

# SAFETY AND HEALTH PROGRAM EVALUATION

Date of Evaluation:	Company/Site:
Evaluator Name:	Address:
Management Representative:	

*Based around seven core elements, these recommended practices use a proactive approach to managing workplace safety and health. Use this form as an audit tool to evaluate the current safety and health program to highlight areas that can benefit from improvement.*

MANAGEMENT LEADERSHIP	Not Started	Partially Achieved	Fully Achieved	COMMENTS
Management implements and communicates a written, signed policy supporting the safety and health program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Management routinely demonstrates visible commitment to the safety and health program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Management defines specific expectations and measurable goals for the safety and health program, along with plans for achieving the goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Management allocates appropriate resources to accomplish goals and manage the safety and health program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Management assigns responsibility and accountability for implementing and maintaining the safety and health program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Management encourages and recognizes worker contributions to the workplace safety and health program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

WORKER PARTICIPATION	Not Started	Partially Achieved	Fully Achieved	COMMENTS
Employees are encouraged to participate in the safety and health program, have the means to participate, and feel comfortable participating and giving input on safety issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employees are trained on how to report an injury, illness, hazard, near miss, and any other safety concern. The reporting system is easily accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employees report injuries, illnesses, hazards, near misses, and safety concerns without fear of a negative consequence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When workers report injuries or hazards, they are provided with a prompt acknowledgement of the report and also provided with updates as issues are addressed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reports of hazards and incidents are resolved promptly with employee input and are tracked to completion. Resolutions are communicated to employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employees have access to information concerning hazards and control measures including incident investigation reports, injury and illness logs, safety data sheets, job hazard analyses, monitoring results, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The safety and health program involves employees in all aspects of development like assessing training needs, investigating incidents, and evaluating the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employees can participate in the safety and health program without encountering language, skill, or education barriers and they feel comfortable participating during work time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employees have stop work authority and can halt unsafe work operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

HAZARD IDENTIFICATION AND ASSESSMENT	Not Started	Partially Achieved	Fully Achieved	COMMENTS
Data is reviewed to ensure hazards are recognized. Materials may include injury/illness logs, safety data sheets, medical reports, inspection results, incident reports, and manufacturer's info. These reviews occur at least annually and also when there are significant operational changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The workplace or jobsite is inspected regularly to identify hazards. Inspections cover all areas, activities, equipment, and vehicles and includes work done by all types of workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Before operational changes are made, a review is conducted to identify any safety or health issues. Employees are included in this 'change management' procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The worksite is evaluated using exposure monitoring to identify worker exposure to health hazards. Results found to be at or above occupational exposure limits are addressed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Injury, illness, hazard, near miss, and incident trends are analyzed, at least annually, to identify common causes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Incidents, near misses, and workers' concerns are investigated to identify the root cause.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazards associated with emergencies are identified in the emergency action plan. Hazards associated with non-routine operations are identified in the operating procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Serious hazards are addressed immediately, and remaining hazards are prioritized for further control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

HAZARD PREVENTION AND CONTROL	Not Started	Partially Achieved	Fully Achieved	COMMENTS
Options for effective hazard control methods are identified with guidance from authoritative sources such as OSHA, NIOSH, ANSI, ASME, NFPA, industry best practices and input provided by workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard control measures are selected according to the hierarchy of controls. The order of priority is 1) elimination, 2) substitution, 3) engineering controls, 4) administrative controls, and then finally 5) PPE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A hazard control plan prioritizes and tracks progress toward controlling hazards until completion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Controls are installed as soon as a hazard is identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Temporary control measures are implemented for hazards while permanent control measures are being determined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employees are involved in choosing, designing, and implementing control methods to ensure they are feasible, effective, and will be used properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard controls are in place to protect workers during emergencies and non-routine operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Once implemented, control measures are monitored to ensure they are used and are effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Implementation of controls is tracked to completion. Control measures are inspected and maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

EDUCATION AND TRAINING	Not Started	Partially Achieved	Fully Achieved	COMMENTS
Employees understand the elements of the safety and health program, how it applies to their job in the organization, and how to participate in the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers are empowered to raise concerns to management that can improve the safety and health program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employees know how to report injuries, incidents, hazards, and safety concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The safety and health program provides a blame-free environment where workers can report incidents, hazards, and concerns without fear of a negative consequence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employees who have assigned roles within the safety and health program have received training for those duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers receive training on hazard recognition and effective hazard control techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employees have the opportunity to ask questions, receive answers, and provide feedback during and after training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employees (including managers) receive core safety and health competency training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employees receive supplemental training when a change at work could introduce new hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers receive training in a language, and at a literacy level, that they can understand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PROGRAM EVALUATION AND IMPROVEMENT	Not Started	Partially Achieved	Fully Achieved	COMMENTS
Performance indicators that are measurable and quantifiable are used to track progress toward safety and health program goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performance of the safety and health program goals are tracked using both lagging and leading indicators, including indicators of program implementation, program participation, and program maturity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performance data from the safety and health program are analyzed and shared with employees on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Management performs reviews (at least annually) to evaluate the safety and health program to ensure that it is fully implemented, functioning as planned, and there is continual improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employees are involved in the safety and health program review activities. This may be in the form of a program evaluation team, that includes workers from all levels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There are reviews to examine key processes to ensure that they are operating as intended. These processes may include incident reporting, inspections, hazard control, and performance monitoring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The safety and health program is modified as needed to correct deficiencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>CONTRACTORS AND STAFFING AGENCIES</b> <input type="checkbox"/> N/A	Not Started	Partially Achieved	Fully Achieved	COMMENTS
Before contractors or staffing agencies bring their workers onsite, they and the host employers determine which among them will implement the various elements of the safety and health program and the decisions are documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Before contractors or staffing agencies bring their workers onsite, host employers provide them access to information about the hazards they may encounter and the controls that are implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contractors and staffing agencies inform the host employer about injuries, illnesses, hazards, or concerns reported by their employees, and the results of any tracking or trend analysis that they perform.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contractors and staffing agencies inform the host employer of any hazards arising from their work onsite and the controls in place to address those hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Before contractors or staffing agencies bring their workers onsite, the host employer gives them the opportunity to conduct site visits or inspections and to review injury and illness records and other safety and health information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Host employers communicate with contractors and staffing agencies and their workers about non-routine and emergency hazards and emergency procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Host employers establish safety and health performance requirements and expectations in bid documents and contracts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

