

ANNUAL SAFETY PROGRAM AUDIT FORM FOR CALENDAR YEAR 2016 (JANUARY 2016 to DECEMBER 2016)

Please fill out this Self-Evaluation and return to Safety Counselling, Inc. at 3207 Matthew NE, Albuquerque, NM 87107, by (Tuesday) February 28th, 2017 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).		
Management <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	Management <input type="checkbox"/> Participates in safety program <input type="checkbox"/> Requires feedback on safety program <input type="checkbox"/> Provides funds for safety	Management <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
Comments:		

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

Comments:

C. Experience Modification Rate (EMR)		
Fund average mod rate.		
<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:		
D. Safety Meetings		
Review documents such as meeting agendas, notes, minutes where safety items are noted, copies of toolbox talks. Include topics and sign-in sheets.		
<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:		
E. Pre-Task Planning		
Review documents relating to job safety and/or job hazard analysis sheets, Project checklists.		
<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		
Review documents such as investigation reports, near miss forms, recommendation/corrective action reports and materials the Municipality publishes following an accident.		
<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		
(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.		
<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		
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.		
<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:		