



Contractor Safety Assessment Program

Frequently Asked Questions

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Introduction

Harvard uses the [Contractor Safety Assessment Program \(CSAP\)](#) to help select contractors by evaluating their safety performance history and current safety management systems.

CSAP reviews both lagging and leading indicators, normalizing the data for contractor size and types of work performed. This lets Harvard objectively assess the performance of its contracting partners and helps the project management community make informed decisions.

To learn more about CSAP, please contact [Highwire](#).

How Is CSAP Valuable to Contractors?

CSAP is valuable to contractors in several ways:

- CSAP assesses your safety program and identifies strengths and weaknesses. You can use these findings to adjust your safety program for better performance.
- CSAP acts as a marketing tool, letting the Harvard project management community see all the contractors and subcontractors eligible to work at Harvard.
- If a project manager wants to work with a different contractor, they can use CSAP to see other contractors available to conduct the work.

What If I Don't Participate In CSAP?

If you don't participate in CSAP, you can't work on Harvard construction projects.

How Do I Improve a Low Score?

CSAP identifies weaknesses in your safety program. To improve your score, you can often adjust these weaknesses by updating your corporate safety program.



You can update your program in CSAP at any time to add points to your score.

Who Can View My Score and Program?

Only the General Contractor and the Harvard project management community can view your score and program.

When Should I Enroll In CSAP?

You must enroll in CSAP before you can work on any Harvard construction project.

Consider enrolling in CSAP as soon as possible to give yourself more time to adjust potential low initial scores.

What Information Do I Need for Enrollment?

To complete your enrollment in CSAP, you must provide your:

- Federal tax identification number.
- Valid credit card for enrollment fee payment.
- Experience Modification Rate (EMR) from the past three years.
- EMR certificate (electronic version).
- Occupational Safety and Health Administration (OSHA) lost workday data from the past three years.
- OSHA citations from the past three years.
- OSHA recordable incident data from the past three years.
- OSHA 300A Summary Form (electronic version).
- Employee hours worked data from the past three years.
- Your company's safety manual in electronic Microsoft Word or PDF format created using word processing software (not scanned).



Can I Enroll Without All My Information Immediately Available?

To begin enrolling in CSAP, you only need your tax identification number and credit card.

You don't need to enter all your information at once, as CSAP will save the information you enter when you log out. You can update the remaining information as it becomes available.

You can also complete the assessment questions while converting your safety manual to electronic format.

Why Must I Upload My Safety Manual?

You must upload your safety manual so CSAP can compare it with your answers to the questions in the Management Systems, Safety Program Elements, and Special Programs section.

If you answer “yes” to any question without corresponding information in your safety manual, CSAP detects the discrepancy and discounts it from your score.

For example, if your answer “yes” to having a head protection program but your safety manual doesn't describe a head protection program, CSAP detects the discrepancy.

Your score becomes valid once you upload your safety manual.

How Do I Review Safety Manual Discrepancies?

To view your discrepancies, go to the Document Upload tab and click the “View Results” button. If there are no discrepancies, the page will be blank under the association heading.

Why Doesn't Information Save When Entering EMR?

Your information isn't immediately saved when you enter EMR because background calculations are still in progress.



To ensure CSAP saves your data, enter all your injury and illness data for a single year. You don't need to enter any information into the description box.

Why Does a Description Box Appear When Selecting “N/A”?

The description box appears when you select “N/A” for a question because that question is removed from your scoring matrix. CSAP asks you to describe why it's not applicable to your work.

Why Was My Credit Card Declined?

CSAP may decline your credit card due to either:

- Entering information incorrectly.
- Accidentally clicking the continue button more than once before the username and password screen appear.
- The company profile address doesn't match the cardholder's address.

What If I Forget My Username or Password?

If you forget your username or password, select “Forget Login?” below the “Login” button and follow the prompts.

If you can't remember the email address associated with your account or if you're a project manager without an account, contact ehs@harvard.edu.