



Travis County Better Builder® Program

Need More Information about the Travis County Safety Record Questionnaire?

All Prime Contractors and all of their subcontractors must fill out this questionnaire. The Prime must submit all completed questionnaires, together with the associated required documentation (described below) for itself and all of its subcontractors upon receipt of notice that prime is the apparent low bidder or has been short-listed.

Purpose: This Safety Record Questionnaire & Certification (“SRQ”) is part of pre-screening and is used to verify that Prime Contractors and subcontractors bidding on this project have complied with federal, state and local laws, rules and regulations pertaining to safety.

Note: Submission of the SRQ is not a new requirement on Travis County projects. Formerly, subcontractors were obligated to submit their SRQs to the Prime, who kept these documents on file. Now, the Prime must submit all subcontractors’ SRQs (as well as its own SRQ) to the Travis County Contract Compliance Program upon receipt of notice that prime is the apparent low bidder or has been short-listed.

The “associated documentation” referred to above means:

- A. The OSHA Form 300 Log of Work-Related Injuries & Illnesses;
- B. The OSHA Form 300A Summary of Work-Related Injuries & Illnesses; and
- C. The OSHA Safety & Health Plan.

Federal law requires all companies with more than 10 employees to keep these forms and to post the Summary from February 1 to April 30 on the jobsite. Prime Contractors and subcontractors must submit the Logs and the Summaries for the previous three (3) years for all of their jobsites. However, if the Prime Contractor or subcontractor has been in business (legally incorporated) for less than three years or has 10 or fewer employees, it is exempt from submitting the OSHA Logs and Summaries. (The Safety & Health Plan must still be submitted.)

In addition, if the Prime Contractor or subcontractor answers “yes” to Question One, Question Two, or Question Three, it must submit the information described in that particular question.

If you have questions or need assistance, please call (512) 854-9700 and ask to speak with a Contract Compliance Officer or email us at BetterBuilder@traviscountytx.gov



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Finally, the Prime Contractor and subcontractor must complete the “Certification” at the end of the SRQ by filling out the blanks and signing the form.

All of the above documentation must be submitted with the Prime Contractor’s bid.

Bids that do not include this completed questionnaire, together with associated required documentation, for the Prime Contractor and all of its subcontractors, *will be considered non-responsive.*

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