

Safety Program Self Analysis

Owner and Top Management Support

The following self analysis will allow persons involved with safety and safety management issues to gauge the operations position on safety and related topics. Not all of the topics covered will be applicable to all operations, however, they serve as a useful tool for development and evolution of written safety plans.

	<u>ADEQUATE</u>	<u>NEEDS IMPROVEMENT</u>	<u>NOT SURE</u>	<u>NOT APPLICABLE</u>
1) Do you have safety goals?	_____	_____	_____	_____
2) Do you hold staff safety meetings?	_____	_____	_____	_____
3) Do you review accidents?	_____	_____	_____	_____
4) Do you discuss accident costs?	_____	_____	_____	_____
5) Do you acknowledge safety accomplishments?	_____	_____	_____	_____
6) Is safety performance a part of supervisor evaluation?	_____	_____	_____	_____
7) Do you have a budget for safety?	_____	_____	_____	_____
8) Do make safety a part of management responsibility?	_____	_____	_____	_____

Safety Program Self Analysis

Administrative Control

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Administrative controls are those implemented by management to improve safety awareness, minimize hazards through safety planning and training, and evaluate accidents to reduce the likelihood of similar accidents occurring.

	<u>ADEQUATE</u>	<u>NEEDS IMPROVEMENT</u>	<u>NOT SURE</u>	<u>NOT APPLICABLE</u>
1) Is there a safety director?	_____	_____	_____	_____
What % of time spent on safety?	_____	_____	_____	_____
2) Is there a safety committee?	_____	_____	_____	_____
3) Are employee safety meetings held regularly?	_____	_____	_____	_____
How many times per year? _____	_____	_____	_____	_____
4) Are rules, policies and procedures in writing?	_____	_____	_____	_____
5) Has a safety manual been established?	_____	_____	_____	_____
6) Is safety manual updated annually?	_____	_____	_____	_____
7) Do you have a written EMERGENCY management plan?	_____	_____	_____	_____
8) Is personal protective equipment being used 100%	_____	_____	_____	_____
9) Are employees constantly being trained on new and changed procedures?	_____	_____	_____	_____
Are new employees oriented to safety on the job?	_____	_____	_____	_____
10) Are accidents investigated by supervisors and recommendations followed up?	_____	_____	_____	_____

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	<u>ADEQUATE</u>	<u>NEEDS IMPROVEMENT</u>	<u>NOT SURE</u>	<u>NOT APPLICABLE</u>
11) Are accident safety reports reviewed?	_____	_____	_____	_____
12) Do you have an accident review board?	_____	_____	_____	_____
13) Has the company doctor ever visited your facility?	_____	_____	_____	_____
14) Do you maintain a MIOSHA log?	_____	_____	_____	_____
15) Are your supervisors trained in managing people?	_____	_____	_____	_____
16) Are lockout procedures being used? Do you have an equipment maintenance program?	_____	_____	_____	_____
17) Is your housekeeping 100%?	_____	_____	_____	_____
18) Do you have copies of applicable safety standards and are employees trained in these standards	_____	_____	_____	_____
19) J.S.A. - Job Safety Analysis. Do you perform JSAs on specific jobs?	_____	_____	_____	_____
20) Are your records current?	_____	_____	_____	_____

Safety Program Self Analysis Medical Control

	<u>ADEQUATE</u>	<u>NEEDS IMPROVEMENT</u>	<u>NOT SURE</u>	<u>NOT APPLICABLE</u>
1) Do you have an appointed company doctor who you communicate with regularly?	_____	_____	_____	_____
2) Has the company doctor ever visited your facility?	_____	_____	_____	_____
3) Is your doctor's written report received on each accident case?	_____	_____	_____	_____
4) Do you provide light duty work for injured employees?	_____	_____	_____	_____
5) Do you have workers trained in first-aid, adequate first aid kits, eye wash stations, decontamination supplies etc.?	_____	_____	_____	_____
6) Are you familiar with rehabilitation services in your area?	_____	_____	_____	_____
7) Do you give pre-employment physicals?	_____	_____	_____	_____
8) Do you have a medical screening program?	_____	_____	_____	_____
9) Employee assistance programs?	_____	_____	_____	_____
10) Has the company doctor ever visited your facility?	_____	_____	_____	_____

Safety Program Self Analysis

Safety Promotion

Safety promotion is the active effort to modify the behavior of persons involved with the business. Safety promotion incorporates mandated training and should include work site specific programs to address the hazards identified.

	<u>ADEQUATE</u>	<u>NEEDS IMPROVEMENT</u>	<u>NOT SURE</u>	<u>NOT APPLICABLE</u>
1) Do you have a 12-month safety program written and planned in advance?	_____	_____	_____	_____
2) Do you have a Lost-Time Accident Sign?	_____	_____	_____	_____
3) Do you have a properly maintained Safety Bulletin as part of your Central Notification area?	_____	_____	_____	_____
4) Is some kind of safety promotion going on all of the time?	_____	_____	_____	_____
5) Do you use 5-Minute Safety Talks?	_____	_____	_____	_____
6) Do you promote “off-the-job” safety?	_____	_____	_____	_____
7) Do you circulate safety news to workers?	_____	_____	_____	_____
8) Do you have a safety suggestion program?	_____	_____	_____	_____
9) Are mandated annual training scheduled?	_____	_____	_____	_____