



It's the start of a new year and what better time to review our safety plans. For this month's safety information, we are sharing a Safety Program Evaluation sheet prepared by Gary Hanson of American Safety & Health. We encourage all employers to utilize this form, to evaluate their programs and see if there is room for improvement.

SAFETY PROGRAM EVALUATION

General Audit - Copyrighted

Company Name: _____ **Business Phone:** _____

Address: _____ **Type of Business:** _____

_____ **Contact Person:** _____

Number of Employees _____	Total _____	points _____	% _____
THIS SURVEY IS WORTH 200 POINTS (EACH QUESTION IS WORTH UP TO 4 POINTS)			
Point Value	(4)	(2)	(0)
	YES	SW	NO
			(4)
			N/A

MANAGEMENT

- | | | | | |
|---|-------|-------|-------|-------|
| 1. Do you have a written Safety and Health Policy Statement in place, which is signed by the President or appropriate senior management representative? | _____ | _____ | _____ | _____ |
| 2. Has a copy been posted in the work area and reviewed with All new employees at the time of hire? | _____ | _____ | _____ | _____ |
| 3. Does senior management take an active role in supporting the safety efforts of the company? | _____ | _____ | _____ | _____ |
| 4. Have clear safety responsibilities been developed for management/supervisors? | _____ | _____ | _____ | _____ |
| 5. Is there a list of Safe Work Rules and Employee Safety Responsibilities? | _____ | _____ | _____ | _____ |
| 6. Is there an active effort to get employees involved in the safety program? | _____ | _____ | _____ | _____ |
| 7. Is there a Safety Committee in place? | _____ | _____ | _____ | _____ |
| 8. Is there a Suggestion Program in place that will allow employees to make recommendations to improve the safety program? | _____ | _____ | _____ | _____ |
| 9. Is there a written safety policy manual in place? | _____ | _____ | _____ | _____ |

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|-----|---|---|---|---|---|
| 10. | Have job specific safety guidelines been written for the specific jobs? | — | — | — | — |
| 11. | Has an appropriate level management individual been designated as the company Safety Coordinator? | — | — | — | — |
| 12. | Has this individual received training in these responsibilities and duties? | — | — | — | — |
| 13. | Does this employee have the authority necessary to ensure company safety policies are implemented and enforced? | — | — | — | — |
| 14. | Is there a Transitional Duty program in place? | — | — | — | — |
| 15. | Is there a safety/housekeeping inspection program in place? | — | — | — | — |
| 16. | Are items noted on the inspection corrected as soon as possible? | — | — | — | — |
| 17. | Is there a Monthly Injury Report generated, reviewed for repeat injury types and individuals and communicated to all management and hourly employees? | — | — | — | — |
| 18. | Are all accidents investigated properly and a detailed accident report filled out? | — | — | — | — |
| 19. | Are employees with safety related problems counseled on their behavior? | — | — | — | — |
| 20. | Is a background check done on employees required to drive a company vehicle? | — | — | — | — |

Training

- | | | | | | |
|-----|---|---|---|---|---|
| 21. | Is there a New Employee Safety Orientation training program in place covering the company's safety program, specific job safety procedures and required OSHA mandated training? | — | — | — | — |
| 22. | Has any management employee been trained in how to conduct employee safety training? | — | — | — | — |
| 23. | Have employees been trained in proper lifting procedures? | — | — | — | — |
| 24. | Is there an employee safety handbook given out to all new employees? | — | — | — | — |
| 25. | Have appropriate employees been trained in the proper use of fire extinguishers? | — | — | — | — |
| 26. | Are employees trained in the proper handling, storage and emergency procedures for flammable liquids? | — | — | — | — |
| 27. | Have employees been trained in the proper use and inspection of portable ladders? | — | — | — | — |

OSHA

- | | | | | | |
|-----|---|-----|-----|-----|-----|
| 28. | Are emergency telephone numbers posted in the facility? | ___ | ___ | ___ | ___ |
| 29. | Are fire extinguishers hung up in a clear area? | ___ | ___ | ___ | ___ |
| 30. | Are fire extinguishers inspected monthly? | ___ | ___ | ___ | ___ |
| 31. | Are the OSHA 300 Logs up to date for the past 5 years? (For companies required to complete & post the log). | ___ | ___ | ___ | ___ |
| 32. | Are adequate first aid supplies provided and located in accessible areas for employees? | ___ | ___ | ___ | ___ |
| 33. | Is there an inspection program for hand and portable power tools? | ___ | ___ | ___ | ___ |
| 34. | Is there a written Emergency Evacuation Program? | ___ | ___ | ___ | ___ |
| 35. | Is annual refresher training conducted covering the emergency evacuation plan? | ___ | ___ | ___ | ___ |
| 36. | Is all machinery guarded or supplied with acceptable alternative protection? | ___ | ___ | ___ | ___ |
| 37. | Is there a written Hazard Communication Program in place? | ___ | ___ | ___ | ___ |
| 38. | Have all employees been trained in Hazard Communication per OSHA guidelines? | ___ | ___ | ___ | ___ |
| 39. | Are SDSs up to date & available for review and all containers of Hazardous Chemicals labeled properly? | ___ | ___ | ___ | ___ |
| 40. | Do you have a written Forklift Program in place? | ___ | ___ | ___ | ___ |
| 41. | Have all employees been trained and certified in forklift operation? | ___ | ___ | ___ | ___ |
| 42. | Have guidelines been developed for the use of Personal Protective Equipment? | ___ | ___ | ___ | ___ |
| 43. | Have employees been trained in the proper use, care and sanitation of Personal Protective Equipment? | ___ | ___ | ___ | ___ |
| 44. | Is there a Bloodborne Pathogens Program in place? | ___ | ___ | ___ | ___ |
| 45. | Have employees been trained in protective measures? | ___ | ___ | ___ | ___ |
| 46. | Is there a written Lockout/Tagout Program in place? | ___ | ___ | ___ | ___ |
| 47. | Have written Lockout/Tagout Procedures been developed for all equipment requiring a written procedure. | ___ | ___ | ___ | ___ |
| 48. | Have all authorized, affected, and other employees been trained? | ___ | ___ | ___ | ___ |
| 49. | Is there a written Confined Space Entry Program? | ___ | ___ | ___ | ___ |

50. Have all Qualified Employees been trained in all Electrical Safe Work Practices and Arc Flash Hazards? _____

YES NO SW = SOMEWHAT N/A = NOT APPLICABLE

Program Evaluation - Total 200 Points

180 - 200 Outstanding
160 - 179 Good
140 - 159 Needs Improvement
139 - Below Needs a lot of help

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SAFETY INSPECTION GUIDELINES

Dept.: _____ Supervisor: _____ Date: _____

Housekeeping:

Yes No N/A

- | | | | |
|-------|-------|-------|---|
| _____ | _____ | _____ | 1. Are all aisles free of obstructions and kept clear? |
| _____ | _____ | _____ | 2. Are fire extinguishers inspected monthly and located in an easily accessible area? |
| _____ | _____ | _____ | 3. Are there adequate trash containers and emptied on a regular basis? |
| _____ | _____ | _____ | 4. Are equipment and machines clear and free of oil leaks? |
| _____ | _____ | _____ | 5. Are supplies and tools stored properly and out of the way? |
| _____ | _____ | _____ | 6. Is there adequate lighting in the area to perform the work required? |
| _____ | _____ | _____ | 7. Are aisles and routes to exits clearly marked and kept clear? |
| _____ | _____ | _____ | 8. Are exit doors clearly marked and kept clear at all times? |
| _____ | _____ | _____ | 9. Is scrap placed in proper storage bins and kept out of the aisleway? |
| _____ | _____ | _____ | 10. Are flammable liquids stored safely in proper containers? |

Comments: _____

Work Areas:

Yes No N/A

- | | | | |
|-------|-------|-------|---|
| _____ | _____ | _____ | 1. Are floors free of holes or obstacles? |
| _____ | _____ | _____ | 2. Do stairs have proper handrails and where necessary, guardrails? |
| _____ | _____ | _____ | 3. Are storage racks maintained in a safe condition and labeled for weight capacity? |
| _____ | _____ | _____ | 4. Are platforms and floor openings guarded properly? |
| _____ | _____ | _____ | 5. Are Emergency Evacuation maps posted? |
| _____ | _____ | _____ | 6. Are all compressed gas cylinders stored and properly chained with their cap guards in place when not in use? |
| _____ | _____ | _____ | 7. Are SDS's available for employee review? |
| _____ | _____ | _____ | 8. Are containers of Hazardous Chemicals labeled properly? |
| _____ | _____ | _____ | 9. Are eyewash stations working properly and kept clear? |
| _____ | _____ | _____ | 10. Are first aid supplies in good order? |
| _____ | _____ | _____ | 11. Are written lockout/tagout procedures by each machine requiring a written Procedure? |
| _____ | _____ | _____ | 12. Do all Permit Required Confined Space locations have a sign – "Permit Required – Confined Space"? |
| _____ | _____ | _____ | 13. Are forklifts inspected before each shift they are used on? |

Comments: _____

Machine Guarding & Protection:

Yes	No	N/A	
___	___	___	1. Are all belts, gears, flywheels and pulleys guarded adequately?
___	___	___	2. Are points of operation guarded adequately?
___	___	___	3. Are operating controls & stop buttons clearly marked & operating properly?
___	___	___	4. Are grinders supplied with tongue guards adjusted to within 1/4" of the wheel and work rests adjusted to within 1/8" of the wheel?
___	___	___	5. Do drill presses have a chip guard?
___	___	___	6. Are table saws supplied with a blade cover guard?

Comments: _____

Hand & Power Tools:

Yes	No	N/A	
___	___	___	1. Are appropriate hand tools being supplied for the work required?
___	___	___	2. Are the tools in good shape?
___	___	___	3. Are tools placed in proper storage when not in use?
___	___	___	4. Are damaged tools repaired or replaced immediately?
___	___	___	5. Are all guards in place?
___	___	___	6. Are electrical plugs and cords in good condition?
___	___	___	7. Are the proper power tools being supplied for the job being performed?

Comments: _____

Ladders:

Yes	No	N/A	
___	___	___	1. Are the ladder rungs in good repair?
___	___	___	2. Are side rails free of cracks?
___	___	___	3. Are ladders inspected on a regular basis by a competent person?
___	___	___	4. Are hinges in good working order and locked in place?
___	___	___	5. Are employees trained in the proper use of ladders?
___	___	___	6. Are ladders stored properly when not in use?
___	___	___	7. Are only industrial grade ladders (250 lbs.) provided for use?

Comments: _____

Electrical:

Yes No N/A

- | | | | |
|-----|-----|-----|---|
| ___ | ___ | ___ | 1. Are electrical panels labeled for voltage and purpose? |
| ___ | ___ | ___ | 2. Are all panels closed and secured? |
| ___ | ___ | ___ | 3. Is there at least a 36" clearance in front of all safety panels? |
| ___ | ___ | ___ | 4. Are cover plates provided for electrical outlets? |
| ___ | ___ | ___ | 5. Are electrical cords and plugs free of damage? |
| ___ | ___ | ___ | 6. Are extension cords limited only to temporary operations and kept out of aiseways? |
| ___ | ___ | ___ | 7. Are unqualified employees advised to stay out of electrical panels at all times? |
| ___ | ___ | ___ | 8. Are extension cords limited to only portable equipment? |

Comments: _____

Other items that were noted during the inspection: _____

Supervisor Signature