

# ANNUAL SAFETY PROGRAM AUDIT FORM FOR FISCAL YEAR 2014 (JULY 2014 TO JUNE 2015)

Please fill out this Self-Evaluation and return to Safety Counselling, Inc. at 3207 Matthew NE, Albuquerque, NM 87107, by (Friday) July 31<sup>st</sup>, 2015 in order to complete your Annual Audit requirements.

Date Annual Audit Completed: \_\_\_\_\_

Municipality Name: \_\_\_\_\_

**Municipality Office Contact:**

Name of Safety Coordinator: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: ( \_ \_ ) \_ \_ - \_ \_ \_ \_ E-mail: \_\_\_\_\_

Total Number of Employees = \_\_\_\_\_ F.T. = \_\_\_\_\_ P.T. = \_\_\_\_\_

Ten key components of a strong safety program are listed below (see A - J).  
**Complete only the column that BEST describes your Municipality's performance.**

A. Management Commitment		
Review documents such as policy statements, Municipality surveys or survey results on safety, employee suggestion letters, and financial records showing safety expenditures (e.g., cancelled checks or invoices).		
<b>Management</b> <input type="checkbox"/> Participates in safety program <input type="checkbox"/> Sets objectives for safety <input type="checkbox"/> Requires feedback on program <input type="checkbox"/> Provides necessary funds <input type="checkbox"/> Includes safety as part of Municipality-wide performance appraisals	<b>Management</b> <input type="checkbox"/> Participates in safety program <input type="checkbox"/> Requires feedback on safety program <input type="checkbox"/> Provides funds for safety	<b>Management</b> <input type="checkbox"/> Supports safety <input type="checkbox"/> Provides funds for safety activities
<input type="checkbox"/> Needs analysis is used to set safety program goals/objectives <input type="checkbox"/> An action plan is developed to accomplish goals/objectives <input type="checkbox"/> Feedback is required from those assigned tasks <input type="checkbox"/> Audits are made to assess action plan effectiveness <input type="checkbox"/> Long and short term goals are set	<input type="checkbox"/> Safety program goals and objectives are set annually <input type="checkbox"/> Employees are aware of the goals and objectives <input type="checkbox"/> Feedback is required from those assigned tasks	<input type="checkbox"/> Informal goals are set for accomplishment through the safety program <input type="checkbox"/> Results are discussed at least annually
<b>Comments:</b>		

## B. Written Safety and Health Program

**Review documents, such as policy statements, safety manuals, and letters from management regarding safety.**

<p>Safety policy</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Is in writing</li> <li><input type="checkbox"/> Is known to all employees</li> <li><input type="checkbox"/> Is part of safety manual</li> <li><input type="checkbox"/> Defines purpose and scope of safety program</li> <li><input type="checkbox"/> Emphasizes employer approach</li> <li><input type="checkbox"/> Is signed and supported by top person(s) in Municipality</li> </ul>	<p>Safety policy</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Is in writing</li> <li><input type="checkbox"/> Has not been explained to employees, but is posted</li> <li><input type="checkbox"/> Authorizes loss prevention activities</li> </ul>	<p><input type="checkbox"/> Safety policy exists</p>
<p>Responsibility for safety</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Defined for everyone in Municipality</li> <li><input type="checkbox"/> In writing and part of safety manual</li> <li><input type="checkbox"/> Supervisors/foremen have key responsibilities</li> </ul>	<p>Responsibility for safety</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Defined for everyone in Municipality</li> <li><input type="checkbox"/> Is not in writing</li> <li><input type="checkbox"/> Supervisors/foremen have key responsibilities</li> </ul>	<p><input type="checkbox"/> Responsibility for safety rests solely with designated safety coordinator</p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Safety rules are in writing and are communicated to all employees</li> <li><input type="checkbox"/> Safety rules are concise and easy to understand</li> <li><input type="checkbox"/> Safety rules are enforced equally among all employees</li> <li><input type="checkbox"/> Safety rules are updated on a regular basis</li> <li><input type="checkbox"/> Subcontractors must follow safety rules</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Safety rules are in writing and are communicated to all employees</li> <li><input type="checkbox"/> Copies of safety rules are posted or available to all employees</li> <li><input type="checkbox"/> Supervisors enforce most of the safety rules</li> <li><input type="checkbox"/> Subcontractors must follow safety rules</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> There are some general safety rules</li> <li><input type="checkbox"/> Safety rules are enforced most of the time</li> <li><input type="checkbox"/> Safety rules have not been updated within past two years</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Assessments made to determine PPE needs</li> <li><input type="checkbox"/> Employees trained in use and maintenance of PPE</li> <li><input type="checkbox"/> Approved PPE used</li> <li><input type="checkbox"/> PPE provided for employees</li> <li><input type="checkbox"/> Employees aware of disciplinary consequences of not using PPE</li> <li><input type="checkbox"/> PPE needs assessed annually</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> PPE is provided and use is required</li> <li><input type="checkbox"/> Employees trained in use and maintenance of PPE</li> <li><input type="checkbox"/> Employees informed of PPE requirements for each job</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> PPE is provided and its use encouraged</li> <li><input type="checkbox"/> Some training is given in use and maintenance of PPE</li> </ul>
<p>Substance Abuse</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Municipality has a written substance abuse policy</li> <li><input type="checkbox"/> Municipality policy contains strict rules regarding drug and alcohol use</li> <li><input type="checkbox"/> Municipality does drug testing for pre-hire, post-accident and for cause</li> <li><input type="checkbox"/> Municipality keeps counseling and testing records</li> <li><input type="checkbox"/> Municipality has an Employee Assistance Program</li> </ul>	<p>Substance Abuse</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Municipality has substance abuse verbiage in Municipality policy</li> <li><input type="checkbox"/> Supervisors are trained in hazards of drugs and alcohol on the job</li> </ul>	<p>Substance Abuse</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Municipality has policy</li> </ul>

Comments:

C. Experience Modification Rate (EMR)		
<b>Fund average mod rate.</b>		
<input type="checkbox"/> EMR is at or below Fund Average for three most recent years. <input type="checkbox"/> Employer reviews the costs of accidents and how the EMR affects the Municipality.	<input type="checkbox"/> EMR is at or below Fund Average for at least one of the three most recent years. <input type="checkbox"/> The cost of accidents is reported to the administrator.	<input type="checkbox"/> EMR is at or below the Fund average mod rate for least one of the three most recent years.
<input type="checkbox"/> Maintains OSHA Log-Forms 300 and 300A according to OSHA requirements.	<input type="checkbox"/> Maintains OSHA Log-Forms 300 and 300A according to OSHA requirements.	<input type="checkbox"/> Maintains OSHA Log-Forms 300 and 300A according to OSHA requirements.
Comments:		
<b>D. Safety Meetings</b>		
<b>Review documents such as meeting agendas, notes, minutes where safety items are noted, copies of toolbox talks. Include topics and sign-in sheets.</b>		
<input type="checkbox"/> Employer conducts weekly supervisor meetings where safety is on the agenda <input type="checkbox"/> Employer gives an overview of safety activity <input type="checkbox"/> Serious accidents are reviewed	<input type="checkbox"/> At least monthly supervisor meetings are held with supervisors where safety is on the agenda <input type="checkbox"/> Supervisors give a status report on job site safety activities <input type="checkbox"/> Serious accidents are reviewed	<input type="checkbox"/> Occasional meetings are held with supervisors at which safety is on the agenda <input type="checkbox"/> Supervisors are given safety information <input type="checkbox"/> Serious accidents may be reviewed
Toolbox safety meetings <input type="checkbox"/> Meetings held weekly <input type="checkbox"/> Conducted by supervisors <input type="checkbox"/> Attendance and topic documentation kept <input type="checkbox"/> Employees participate <input type="checkbox"/> Employer attends occasionally	Toolbox safety meetings <input type="checkbox"/> Supervisors hold meetings at least monthly <input type="checkbox"/> Attendance and topic documentation kept	Toolbox safety meetings <input type="checkbox"/> Employer conducts meetings with all employees less than once a month
Comments:		
<b>E. Pre-Task Planning</b>		
<b>Review documents relating to job safety and/or job hazard analysis sheets, Project checklists.</b>		
<input type="checkbox"/> Pre-task plans are required. <input type="checkbox"/> A check list is used by the supervisor to assure all exposures are considered <input type="checkbox"/> Necessary equipment is provided and precautions are taken prior to or at the start of the job, not after problems have been encountered <input type="checkbox"/> Supervisors are trained in planning for safety	<input type="checkbox"/> Pre-task planning required prior to mobilization <input type="checkbox"/> Safety equipment and safety procedures are provided when needed <input type="checkbox"/> Training in pre-task planning is not required <input type="checkbox"/> A check list is used as a guide	<input type="checkbox"/> No formal pre-task planning program but some planning is done <input type="checkbox"/> No check list is used in pre-planning
Comments:		

## F. New Employee Orientation

**Review documents such as orientation agendas and program materials, class rosters, safety manuals and/or employee handbooks.**

<input type="checkbox"/> Formal orientation program is in effect for all new or transferred employees <input type="checkbox"/> Records maintained showing date, person doing orientation and items covered <input type="checkbox"/> Orientation includes training on safety rules, GHS: Haz. Com, major job hazard exposures, PPE, and emergency reporting procedures <input type="checkbox"/> Employer concern for safe job performance is stressed <input type="checkbox"/> Employee signs record sheet	<input type="checkbox"/> Orientation that includes information on safety is given to new employees <input type="checkbox"/> Documentation showing items covered is maintained <input type="checkbox"/> Orientation includes training on safety rules, GHS: Haz. Com, major job hazard exposures, PPE, and emergency reporting procedures <input type="checkbox"/> Job safety requirements are stressed	<input type="checkbox"/> Orientation is given to employees but no training records are maintained
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Comments:

## G. Safety Training

**Review safety training records. (Both for employees and supervisors if separate)**

<input type="checkbox"/> Based on training needs assessment, formal safety training is provided and documented in areas such as hazard recognition, first aid/CPR, hazard/standard specific OSHA topics, GHS: Haz. Com, heavy equipment safety and trade specific safety (such as electrical safety) <input type="checkbox"/> Formal safety training conducted by competent or qualified safety instructors <input type="checkbox"/> Employee training comprehension/ understanding is verified and documented	<input type="checkbox"/> Some formal safety training provided and documented in areas such as first aid/CPR, GHS: Haz. Com and hazard recognition <input type="checkbox"/> Formal training needs assessment conducted for workforce <input type="checkbox"/> Informal safety training conducted by competent or qualified safety instructors <input type="checkbox"/> Employee training comprehension/ understanding is verified and documented	<input type="checkbox"/> Formal safety training, with verifiable records provided in hazard recognition and GHS: Haz. Com <input type="checkbox"/> Some informal safety training provided for categories found in far left column
Supervisory training includes: <input type="checkbox"/> First Aid/CPR <input type="checkbox"/> Hazard Recognition <input type="checkbox"/> GHS: Haz Com <input type="checkbox"/> Emergency Reporting <input type="checkbox"/> Procedures <input type="checkbox"/> OSHA 10 Hour or Greater <input type="checkbox"/> Conducting Meetings <input type="checkbox"/> Supervisory Skills <input type="checkbox"/> Accident Investigation <input type="checkbox"/> Job Safety Analysis <input type="checkbox"/> Pre-Task Planning <input type="checkbox"/> Train-the-trainer <input type="checkbox"/> Safety Inspections <input type="checkbox"/> Human Relations <input type="checkbox"/> Municipality has in-house facilities for training or has good outside training source <input type="checkbox"/> Professional development courses offered	Most supervisors receive training in: <input type="checkbox"/> Hazard Recognition <input type="checkbox"/> GHS: Haz Com <input type="checkbox"/> First Aid/CPR <input type="checkbox"/> Emergency Reporting <input type="checkbox"/> Procedures <input type="checkbox"/> Human Relations <input type="checkbox"/> Supervisory Skills <input type="checkbox"/> Accident Investigation <input type="checkbox"/> Job Site Safety Inspections	<input type="checkbox"/> Some supervisors are sent to outside training courses

Comments:

H. Accident Investigation		
<b>Review documents such as investigation reports, near miss forms, recommendation/corrective action reports and materials the Municipality publishes following an accident.</b>		
<input type="checkbox"/> Accidents and near misses are investigated by site supervisor <input type="checkbox"/> All supervisors are trained in the techniques of accident investigation <input type="checkbox"/> Reports are completed for all accidents <input type="checkbox"/> Employer reviews all accidents that exceed a set cost <input type="checkbox"/> The basic causes of all accidents are determined <input type="checkbox"/> Information learned is shared with all departments <input type="checkbox"/> There are follow-up steps to assure corrective action is taken	<input type="checkbox"/> All accidents are investigated with a report written <input type="checkbox"/> Supervisors are trained to make investigations <input type="checkbox"/> Employer reviews all investigation reports <input type="checkbox"/> Information on "serious" incidents is shared with employees in all departments	<input type="checkbox"/> Informal investigations are made with no written report <input type="checkbox"/> Some supervisory personnel know how to investigate an accident <input type="checkbox"/> Information gained is not shared <input type="checkbox"/> Persons other than the site supervisor conduct most investigations
Comments:		
I. Performance Audits		
<b>(Performance audits are not site inspections, but audits to evaluate segments (or all) of a safety program.) Review documents such as quality improvement materials, safety benchmarking reports, reports of an activity that was modified and its safety-related results.</b>		
<input type="checkbox"/> Safety program is reviewed at least semi-annually to determine if it is producing desired results <input type="checkbox"/> Criteria against which performance is measured are established <input type="checkbox"/> Results of performance review become part of overall rating of supervisors <input type="checkbox"/> Strong points and shortcomings are discussed with individual supervisors	<input type="checkbox"/> Safety program is reviewed annually to determine if it is producing desired results <input type="checkbox"/> Performance criteria exist for more than half of the areas measured <input type="checkbox"/> Results are discussed with individuals and departments	<input type="checkbox"/> Subjective review of safety activities made to judge if they are effective <input type="checkbox"/> Rating given to each area audited
Comments:		
J. Employee Participation		
<b>Review documents including copies of programs in safety manuals, employee policies and procedures manuals, training records, safety toolbox talks sign-in sheets, PTP's, employee incentive programs and employee suggestion boxes.</b>		
<input type="checkbox"/> Employee participation program in place <input type="checkbox"/> Supervisors trained to facilitate employee participation <input type="checkbox"/> Procedures set up for employees to participate in activities (e.g., see next column) ranging from training to accident investigations	<input type="checkbox"/> Supervisors trained to facilitate employee participation <input type="checkbox"/> Employees encouraged to participate in tool box talks, hazard recognition/reporting, site inspections, safety rule development/revision, new hire & formal safety training, and accident investigations	<input type="checkbox"/> Employee participation is encouraged <input type="checkbox"/> Information is given to supervisors on how to involve employees <input type="checkbox"/> Employee suggestion/ comment program implemented
Comments:		