

Safety and Health Program 47 Attributes Assessment Worksheet

This assessment worksheet applies the seven core elements in OSHA’s Recommended Practices for Safety and Health Programs. This assessment is only a snapshot of a company, to assist the employer with efforts to reduce the risks of workplace injuries, illnesses, and catastrophic events by identifying shortcomings and providing recommendations for continuous improvement.

Seven Core Elements

1. Management Leadership
2. Worker Participation
3. Hazard Identification and Assessment
4. Hazard Prevention and Control
5. Education and Training
6. Program Evaluation and Improvement
7. Communication and Coordination for Host Employers, Contractors, and Staffing Agencies (C+C)

*Communication and Coordination (C+C) for Host Employers, Contractors, and Staffing Agencies – When applicable, for each attribute evaluated, consultants must also assess if employers established mechanisms to coordinate their efforts and communicate effectively to afford all workers equal protection against hazards. C+C requirements are incorporated into each attribute and assessed when applicable, together with all other safety and health requirements, to collectively determine the appropriate rating for an attribute.

The consultant assigns ratings to the attributes evaluated based on the following criteria:

Assessment Ratings	Descriptions
0 Missing	All observations or cues in the workplace to assess an attribute are negative (Zero). No safety and health policy and procedures are present to implement the attribute. There is no C+C* of safety and health policies and procedures among employers as it pertains to the attribute, when applicable. Effective development and implementation of policy and procedures are needed.
1 Developing	The weight of observations or cues in the workplace to assess an attribute are predominantly negative, inadequate and/or incomplete (Sometimes).

Some safety and health policies and procedures are present to implement the attribute but they are inadequate (Little Activity). There is some or no C+C of safety and health policies and procedures among employers as it pertains to the attribute, when applicable. Major improvement is needed.

- 2 Well Developed The weight of observations or cues in the workplace to assess an attribute are predominantly positive, adequate, and/or mostly complete (Often). Considerable safety and health policies and procedures are present to implement the attribute and they are adequate (Most Activities Completed). There is considerable C+C of safety and health policies and procedures among employers as it pertains to the attribute, when applicable. Minor improvement is needed.
- 3 Advanced The weight of observations or cues in the workplace to assess an attribute are entirely positive, exceptional, and innovative means are applied to assure continuous improvement (Always). Exceptional safety and health policies and procedures are present to implement the attribute (All Activities Completed). There is exceptional C+C of safety and health policies and procedures among employers as it pertains to the attribute, when applicable. Development, implementation, monitoring, and advancement of policy and procedures are effective.
- NE Not Evaluated NE is a default value when insufficient or no observations or cues are collected in the workplace to assess a particular attribute, when this is the case no rating is required.

Special Notes

- Personnel: refers to managers, supervisors, and workers collectively.
- This assessment worksheet is designed for use in General, Agriculture and Maritime Industries (workplaces) only.

Consultants **must** determine the applicability of C+C requirements to the workplace before starting an assessment:

1. Does the employer retain temporary workers at the worksite at any time? Yes No
2. Does the employer retain contractors at the worksite at any time? Yes No

Notes:

C+C requirements apply if the consultant (rater) responds “Yes” to either one or both questions.

When applicable, for each attribute assessed, the implementation of C+C requirements must be determined.

The consultant should inquire about the procedures followed by a host employer to address C+C requirements even when only the host employer’s personnel are at a worksite but temporary workers or contractors are “sometimes” retained.

Rating Legend

0 = Missing 1 = Developing 2 = Well Developed 3 = Advanced NE = Not Evaluated

Management Leadership: Top Management Leadership

How well does the top manager project the value of safety and health and initiate the foundation for a successful safety and health program?

Name of Top Management: _____

1. A comprehensive, baseline hazard survey has been conducted within the past five (5) years.

Rating: _____

Observations:

Recommendations:

2. Top management participates in planning and evaluating safety and health performance to drive continuous improvement.

Rating: _____

Observations:

Recommendations:

3. Top management considers proficient safety and health staff to be an advisory resource provided (as needed) to line managers and supervisors who have direct oversight of safety and health performance.

Rating: _____

Observations:

Recommendations:

Streamlined attributes:

Top management considers safety and health to be a line rather than a staff function for direct oversight of safety and health performance.

Rating Legend

0 = Missing 1 = Developing 2 = Well Developed 3 = Advanced NE = Not Evaluated

Top management provides proficient safety and health staff support to line managers and supervisors to promote workplace safety and health.

Management Leadership: Foundation

How well does the management team initiate the basic requirements of a successful safety and health program?

4. Safety and health goals and supporting objectives that focus on specific actions to establish or improve the overall safety and health program exist.

Rating: ____

Observations:

Recommendations:

5. An action plan designed to accomplish the organization's safety and health goals and supporting objectives is in place.

Rating: ____

Observations:

Recommendations:

Management Leadership: Safety and Health Program Implementation

How well does the management team execute all of the following steps, which are required for implementing every aspect of the safety and health program (each depending on the previous requirements)?

6. Managers and supervisors personally follow safety and health procedures to set a visible leadership example.

Rating: ____

Observations:

Rating Legend

0 = Missing 1 = Developing 2 = Well Developed 3 = Advanced NE = Not Evaluated

Recommendations:

7. Managers support fair and effective policies that promote safety and health performance by all personnel.

Rating: ____

Observations:

Recommendations:

8. Safety and health program tasks are assigned and clearly communicated to a specific person (or position) for performance or coordination.

Rating: ____

Observations:

Recommendations:

Streamlined Attributes:

Safety and health program tasks are each specifically assigned to a person or position for performance or coordination.

Each assignment of safety and health responsibility is clearly communicated to a person or position for performance or coordination.

9. An accountability mechanism is included with each assignment of safety and health tasks to monitor performance.

Rating: ____

Observations:

Recommendations:

Rating Legend

0 = Missing 1 = Developing 2 = Well Developed 3 = Advanced NE = Not Evaluated

10. Personnel assigned safety and health tasks have the necessary knowledge and skills to safely perform their duties.

Rating: ____

Observations:

Recommendations:

Streamlined Attributes:

Personnel assigned safety and health responsibilities have the necessary knowledge, skills, and timely information to perform their duties.

Managers assure that appropriate safety and health training is provided to personnel before starting work and continuously assess training needs.

11. Personnel have the authority necessary to effectively carry out their assigned safety and health tasks as delegated by management.

Rating: ____

Observations:

Recommendations:

Streamlined Attributes:

Personnel assigned safety and health responsibilities have the authority to perform their duties.

Managers delegate the authority necessary for personnel to carry out their assigned safety and health responsibilities effectively.

12. Managers ensure that appropriate resources are fully provided to personnel to support the safety and health program.

Rating: ____

Observations:

Rating Legend

0 = Missing 1 = Developing 2 = Well Developed 3 = Advanced NE = Not Evaluated

Recommendations:

Streamlined attributes:

Personnel assigned safety and health responsibilities have the resources to perform their duties.

Managers allocate the resources needed to properly support the organization's safety and health program.

Workers are routinely involved in organizational decision making for allocating safety and health resources.

13. Organizational policies effectively promote the performance of safety and health responsibilities by personnel.

Rating: ____

Observations:

Recommendations:

14. Organizational policies result in correcting non-performance or poor performance of safety and health responsibilities by personnel.

Rating: ____

Observations:

Recommendations:

Worker Participation

Do workers fully participate in the safety and health program to assure its effectiveness?

15. Workers routinely participate in hazard identification activities.

Rating: ____

Observations:

Rating Legend

0 = Missing 1 = Developing 2 = Well Developed 3 = Advanced NE = Not Evaluated

Recommendations:

16. Workers routinely participate in hazard prevention and control activities.

Rating: ____

Observations:

Recommendations:

17. Workers routinely participate in receiving and delivering safety and health training.

Rating: ____

Observations:

Recommendations:

Streamlined Attributes:

Workers routinely participate in the safety and health training of co-workers.

Workers are routinely involved in organizational decision making about safety and health training.

18. Workers routinely participate in safety and health planning activities.

Rating: ____

Observations:

Recommendations:

Rating Legend

0 = Missing 1 = Developing 2 = Well Developed 3 = Advanced NE = Not Evaluated

19. Workers routinely participate in evaluating and improving the organization's safety and health performance.

Rating: _____

Observations:

Recommendations:

20. There are effective processes for workers to provide input and participate in all aspects of the safety and health program without barriers.

Rating: _____

Observations:

Recommendations:

Streamlined Attributes:

There is an effective process to routinely involve workers in all aspects of the safety and health program with no barriers to participation.

Workers are routinely involved in organizational decision making regarding the safety and health policy.

Top management values workers involvement and participation in safety and health issues.

Hazard Identification and Assessment

Are hazards routinely identified to reduce or eliminate fatalities, injuries, and illnesses?

21. The comprehensive baseline hazard assessment for the workplace is current.
(A comprehensive baseline hazard analysis has been conducted within the past five (5) years.)

Rating: _____

Observations:

Rating Legend

0 = Missing 1 = Developing 2 = Well Developed 3 = Advanced NE = Not Evaluated

Recommendations:

22. Expert workplace hazard assessment is performed.

Rating: ____

Observations:

Recommendations:

23. Effective job hazard analysis is routinely performed.

Rating: ____

Observations:

Recommendations:

24. Changes in the workplace are always effectively analyzed for their impact on occupational safety and health before implementation.
(Change analysis is performed whenever a change in facilities, equipment, materials, or processes occurs)

Rating: ____

Observations:

Recommendations:

25. Safety Data Sheets and labels are used to assess potential hazards associated with chemical products in the workplace.

Rating: ____

Observations:

Rating Legend

0 = Missing 1 = Developing 2 = Well Developed 3 = Advanced NE = Not Evaluated

Recommendations:

26. Effective safety and health self-inspections are performed regularly to identify new or recurring hazards.

Rating: ____

Observations:

Recommendations:

27. An effective hazard reporting system exists for early identification of hazards.

Rating: ____

Observations:

Recommendations:

28. All incidents that result in any form of OSHA recordable injuries or illnesses are investigated for root causes to prevent recurrence.

Rating: ____

Observations:

Recommendations:

29. Near misses are investigated for root causes to prevent an injury or illness.

Rating: ____

Observations:

Rating Legend

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Recommendations:

Hazard Prevention and Control

After identification, are hazards eliminated or controlled? Are controls monitored to verify that they remain effective?

30. Feasible engineering solutions are used to protect workers from hazards.
(Feasible engineering controls are in place to protect workers from hazards.)

Rating: ____

Observations:

Recommendations:

31. Effective safe work practices and administrative controls are used to protect workers from hazards.

Rating: ____

Observations:

Recommendations:

32. Personal protective equipment is effectively used to protect workers from hazards.

Rating: ____

Observations:

Recommendations:

Rating Legend

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33. An effective plan for monitoring the timely correction of hazards is in place.

Rating: _____

Observations:

Recommendations:

34. Effective monitoring of established hazard control measures is conducted to verify that control measures continue to function properly.

Rating: _____

Observations:

Recommendations:

35. Applicable OSHA mandated programs are effectively in place to promote safe and healthful working conditions.

Rating: _____

Observations:

Recommendations:

36. Effective preventive maintenance is routinely performed to ensure that facilities and equipment are in good working condition.

Rating: _____

Observations:

Recommendations:

Rating Legend

0 = Missing 1 = Developing 2 = Well Developed 3 = Advanced NE = Not Evaluated

37. Effective housekeeping is routinely practiced to control hazards.

Rating: _____

Observations:

Recommendations:

38. The organization is properly prepared for emergency situations.

Rating: _____

Observations:

Recommendations:

39. The organization has an effective plan for ensuring timely and appropriate emergency medical care for personnel and others present at the worksite.

Rating: _____

Observations:

Recommendations:

Education and Training

Do all personnel have the required knowledge and skills to safely perform their duties?

40. All workers receive appropriate and effective safety and health training in a language and literacy level that they understand before starting (or changing) work and before changes in the workplace are implemented.

Rating: _____

Observations:

Rating Legend

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Recommendations:

41. The orientation provided to all personnel before starting work includes appropriate safety and health information.

(New worker orientation includes applicable safety and health information.)

Rating: ____

Observations:

Recommendations:

42. All supervisors receive appropriate and effective safety and health training to oversee workers and demonstrate knowledge of the benefits of a safety and health program to the business.

Rating: ____

Observations:

Recommendations:

43. All managers receive appropriate and effective safety and health training to fulfill their role and demonstrate knowledge of the benefits of a safety and health program to the business.

Rating: ____

Observations:

Recommendations:

Streamlined attributes:

Safety and health training is provided to managers.

Rating Legend

0 = Missing 1 = Developing 2 = Well Developed 3 = Advanced NE = Not Evaluated

Relevant safety and health program impact on business effectiveness is integrated into management training.

Program Evaluation and Improvement

Are there processes in place to monitor, assess, and update the safety and health program to assure continuous improvement of workplace conditions?

Note: See attribute #2 for top management planning and evaluation of safety and health performance.

44. Data from lagging indicators are effectively analyzed to monitor performance and progress.

Rating: _____

Observations:

Recommendations:

45. Data from leading indicators are effectively analyzed to monitor performance and progress.
(Hazard incidence data are effectively analyzed to monitor performance and progress.)

Rating: _____

Observations:

Recommendations:

46. An evaluation of in-place OSHA mandated programs is conducted at least annually to correct shortcomings and identify additional opportunities to improve.

Rating: _____

Observations:

Recommendations:

Rating Legend

0 = Missing 1 = Developing 2 = Well Developed 3 = Advanced NE = Not Evaluated

47. An evaluation of the overall safety and health program is conducted at least annually to correct shortcomings and identify additional opportunities to improve.

Rating: _____

Observations:

Recommendations:

Communication and Coordination for Host Employers, Contractors, and Staffing Agencies (i.e., C+C)

At a multiemployer worksite, do the various employers effectively communicate and coordinate to provide and maintain a safe work environment for the entire workforce?

C+C requirements are **not** assessed separately. Specific C+C requirements are incorporated into **each** attribute and assessed when applicable, together with all other appropriate safety and health requirements. See cover page for instructions.

Action Items for C+C:

- (1) Establish effective communication: Each host employer establishes and implements a procedure to ensure the exchange of information about hazards present on-site and the hazard control measures in place. Thus, all workers on-site are aware of hazards as well as the methods and procedures for controlling or preventing exposures to them.
- (2) Establish effective coordination: Host employers, contractors, and staffing agencies coordinate work plans, schedules, and resolution of program differences to identify and address any concerns or conflicts that could impact safety or health before starting work.