Checklists for maintaining the foundation

Management commitment Business owners and managers: Demonstrate commitment to a safe and healthful workplace by doing the following: Develop a fair, effective safety and health policy. Follow safety and health rules, lead by example. Attend safety committee meetings, review meeting minutes, and act on safety committee recommendations. Provide employees with the authority and resources they need to carry out their safety-and-health responsibilities. Allocate adequate resources to support the safety and health effort. Provide appropriate safety and health training to employees. Acknowledge employee participation in safety and health activities. **Accountability** Business owners and managers: Strengthen accountability by doing the following: Enforce safety and health policy. Develop business rules that state safe work practices. Hold supervisors accountable for enforcing safe work practices. Include employees' safety and health responsibilities in their job descriptions and performance evaluations. Give employees enough authority and training to fulfill their responsibilities. Develop a clear, written disciplinary policy describing workplace safety expectations that apply to all employees. Establish a recognition program that rewards employees for outstanding contributions to the safety effort. **Employee involvement** Business owners and managers: Involve employees in the safety and health effort by encouraging them to do the following: Suggest ways to help develop a safety and health policy or improve an existing one. Recommend resources necessary to achieve safety and health goals. Recommend training topics, help develop training plans, suggest who should do the training, and evaluate training sessions. Assist in conducting workplace inspections and identifying hazards. Report new hazards to a person responsible for correcting them, maintain equipment, keep work areas clean, and use personal protective equipment properly. Help evaluate trends in accidents and near misses, evaluate the effectiveness of emergency procedures, review the past year's effort, and develop new safety goals.

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Hazard identification and control

Essential hazard-identification activities:
Conduct a baseline workplace survey to identify hazards.
Perform regular workplace inspections to identify new hazards.
☐ Encourage employees to watch for hazards and unsafe work practices.
☐ Encourage employees to report hazards immediately to a person who has authority to act on the report.
☐ Document workplace injuries and illnesses.
Develop job-hazard analyses.
Use material safety data sheets to identify chemical hazards.
Look for new hazards whenever equipment, materials, or work processes change.
☐ Invite safety and health professionals to evaluate the workplace.
Essential hazard-control activities:
☐ Use appropriate engineering and administrative controls.
☐ Enforce workplace safety and health rules and work practices.
☐ Know when and how to use personal protective equipment.
Practice good housekeeping.
☐ Plan for emergencies.
Maintain equipment on schedule.
Document how hazards are controlled.
Accident and incident investigation
☐ Critical activities for conducting investigations of accidents and near misses:
Develop a procedure to determine who will do an investigation.
☐ Ensure that an investigation will be thorough and accurate.
☐ Use an accident investigation form to document when, how, where, and why an accident occurred.
Prepare a report that describes how similar accidents could be prevented.
☐ Involve the safety committee in investigating the accident, identifying the cause, and preparing the accident report.
Create a no-fault incident-reporting system.
Training
All employees — including managers and supervisors — need appropriate safety and health training. Essential training activities:
☐ Ensure that all employees know how to do jobs safely before they begin and whenever there are changes that create new workplace hazards. Train periodically to maintain their skills.
Provide new-employee training that covers your safety and health policy, workplace safety rules, hazards, and procedures for responding to emergencies.

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Training (continued)
☐ Ensure that supervisors know the hazards, hazard-control methods, and emergency procedures associated with their jobs.
Help supervisors develop skills to train and motivate employees they supervise.
☐ Ensure that managers understand the importance of leadership in achieving and maintaining a safe workplace.
Develop managers' ability to evaluate direct and indirect costs of accidents, compare costs with those of similar businesses, and assess the impact of accidents on employee absenteeism, productivity, and morale.
☐ Keep a record of each employee trained, the type of training provided, the training date, and trainer or provider's name.
Evaluation
Essential activities for evaluating the safety and health effort:
Review workplace injury and illness trends.
☐ Evaluate OR-OSHA-required programs to ensure they're implemented and effective.
Set new workplace safety and health goals.
Describe what needs to be done to accomplish each new goal, determine who's responsible for accomplishing it, and set a date for achieving it.
Review accident and incident reports.
Review safety committee minutes.