CONTRACTOR SAFETY ASSESSMENT PROGRAM (CSAP)
FREQUENTLY ASKED QUESTIONS

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**What is the Harvard Contractor Safety Assessment Program (CSAP)?**

Harvard University CSAP assists in contractor selection through evaluation of a contractor's safety performance history and current safety management systems. The program reviews both lagging and leading indicators and normalizes the data for contractor size and type of work performed. The CSAP allows the University to objectively assess the performance of its contracting partners, and assists the project management community in making an informed decision.

**What if I do not participate in the CSAP?**

You will not be able to bid or work on Harvard construction projects.

**When do I need to enroll?**

You need to enroll before you bid on any Harvard construction project work. You should enroll immediately as it will give you more time to adjust your score if you have a low initial score.

**What will I need to enter information into the CSAP?**

- Federal Tax ID
- Valid Credit Card for the enrollment fee
- EMR from the last three years
- OSHA lost workday data from the last three years
- OSHA recordable incident data from the last three years
- Employee hours worked data from the last three years
- OSHA citations from the last three years
Electronic version of your company safety manual (the manual cannot be a scanned version, but it can either be in Microsoft Word or PDF created from a word processing software.)

- Electronic version OSHA 300A Summary Form
- Electronic version EMR certificate

**Should I enroll even if I do not have all of the information readily available?**
Yes, you only need your Tax ID number and credit card to enroll in the program. You can update information as it becomes available. Several companies have completed the assessment questions but are in the process of converting their safety manuals to an electronic format.

**Do I need to enter all of the information at once?**
No, the information you enter will be saved when you logout.

**If I receive a low score is there a way to increase my score?**
Yes, the assessment program will identify your safety program’s weaknesses. Many of these weaknesses can be adjusted through updates to your corporate safety program. Changes to your program can be updated in the system at anytime to add points to your score.

**What should I do if I forget my username or password?**
Click on the “Forget Login?” link below the “Login” button and follow the prompts. If you cannot remember the email address associated with your account, or if you’re a project manager and do not have an account, contact Alex Gaydos at alexandra_gaydos@harvard.edu or by phone at (617) 496-7013.

**Why do I need to upload my safety manual?**
The CSAP compares the answers to the questions in Management Systems, Safety Program Elements and Special Programs tabs to your safety manual. For example, if you answer yes to the question that asks if you have a head protection program and your safety manual does not have any description of a head protection program, the CSAP application will detect that discrepancy and discount it from your score.

**What if I check yes to every question?**
The CSAP compares the answers to the questions in Management Systems, Safety Program Elements and Special Programs tabs to your safety manual. For example, if you answer yes to the question that asks if you have a head protection program and your safety manual does not have any description of a head protection program, the CSAP application will detect that discrepancy and discount it from your score. Your score does not become valid until your safety manual is uploaded.

**How can I find the discrepancies between the questions and my safety manual?**
On the document upload tab, click the button that states view results. This will show you the discrepancies. If there are no discrepancies, the page will have nothing under the association heading.
Will other contractors be able to see my score or program?
No, the information is for the General Contractor and Harvard project management community.

What value is it to the contractor?
In addition to assisting Harvard, CSAP assessment results can be highly beneficial to the contractors. The program identifies a contractor's safety program strengths and weaknesses and provides a report of the findings. Contractors can use the assessment results to adjust their safety programs for better performance.

It is also a marketing tool for the contractors because it allows the Harvard project management community to view all the contractors and subcontractors eligible to work at the University. Therefore, if a project manager is unhappy with a contractor they can look to see who else is available to conduct the work.

Why doesn't the information save when I enter EMR?
Because there are calculations that run behind the scenes. Therefore, all injury and illness data for a single year must be entered for it to save. You do not need to add anything to the description box.

Why does a description box appear when I click N/A to a question?
The box appears because that question is deleted from your scoring matrix and the application wants to know why it is not applicable to your work.

Why did my credit card get declined?
It could have been declined because of mistyped information or it was accepted by the system but the continue button was clicked again before your user name and password screen appeared. Another reason might be that the address entered into the company profile does not match with the card holder's address.

For further information on the application, please contact ConstructSecure.