

## Safety and Health Program Assessment Checklist

The more questions answered “Yes,” the stronger your safety and health program.

<b>Department:</b>	<b>Division:</b>	
<b>Assessor:</b>	<b>Date:</b>	
<b>MANAGEMENT LEADERSHIP AND EMPLOYEE INVOLVEMENT</b>	<b>Yes</b>	<b>No</b>
Do you have clear written safety procedures?		
Have clear goals and objectives been set and communicated to all employees?		
Are employees involved in developing safety and health goals and objectives?		
Do managers and supervisors always follow safety rules?		
Do they regularly observe employees and always provide feedback on safety behavior, commending safe behavior and correcting unsafe behavior?		
Do all employees know what is expected of them?		
Do managers, supervisors, and employees believe they have the necessary authority and resources to meet their safety and health responsibilities?		
Are managers, supervisors, and employees held accountable for safety and health performance?		
Are appropriate consequences applied in cases of inadequate performance?		
Is your safety and health program comprehensively reviewed on a regular basis?		
Do you have a review process in place that drives continuous improvement?		
<b>WORKSITE ANALYSIS</b>		
Are comprehensive expert safety and health inspections conducted regularly in your facility?		
Do you take immediate action to correct problems which are uncovered as a result of inspections?		
Do you update your hazard inventories when experts discover new or previously unidentified hazards?		
Is every planned or new facility, process, material, or equipment fully reviewed by a competent team that includes affected workers?		
Does a current job hazard analysis exist for every job, process, and material in your workplace?		
Is this analysis understood by all employees?		
Do employees have input into the job hazard analysis for their job?		
Do supervisors and employees conduct routine inspections of their work area?		
Are safety or health problems found on these inspections reported and corrected right away?		
Do you have a reporting protocol for hazards?		
Have all employees been trained on the hazard reporting protocol?		
Is corrective action taken based on investigation findings?		
Are workplace injury and illness data routinely reviewed with Safety?		
Of the work group/type are common causes of injury and illness communicated to all employees?		
<b>HAZARD PREVENTION AND CONTROL</b>		

Is there a preventive maintenance program which either performs or request necessary maintenance and repairs?		
Are equipment operators trained to recognize maintenance needs and either perform or request necessary maintenance and repairs?		
Is malfunctioning equipment removed from service immediately and properly repaired before being returned to service?		
Do you have an effective, written emergency response plan?		
Do employees understand the plan and know how to respond in case of emergency?		
Are regular emergency evacuation drills conducted?		
Do designated personnel know how to use emergency equipment?		
Do all employees know how to communicate during an emergency?		
Do you have access to a First Aid Kit?		
Are employees trained on the use of these Kits locations?		
<b>HEALTH AND SAFETY TRAINING</b>		
Have all managers received formal training in safety and health management responsibilities?		
Are supervisors trained to meet their safety and health responsibilities?		
Do supervisors know how to conduct a job hazard analysis for each job they supervise?		
Do supervisors fully understand safety and health regulations, policies, and procedures?		
Do supervisors know which personal protective equipment their employees need, and do they know how to train employees to use it safely?		
Are supervisors provided with effective training materials to assist in employee training?		
Does your safety and health training adequately teach employees to recognize and protect themselves from all workplace hazards?		
Have Safety Training been included in employees performance Plans?		
Do you update training on a regular basis and whenever changes in processes, equipment, etc., introduce new hazards into your facility? (Inform Risk Management)		
Have you documented employees' proficiency in areas covered by your training?		
<b>Comments/Notes:</b>		