

I. Management Leadership & Employee Involvement	
A. Policy & Planning	Yes or No
<p>A1. <i>Do you have a written safety and health policy, endorsed by management and reflecting management's commitment to safety and health?</i></p> <p>Comments:</p>	<input type="checkbox"/>
<p>A2. <i>Do you integrate planning for safety and health into your overall management planning process (for example, budget development, resource allocation, or training)?</i></p> <p>Comments:</p>	<input type="checkbox"/>
<p>A3. <i>Do you communicate the safety and health policy to all employees in the facility through training or other communication means?</i></p> <p>Comments:</p>	<input type="checkbox"/>
<p>A4. <i>Does management ensure that safety and health are adequately addressed prior to and during changes made at the site (for example, resources, equipment, materials, processes, procurement, pre job planning)?</i></p> <p>Comments:</p>	<input type="checkbox"/>

I. Management Leadership & Employee Involvement	Yes or No
B. Organization	
<p>B1. <i>Does top management accept ultimate responsibility for safety and health in the organization?</i> If not, please explain:</p>	
<p>B2. <i>Are managers, supervisors, and employees held accountable for meeting their responsibilities for workplace safety and health?</i> Comments:</p>	
<p>B3. <i>How is the assignment of authority and responsibility documented and communicated (for example, organization charts, and evaluations)?</i> Comments:</p>	
<p>B4. <i>Are adequate resources (equipment, budget, experts) dedicated to ensuring workplace safety and health?</i> Comments:</p>	
<p>B5. <i>Are their individuals specifically assigned to manage safety and health (can be spread among individuals, and individuals can have other duties)?</i> Comments:</p>	

I. Management Leadership & Employee Involvement		Yes or No
C. Commitment		
<p>C1. <i>Does management demonstrate leadership with respect to the safety and health program (for example, commitment, participation in health and safety activities)?</i></p> <p>Comments:</p>		
<p>C2. <i>Has the site communicated established policies and results-oriented objectives for worker safety to employees?</i></p> <p>Comments:</p>		
<p>C3. <i>Are there established goals and objectives for the safety and health program?</i></p> <p>Comments:</p>		
<p>C4. <i>Are the safety and health program goals meaningful and attainable?</i></p> <p>Comments:</p>		
<p>C5. <i>Does the site measure its progress toward the safety and health program goals and objectives?</i></p> <p>Comments:</p>		

I. Management Leadership & Employee Involvement	Yes or No
D. Fostering Involvement	
D1. <i>Please describe ways in which employees are meaningfully involved in the planning, operation, or evaluation of the safety and health program (beyond hazard reporting):</i>	
D2. <i>Are employees informed and knowledgeable about OSHA rights and responsibilities?</i> Comments:	
D3. <i>Are employees knowledgeable about the site safety and health program and policies?</i> Comments:	
D4. <i>Do management and employees have a thorough understanding of the hazards of the site and how to protect themselves?</i> Comments:	

I. Management Leadership & Employee Involvement	Yes or No
E. Written Programs	
<p>E1. <i>Are all elements (such as Management Leadership and Employee Involvement, Worksite Analysis, Hazard Prevention and Control, Safety and Health Training) and sub-elements of a basic safety and health program part of a signed, written program document?</i></p> <p>Comments:</p>	

II. Worksite Analysis	Yes or No
A. Process and Reviews	
<p>A1. <i>Is everyone appropriately trained in hazard identification and analysis? (See OSHA Small Business Handbook pg. 13, 15)</i></p> <p>Comments:</p>	
<p>A2. <i>Have the common safety and health hazards associated with the site been identified and documented? Is there a process to address them?</i></p> <p>Comments:</p>	
<p>A3. <i>Does the baseline hazard analysis consider screening to identify health hazards and determine if full shift exposure sampling is needed?</i></p> <p>Comments:</p>	

<p>A4. <i>Does the baseline exposure assessment document the sampling strategy used to identify hazards and assess employee's exposure and the number of exposed employees?</i></p> <p>Comments:</p>	<input type="checkbox"/>
<p>A5. <i>When done, do sampling, testing, and analysis follow nationally recognized procedures?</i></p> <p>Comments:</p>	<input type="checkbox"/>
<p>A6. <i>Does the site compare sampling results to the minimum occupational exposure limits or are more restrictive exposure limits used?</i></p> <p>Comments:</p>	<input type="checkbox"/>
<p>A7. <i>Does the baseline hazard analysis identify hazards that need further analysis?</i></p> <p>Comments:</p>	<input type="checkbox"/>
<p>A8. <i>When purchasing new materials or equipment, or implementing new processes, are potential hazards identified and analyzed (ex: MSDS, New/Altered Equipment Review)?</i></p> <p>Comments:</p>	<input type="checkbox"/>
<p>A9. <i>When implementing/introducing non-routine tasks, materials or equipment, or modifying processes, are potential hazards identified and analyzed (i.e. Confined Space, HazOp)?</i></p>	<input type="checkbox"/>

Comments:	
A10. <i>How often are hazard analyses performed on routine operations and activities by appropriately knowledgeable individuals?</i> Comments:	
A11. <i>Are the results of the hazard analysis or routine activities adequately documented?</i> Comments:	
A12. <i>Does hazard identification and analysis address both safety and health hazards?</i> Comments:	

II. Worksite Analysis	Yes or No
B. Inspections/Audits	
B1. <i>Does the site have a written procedure for performing safety and health inspections?</i> Comments:	

<p>B2. <i>Are routine safety and health inspections conducted quarterly? What areas of the site are covered?</i></p> <p>Comments:</p>	<input type="checkbox"/>
<p>B3. <i>Do inspections use information discovered through the baseline hazards analysis, accident/incident analysis, employee concerns, sampling results?</i></p> <p>Comments:</p>	<input type="checkbox"/>
<p>B4. <i>Are appropriately knowledgeable individuals performing routine inspections?</i></p> <p>Comments:</p>	<input type="checkbox"/>
<p>B5. <i>Are the results of the routine inspections documented?</i></p> <p>Comments:</p>	<input type="checkbox"/>
<p>B6. <i>Do the written inspection reports clearly indicate what needs to be corrected, by whom, and when? Is there a mechanism to check closure?</i></p> <p>Comments:</p>	<input type="checkbox"/>

II. Worksite Analysis	Yes or No
C. Measurement and Evaluation	

<p>C1. <i>What formal communications systems are in place that allows safety and health concerns to be brought to management's attention?</i></p> <p>Comments:</p>	<input type="checkbox"/>
<p>C2. <i>Does the hazard reporting and tracking system address hazards found by employee's hazard analysis of routine and non-routine activities, inspections, and accident or incident investigations?</i></p> <p>Comments:</p>	<input type="checkbox"/>
<p>C3. <i>Do employees agree that they have an effective system for addressing safety and health concerns?</i></p> <p>Comments:</p>	<input type="checkbox"/>
<p>C4. <i>Does the site assess trends?</i></p> <p>Comments:</p>	<input type="checkbox"/>
<p>C5. <i>Have there been any injury or illness trends over the last three years?</i></p> <p>Comments:</p>	<input type="checkbox"/>
<p>C6. <i>If there have been negative injury or illness trends, what, if any, courses of action have been taken?</i></p>	<input type="checkbox"/>

Comments:	
<p><i>C7. Is there a standard procedure for investigating accidents and major incidents? Is the policy documented?</i></p> <p>Comments:</p>	
<p><i>C8. Are those conducting the investigations knowledgeable in accident/incident investigation techniques?</i></p> <p>Comments:</p>	
<p><i>C9. Do investigations adequately discover and document all the root causes and contributors that led to an accident/incident?</i></p> <p>Comments:</p>	
<p><i>C10. Are root causes and contributors to incidents addressed?</i></p> <p>Comments:</p>	

III. Hazard Prevention and Control	Yes or No
A. Hazard Elimination and Tracking	

<p>A1. <i>When the site selects hazard controls, does it follow the preferred hierarchy (first engineering, then administrative, then work practices, and finally PPE) to eliminate or control hazards?</i></p> <p>Comments:</p>	<input type="checkbox"/>
<p>A2. <i>Describe examples of control measures used (ex: guarding, ventilation, etc.):</i></p>	<input type="checkbox"/>
<p>A3. <i>Are follow up studies conducted to ensure that hazard controls were adequate?</i></p> <p>Comments:</p>	<input type="checkbox"/>
<p>A4. <i>Are hazard controls documented and addressed in appropriate procedures, safety and health rules, inspections, training, etc.?</i></p> <p>Comments:</p>	<input type="checkbox"/>
<p>A5. <i>Are employees aware of these controls?</i></p>	<input type="checkbox"/>

III. Hazard Prevention and Control	Yes or No
B. Maintenance Programs	

<p>B1. <i>Does the site have a written preventative/predictive maintenance system?</i></p> <p>Comments:</p>	
<p>B2. <i>Did the hazard identification and analysis (including manufacturers' recommendations) identify hazards that could result if equipment is not maintained properly?</i></p> <p>Comments:</p>	
<p>B3. <i>Does the preventative maintenance system adequately detect hazardous failures before they occur?</i></p> <p>Comments:</p>	

III. Hazard Prevention and Control	Yes or No
C. Process Engineering and Control	
<p>C1. <i>When the site selects hazard controls, does it follow the preferred hierarchy (engineering, administrative, work practices, and PPE) to eliminate or control hazards?</i></p> <p>Comments:</p>	
<p>C2. <i>Are machinery and equipment provided with the proper safety controls, such as machine guards and emergency stops, necessary to protect the operator and others in the area?</i></p> <p>Comments:</p>	

<p>C3. <i>Are there established safety procedures for work activities associated with automated material handling and robot systems?</i></p> <p>Comments:</p>	
<p>C4. <i>Is there a documented lockout/tag-out procedure for applicable equipment and maintenance work?</i></p> <p>Comments:</p>	

III. Hazard Prevention and Control	
D. Safety & Health Programs	Yes or No
<p>D1. <i>Is there an annual evaluation performed by knowledgeable individuals including senior management? Are recommendations made followed up on?</i></p> <p>Comments:</p>	
<p>D2. <i>Does the annual evaluation cover the aspects of the safety and health program?</i></p> <p>Comments:</p>	

<p>D4. <i>Is the annual evaluation an effective tool for assessing the success of the site's safety and health system?</i></p> <p>Comments:</p>	
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III. Safety and Health Training	
A. Determining Requirements & Schedules	Yes or No
<p>A1. <i>Is there a system in place to ensure that all managers, employees and contractors have received the appropriate training?</i></p> <p>Comments:</p>	

IV. Safety and Health Training	Yes or No
B. Effective Training	
B1. <i>Is training delivered by appropriately knowledgeable individuals?</i> Comments:	
B2. <i>How are the curricula for the various training programs determined?</i> Comments:	
B3. <i>Are the curricula appropriately based upon the nature of operations, hazards, and controls at the site?</i> Comments:	
B4. <i>Is there an opportunity for training attendees to get their questions satisfied?</i> Comments:	
B5. <i>Is the effectiveness of the training assessed? Do attendees understand and apply the training?</i> Comments:	

<p>B6. <i>Are there standard general safety rules? Are they posted?</i></p> <p>Comments:</p>	<input data-bbox="1308 186 1395 323" type="checkbox"/>
<p>B7. <i>Is signage posted where required by law and where appropriate (i.e. hearing conservation, warning/danger signage, evacuation routes)?</i></p> <p>Comments:</p>	<input data-bbox="1308 453 1395 590" type="checkbox"/>
<p>B8. <i>Is there a rewards program for achieving safety goals?</i></p> <p>Comments:</p>	<input data-bbox="1308 747 1395 884" type="checkbox"/>