**Self-Assessment Occupational Safety and Health Program Worksheet**

**06.01.16**

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| --- | --- | --- | --- | --- | --- |
| **Request Number** |  | **Visit Number** |  | **Visit Date** |  |
| **Employer** |  |
| **Site Location** |  |
| **Legend**: 0=No; 1=No, Needs major improvement; 2=Yes, Needs minor improvement; 3=Yes; NA= Not Applicable; NE= Not Evaluated; \*=Stretch items Attribute of Excellence |

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| --- | --- | --- |
| **Roll-up Score** | **Comments** | **Score** |
| Hazard Anticipation and Detection |  |  |
| Hazard Prevention and Control |  |  |
| Planning and Evaluation |  |  |
| Administration and Supervision |  |  |
| Safety and Health Training |  |  |
| Management Leadership |  |  |
| Employee Participation |  |  |
| **Total** |  |  |
| **Average** |  |  |

| **Hazard Anticipation and Detection** | **Comments** | **Score** |
| --- | --- | --- |
| 1. A Comprehensive, baseline hazard survey has been conducted within the past five (5) years |  |  |
| 2. Effective safety and health self-inspection are performed regularly. |  |  |
| 3. Effective surveillance of establishment hazard controls is conducted. |  |  |
| 4. An effective hazard reporting system exists. |  |  |
| 5. Change analysis is performed whenever a change in facilities, equipment, materials, or processes occurs. |  |  |
| 6. Accidents are investigated for root causes. |  |  |
| 7. Safety Data Sheets are used to reveal potential hazards associated with chemical products in the workplace. |  |  |
| 8. Effective job hazard analysis is performed. |  |  |
| 9. Expert hazard analysis is performed. |  |  |
| 10. \*Incidents are investigated for root causes. |  |  |

| **Hazard Prevention and Control** | **Comments** | **Score** |
| --- | --- | --- |
| 11. Feasible engineering controls are in place. |  |  |
| 12. Effective safety and health rules and work practices are in place. |  |  |
| 13. Applicable OSHA-mandated programs are effectively in place. |  |  |
| 14. Personal protective equipment is effectively used. |  |  |
| 15. Housekeeping is properly maintained. |  |  |
| 16. The organization is properly prepared for emergency situations. |  |  |
| 17. The organization has an effective plan for providing competent emergency medical care to employees and others present at the site. |  |  |
| 18. \*Effective preventive maintenance is performed. |  |  |
| 19. An effective procedure for tracking hazard correction is in place. |  |  |

| **Planning and Evaluation** | **Comments** | **Score** |
| --- | --- | --- |
| 20. Workplace injury/illness data are effectively analyzed. |  |  |
| 21. Hazard incidence data are effectively analyzed. |  |  |
| 22. A safety and health goal and supporting objectives exist. |  |  |
| 23. An action plan designed to accomplish the organizations safety and health objectives is in place. |  |  |
| 24. A review of in-place OSHA-mandated programs is conducted at least annually. |  |  |
| 25. \*A review of the overall safety and health management system is conducted at least annually. |  |  |

| **Administration and Supervision** | **Comments** | **Score** |
| --- | --- | --- |
| 26. Safety and health program tasks are each specificallyassigned to a person or position for performance or coordination. |  |  |
| 27. Each assignment of safety and health responsibility is clearlyCommunicated to employee(s). |  |  |
| 28. \*An accountability mechanism is included with each assignment of safety and health responsibility. |  |  |
| 29. Individuals with assigned safety and health responsibilities have the necessary knowledge, skills, and timely information to perform their duties. |  |  |
| 30. Individuals with assigned safety and health responsibilities have the authority to perform their duties. |  |  |
| 31. Individuals with assigned safety and health responsibilities have the resources to perform their duties. |  |  |
| 32. Organizational policies promote the performance of safety and health responsibilities. |  |  |
| 33. Organizational policies result in correction of non-performance of safety and health responsibilities. |  |  |

| **Safety and Health Training** | **Comments** | **Score** |
| --- | --- | --- |
| 34. Employees receive appropriate safety and health training. |  |  |
| 35. New employee orientation includes applicable safety and health information. |  |  |
| 36. Supervisors receive appropriate safety and health training. |  |  |
| 37. \*Supervisors receive training that covers the supervisory aspects of their safety and health responsibilities. |  |  |
| 38. Safety and health training is provided to managers. |  |  |
| 39. \*Relevant safety and health aspects are integrated into management training. |  |  |

| **Management Leadership** | **Comments** | **Score** |
| --- | --- | --- |
| 40. Top management policy establishes clear priority for safety and health. |  |  |
| 41. Top management considers safety and health to be a line rather than a staff function. |  |  |
| 42. \*Top management provides competent safety and health staff support to line managers and supervisors. |  |  |
| 43. Managers personally follow safety and health rules. |  |  |
| 44. Managers delegate the authority necessary for personnel to carry out their assigned safety and health responsibilities effectively. |  |  |
| 45. Managers allocate the resources needed to properly support the organizations safety and health system. |  |  |
| 46. Managers assure that appropriate safety and health training is provided. |  |  |
| 47. Managers support fair and effective policies that promote safety and health performance. |  |  |
| 48. Top management is involved in the planning and evaluation of safety and health performance. |  |  |
| 49. Top management values employee involvement and participation in safety and health issues. |  |  |

| **Employee Participation** | **Comments** | **Score** |
| --- | --- | --- |
| 50. There is an effective process to involve employees in safety and health issues. |  |  |
| 51. Employees are involved in organizational decision making in regard to safety and health policy. |  |  |
| 52. Employees are involved in organizational decision making in regard to the allocation of safety and health resources. |  |  |
| 53. Employees are involved in organizational decision making in regard to safety and health training. |  |  |
| 54. Employees participate in hazard detection activities. |  |  |
| 55. Employees participate in hazard prevention and control activities. |  |  |
| 56. \*Employees participate in the safety and health training of co-workers. |  |  |
| 57. Employees participate in safety and health planning activities. |  |  |
| 58. Employees participate in the evaluation of safety and health performance. |  |  |