CCS Contractor Tool Kit – A Tactical Guide

CCS Certification Program
- ◆ Helps ensure your safety program meets or exceeds OSHA requirements
- ◆ Meeting CCS requirements have been proven to lower TRIR and DART rates
- ◆ Meeting CCS requirements have been proven to lower EMR
- ◆ Meeting CCS requirements have been proven to boost bottom line
- ◆ Allows your company to be safety pre-qualified to work on participating CCS Owner sites

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To get started:
- ◆ Go to the CCS website at **www.ccs-safety.org** and click on the Certification Program button
- ◆ Click the "CCS Certification Program Login Page" button to access the certification site
- ◆ Click on the "Register" button on the top right and select "Contractor"
- ◆ The system will guide you through the program review process

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To renew:
- ◆ You will receive your first renewal email 30 days prior to your workers' compensation expiration date. You then have 60 days to start the renewal process.
- ◆ Go to the CCS website at **www.ccs-safety.org** and click on the Certification Program button
- ◆ Go to the bottom of the page and click on "Pay CCS Membership Dues"

How to view other contractors in the program:
- ◆ Log on to your profile
- ◆ Click on the "Contractors" link in the green bar
- ◆ You can use the Certification Program to check status of other contractors

CCS Standard Safety Orientation
- ◆ Ensures your employees are trained on standard safety requirements
- ◆ Orientation has separate topic modules that can be modified to fit your needs
- ◆ All modules are narrated to make the presentation easy to use

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To get started:
- ◆ Go to the CCS website at **www.ccs-safety.org**
- ◆ Click on the "Members" tab and click on "Member Login" and log in with annual CCS Member Login*
- ◆ Click on "Orientation Program"
- ◆ Click on the Contractor Safety Orientation (PPT) button
- ◆ You will now be in Dropbox where you can download the PowerPoint file (button in upper right corner)
- ◆ Once downloaded, you can use the entire PowerPoint or select key slides as needed

CCS Website "Members Only" Section
- ◆ Resources to help with your safety performance
- ◆ Contact information for CCS Board of Directors
- ◆ Access to CCS logo and graphics for use in marketing materials

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To access the CCS Members Only Section:
- ◆ Go to the CCS website at **www.ccs-safety.org**
- ◆ Click on the "Members" tab and click on "Member Login" and log in with annual CCS Member Login*

*CCS Member Login provided in membership letter and/or welcome email.
If you do not have it, contact Paige Riley at (317) 686-2665 or email paige@ccs-safety.org.

Substance Abuse Program
- ◆ Helps ensure you have a drug free workplace
- ◆ Allows your employees to work on participating CCS Owner sites

To get started:

1-Choose your TPA. CCS has an approved list of Third Party Administrators from which you can choose. They will assist you in your testing locations, chain of custody paperwork and testing. They will make sure that your test results get uploaded into our Safesite database. To view the list of TPAs, go to **www.ccs-safety.org** and go to the Programs tab and click on Substance Abuse Program. There is a link at the top of the page – Contacts for Substance Abuse Testing. Click on the link to view the approved Third Party Administrators.

2-Order your CCS cards for your employees. To access the CCS Card Application, go to **www.ccs-safety.org** and go to the Programs tab and click on Substance Abuse Program. There is a link at the top of the page – CCS Card Application. Click on the link to complete the card application.

If you have any questions, contact Heather Martin, Program Director, at (317) 805-1038.

CCS Safesite
- ◆ Portal to check CCS Cards for individual workers
- ◆ View availability of workers based on substance abuse program testing
- ◆ View individual worker safety training

To get started:
- ◆ Go to the CCS Safesite database website at **www.ccssafesite.org**
- ◆ Register as a Contractor Card Manager and complete the application
- ◆ Once approved, you can check the status of workers who have CCS Cards and have submitted for drug and alcohol screening and/or have safety training entered in the system

To check CCS Cards (via smart phone, tablet or computer):
- ◆ Go to the CCS Safesite database website **www.ccssafesite.org**
- ◆ Log in with your Card Manager username and password
- ◆ Easy access to worker data using one of three options:
  - ▪ Scan QR code on card
  - ▪ Enter card number
  - ▪ Enter worker name and last six digits of SS#

Please note that if you have not logged in for over six months, you will need to re-register as a Card Manager.

Database worker information includes:
- ◆ Worker name
- ◆ Date of last drug test
- ◆ Type of drug panel of last test
- ◆ Has passed a drug test in the past 12 months and available to work
- ◆ Safety training completed

Worker Training Database
- ◆ Manage individual worker training
- ◆ Ability to provide reports detailing employee training prior to work
- ◆ Get reminders when worker training is due to expire

To get started:
- ◆ Go to the CCS Safesite database website at **www.ccssafesite.org**
- ◆ Register as a "Training Manager" and complete the application *(companies may have a maximum of two)*
- ◆ Once approved, you have the ability to enter worker training information*
  - ▪ Worker name
  - ▪ Safety training completed
  - ▪ Expiration dates of training if applicable
  - ▪ Documentation for each training listed (certificate, card, syllabus, etc.)

*CCS offers a service to enter data for your company for a fee. Contact Paige Riley at (317) 686-2665 for more information.