be available for CURT members at no cost, the other modules may be locked depending on the Account and Users' permissions.

For a User's first login, a Welcome module will display. After navigating and/or closing the welcome page, users will use the navigation menu on the left to navigate to the Safety Portal. If you used a direct SBP link, you may be automatically routed to the Safety Survey upon login.

Directions:

1. Step 1: Click "OK"
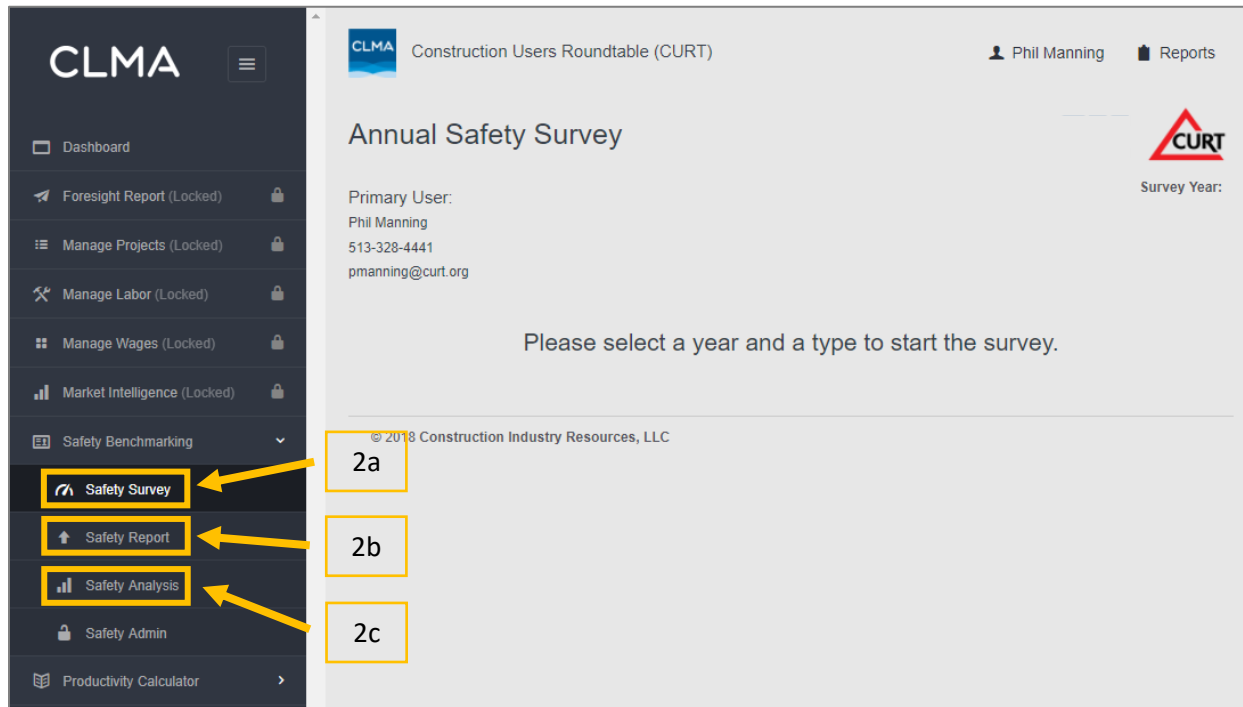   a. You will now be on the Safety Benchmarking Dashboard
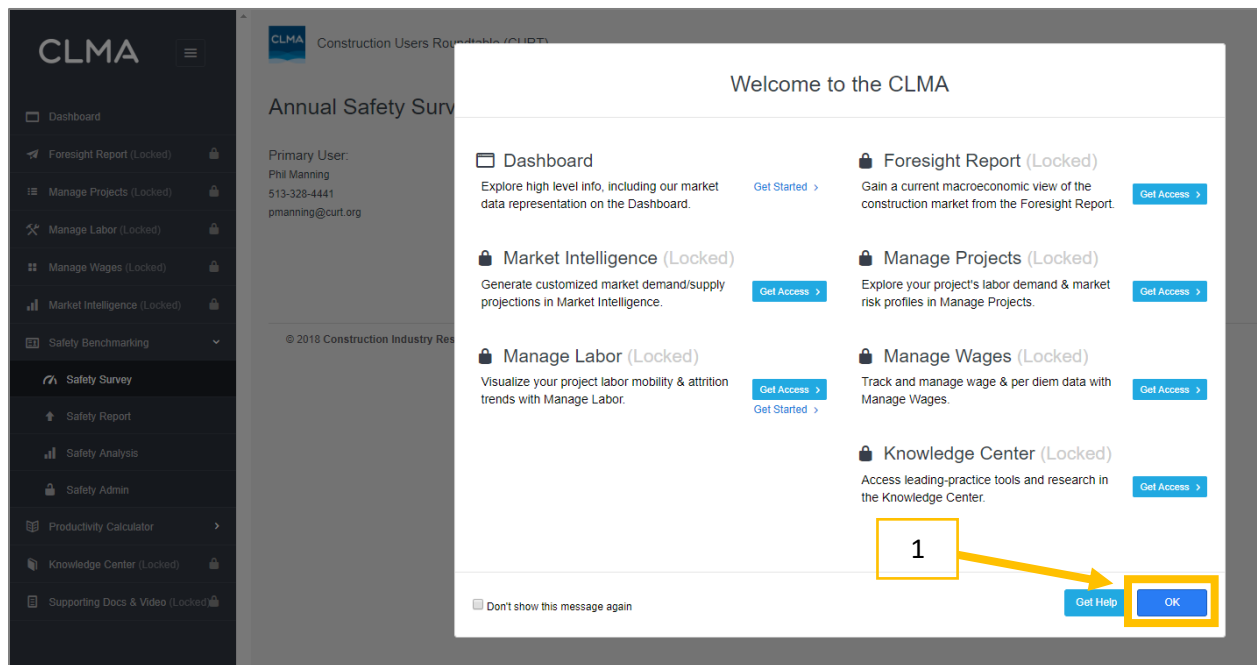
Log-in Landing Page (Pop-up)

2. There are 3 Options:
    a. Input Your Safety Data
    b. Access the Annual Safety Report
    c. Dynamically Analyze Safety Data

Log-in Landing Page

ACTION: Inputting Your Safety Information

Each company has an assigned Primary User who's the only person that can enter data in the SBP. Other users can only view company data and access results. If you are the Primary User for your company for your company, you will have the option to select how your data is aggregated and its geographic scope. The survey year is displayed automatically and reflects the data year. (E.g. The tool asks for "2022" calendar year data in actual calendar year of 2023.)

There are 4 options for choosing data aggregation and geography:

- **U.S. and Non-U.S.** – Select this option if you have capital project data for the U.S. and also outside the U.S. ***Data can be reported separately for these two groups***
- **U.S. Only** – Select this option if you only have U.S. based data
- **Non-U.S. Only** – Select this option if your data is only from work based outside the U.S.
- **Global Only** – Select this option if you have capital project data for the U.S. and also outside the U.S., ***but are not able to report the two groups separately***

Before beginning to enter data, be sure all data (**capital projects only – no operational or maintenance data**) is collected, organized, and available for entry all at once. All data needs to be entered in the same session as **the input form does not allow saving partial submissions for later completion**. An Excel template is available to help users organizing the data and can be downloaded by clicking the "SBP Template" button located at the following link: https://www.curt.org/resources/safety-benchmarking-portal/ or directly download the spreadsheet by clicking here: (download SBP Excel Template).

The fields required in the tables follow standard OSHA definitions, which can be found at the end of this guide.

Data Input Instructions:

1. Instructions:
   a. Choose data aggregation and geography type
   b. Review the Notes & Disclaimer
      i. Click Next
   c. Input Safety Overview information
      i. Click Next
   d. Input safety data for your organization in the correct fields
      i. Select Geographic Area for Data
      ii. Input safety data
         1. Download the Excel template document using the "SBP Template" button.
      iii. Click Next
   e. Review the summary
      i. Click Submit Survey

NOTE: Date cannot be edited by User after submission. For any edits to submitted data, contact the CURT /CIR administrator.

Once data is submitted, CURT staff will validate the data and contact the Primary User if any issues are found.

Safety Survey Landing Page – Selection of Survey Type

Safety Survey Data Landing Page

Notes & Disclaimer

Safety Overview

Data Input

NOTE: When submitting data in the interface above, users can use the following rules to double check their data:

- The number of recordable incident cases should be always greater than or equal to the sum of DA and RT cases.

- The number of fatality cases reported in the main table should match the sum of fatalities reported in the subsequent table, which classifies fatalities by cause.

- At least one day should be reported for each reported DA or RT case. Conversely, if there are zero DA or RT cases, the cumulative number of DA or RT days should be zero.

Summary section

2. Other SBP modules:
   a. Open the Tool Bar and Select:
   b. Access the Annual Safety Report
   c. Dynamically Analyze safety data

ACTION: Access the Annual Safety Report

This section continues the established Annual Safety Report which aggregates safety rates for a given calendar year and provides a safety performance snapshot for benchmarking. Through the CURT/CIR collaboration, this report contains data from CURT members and other industry stakeholders and is available online in a digital format. Additionally, the analysis has been streamlined to make the report more easily consumed.

While only the most recent calendar year Annual Safety Report is available in this interactive section, PDF files for past years are also available. The report follows a format originally adopted by CII and adapted to a singular unified approach with CURT and includes, for example, rates by industry sector, geographic region (U.S. vs. Non-U.S.). Users can use this report to assess how their company performed when compared to the group of companies that responded to the survey in a given calendar year. The data up to 2016 reflects a combination of data provided by CII members only, CURT members only, and overlapping members. Data after 2016 reflects a broader set of respondents, including CII and CURT members, CIR clients, and other non-member participants.

Directions:

1. Notes:
    a. The Left Navigation Bar will collapse; hover over it and the functions are still the same
    b. This Report is auto-created using the submitted and aggregated data
    c. Scroll to review the report, or click on the Table of Contents on the right navigation
    d. Hover over the charts to get more detailed data
    e. Download the Charts in different formats by clicking on the action button on the top right of the chart.

2. Instructions:
    a. To print or download the report, click the "Print Report" button at the top right of the Table of Contents.
        i. Follow the instructions.

Landing Page of the Safety Report

Report Chart/Link to Knowledge Center

ACTION: Dynamically Benchmarking Safety Data

The Safety Analysis module is a tool that has been used extensively by CURT members for dynamic comparison of your company's rates versus the rates reported by other companies and versus generic industry data. This feature has been integrated into the SBP enabling side-by-side comparison of rates for two different years.

Prior to 2017, this section provides data that was collected for the CURT safety survey only. Starting in 2018, the reported data is based on the common submission format explained above. This module enables dynamic benchmarking at any point in time.

Directions:

1. Notes:
    a. This is where your organization's safety performance is benchmarked against the broader industry
2. Instructions:
    a. Tables:
        i. Click on the Tables Tab
        ii. Select the Geographic Area
        iii. Select the years of data you want to see/compare
    b. Charts:
        i. Click the Charts Tab
        ii. Select the Geographic Area
        iii. Select the Metric
        iv. Download Chart
        v. Hover Over the Chart to get specific numbers
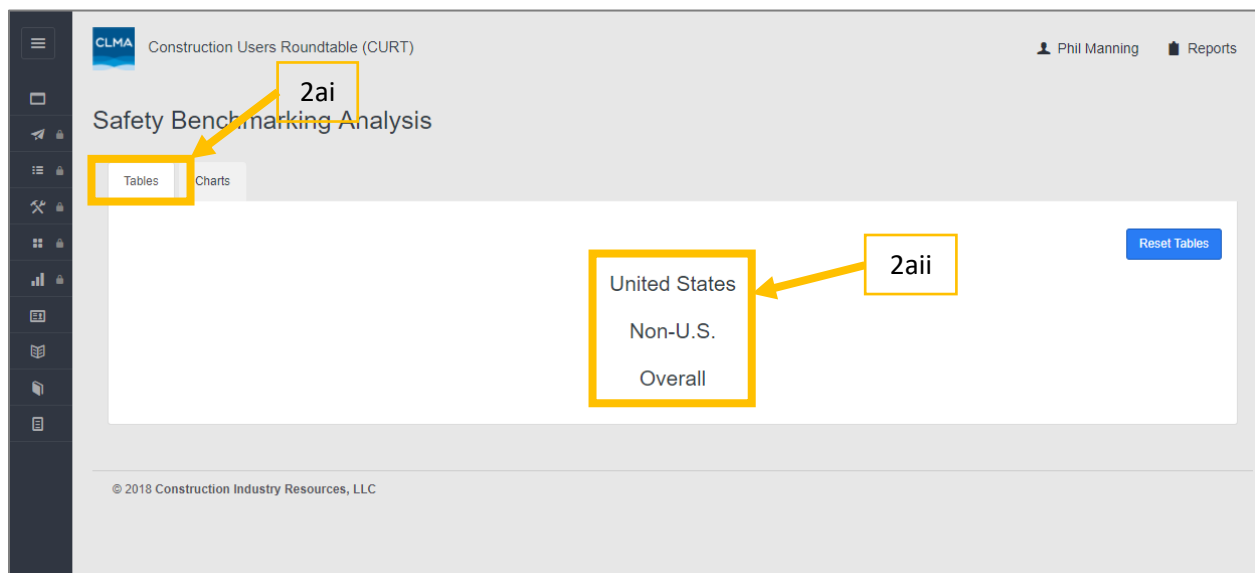
Safety Benchmarking Analysis Landing Page

Safety Benchmarking Analysis - Example of Table

Safety Benchmarking Analysis – Charts Landing Page
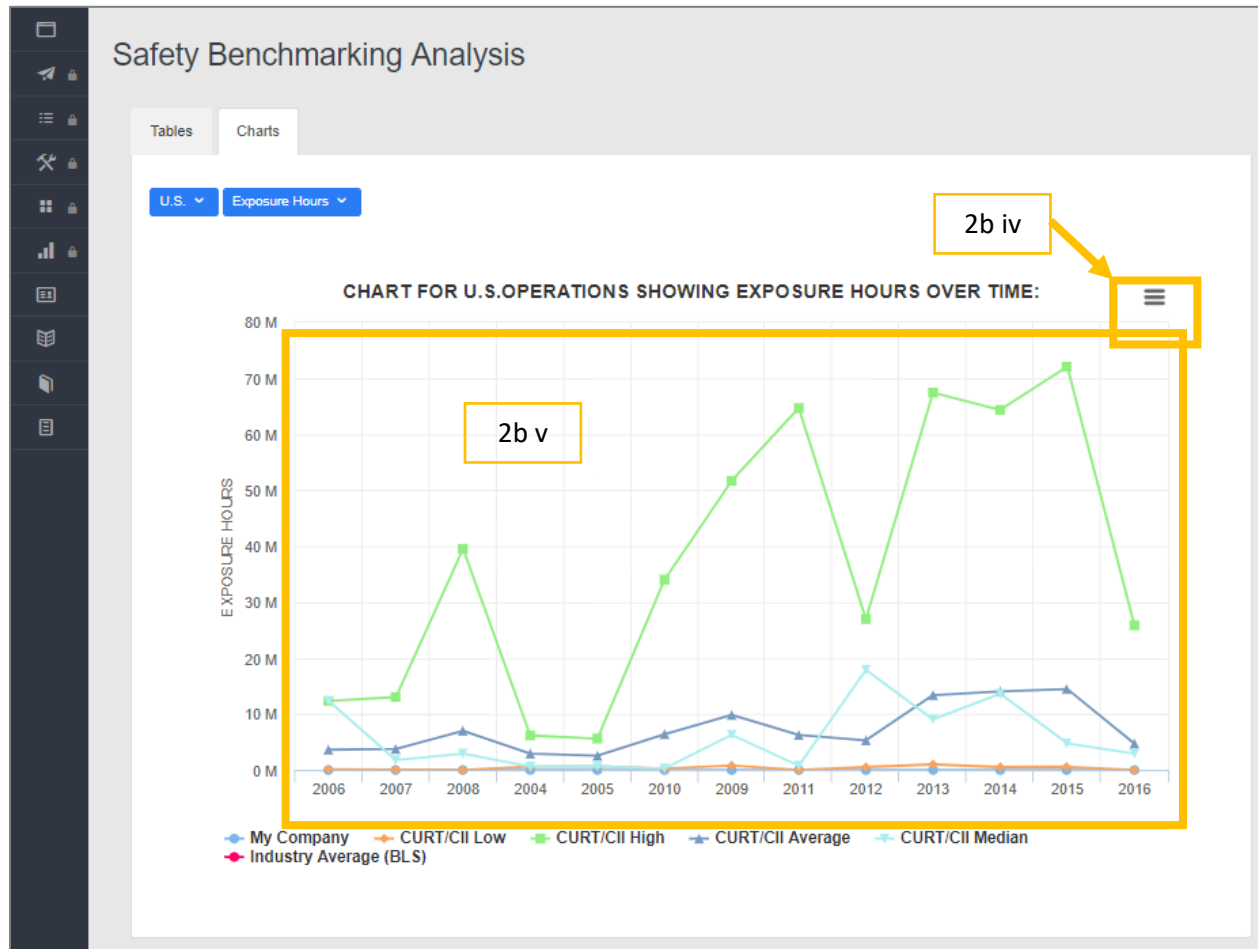
Safety Benchmarking Analysis - Example of Chart

Pre-Input Check List and Guidance Document

This section provides a simple form that can be used to support data collection. Participants can use it as a tool to collect data before logging into the system to enter the data. Note that the system does not save partial submissions and data entry needs to occur in a single session.

Alternatively, the participants can use the following link to download an Excel template that can also help data collection and organizing prior to entering the data in the system:

 SBP Excel Template (May take a few seconds to load)

<u>Safety Overview Section:</u>

Instructions: Circle the one that Applies to your organization:

1. Does your Organization record First Aid Incidents?   Yes / No
2. Does your Organization track Near Misses?   Yes / No
3. Does your Organization classify Near Misses as High Potentials?   Yes / No
4. Does your Company follow the CURT Owner Safety Blueprint (OSB)?   Yes / No

     What percentage of project follow the OSB?   _____%

5. Does your company follow the CII Zero Accident Techniques (ZAT)?   Yes / No

     What percentage of project follow the ZAT?   _____%

6. Did your international projects (outside the U.S.) use the current OSHA recordkeeping rule for classifying occupational injuries and illnesses as recordable and days away, restricted or transfer cases?   Yes/No

7. Any additional information that may help to better understand the safety data which you are submitting?

     _____
     _____
     _____
     _____
     _____
     _____

8. Any Suggestions for improving this Safety Survey, if so please briefly describe below:

     _____
     _____
     _____
     _____
     _____
     _____

Safety Data Section: [i]

Instructions: Submit data below for proper geographical area.

Note: If you can only provide the information from a single major project or program of projects, as you do not have the reporting of your entire organization, please do so.

For the U.S. Based work:

Industry Sector	Employee Type	Work Type	Work Hours	Total Number of Recordable Cases	Total Number of Cases with Days Away from Work	Total Accumulative Number of Days Away from Work	Total Number of Cases with Job Transfer or Restriction	Total Accumulative Number of Days of Job Transfer or Restriction	Total Number of Fatalities
Heavy Industrial	Direct Hire	Home Office							
		Field							
	Contractor/ Subcontractor	Home Office							
		Field							
Light Industrial	Direct Hire	Home Office							
		Field							
	Contractor/ Subcontractor	Home Office							
		Field							
Infrastructure	Direct Hire	Home Office							
		Field							
	Contractor/ Subcontractor	Home Office							
		Field							
Buildings	Direct Hire	Home Office							
		Field							
	Contractor/ Subcontractor	Home Office							
		Field							

For the International Based Work:

Industry Sector	Employee Type	Work Type	Work Hours	Total Number of Recordable Cases	Total Number of Cases with Days Away from Work	Total Accumulative Number of Days Away from Work	Total Number of Cases with Job Transfer or Restriction	Total Accumulative Number of Days of Job Transfer or Restriction	Total Number of Fatalities
Heavy Industrial	Direct Hire	Home Office							
		Field							
	Contractor/ Subcontractor	Home Office							
		Field							
Light Industrial	Direct Hire	Home Office							
		Field							
	Contractor/ Subcontractor	Home Office							
		Field							
Infrastructure	Direct Hire	Home Office							
		Field							
	Contractor/ Subcontractor	Home Office							
		Field							
Buildings	Direct Hire	Home Office							
		Field							
	Contractor/ Subcontractor	Home Office							
		Field							

Combined U.S. and Non-U.S. Data
(Use when the user is not able to report U.S. and Non-U.S. separately)

Industry Sector	Employee Type	Work Type	Work Hours	Total Number of Recordable Cases	Total Number of Cases with Days Away from Work	Total Accumulative Number of Days Away from Work	Total Number of Cases with Job Transfer or Restriction	Total Accumulative Number of Days of Job Transfer or Restriction	Total Number of Fatalities
Heavy Industrial	Direct Hire	Home Office							
		Field							
	Contractor/ Subcontractor	Home Office							
		Field							
Light Industrial	Direct Hire	Home Office							
		Field							
	Contractor/ Subcontractor	Home Office							
		Field							
Infrastructure	Direct Hire	Home Office							
		Field							
	Contractor/ Subcontractor	Home Office							
		Field							
Buildings	Direct Hire	Home Office							
		Field							
	Contractor/ Subcontractor	Home Office							
		Field							

Safety Term Definitions

This section provides the definitions associated with the data being requested in the SBP survey. Further information regarding the definition of recordable cases, days away cases, and restricted and transfer cases can be found at https://www.osha.gov/recordkeeping/index.html.

Recordable incident:

- Any work-related fatality.
- Any work-related injury or illness that results in loss of consciousness, days away from work, restricted work, or transfer to another job.
- Any work-related injury or illness requiring medical treatment beyond first aid.
- Any work-related diagnosed case of cancer, chronic irreversible diseases, fractured or cracked bones or teeth, and punctured eardrums.

There are also special recording criteria for work-related cases involving: needle sticks and sharps injuries; medical removal; hearing loss; and tuberculosis.

DART Case

An incident that results in days away from work, restricted work activity, or job transfer.

DA Case

An incident that results in days away from work.

TRIR

The total recordable incident rate (TRIR) is the number of recordable injuries occurring annually among 100 full-time workers (i.e., 2,000 hours per worker per year).

DART Incidence Rate

The days away, restricted, or job transfer (DART) case incidence rate is the number of DART cases occurring annually among 100 full-time workers (i.e., 2,000 hours per worker per year).

LWCIR

The lost workday case incidence rate (LWCIR) was replaced by the DART rate effective January 1, 2001. By definition, it was the equivalent of the DART rate.

DA Incidence Rate

The days away from work (DA) case incidence rate is the number of DA cases occurring annually among 100 full-time workers (i.e., 2,000 hours per worker per year).

Fatality Rate

The fatality rate is the number of fatalities occurring annually among 100,000 full-time workers (i.e., 2,000,000 work hours per year).

First Aid

- Using a non-prescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);

- Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment); Cleaning, flushing or soaking wounds on the surface of the skin

- Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc., are considered medical treatment);

- Using hot or cold therapy;

- Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes);

- Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.). Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;

- Using eye patches;

- Removing foreign bodies from the eye using only irrigation or a cotton swab;

- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;

- Using finger guards;

- Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes); or

- Drinking fluids for relief of heat stress

Near Miss

Any work-related incident that had the potential to cause harm to an employee, damage equipment or machinery or impact the environment in a negative way, but did not, merely by chance.

Industry Division of Safety Survey

Building:

Includes communications centers, courthouses, dormitories, hotels, large apartment complexes, embassies, office buildings, hospitals, laboratories, maintenance facilities, movie theaters, parking garages, physical fitness centers, prisons, restaurants, nightclubs, retail buildings, schools, and warehouses.

Heavy Industrial:

Includes facilities for chemical manufacturing, electrical generation, gas distribution, environmental remediation, metals refining/ processing, mining, natural gas processing, oil exploration/production, oil refining, oil sands mining/extraction, oil sands SAGD, oil sands upgrading, cogeneration, pulp and paper, and power, among others.

Infrastructure:

Includes airports, electrical distribution systems, flood control systems, highways, marine facilities, navigation systems, railways, tunnels, pipelines, water/wastewater systems, telecommunication networks, and wide-area networks

Light Industrial:

Includes facilities for automotive manufacturing, consumer products manufacturing, food manufacturing, microelectronics manufacturing, office products manufacturing, pharmaceutical manufacturing, and pharmaceutical labs and clean rooms