

Instructions for using the Safety and Health Program Assessment Worksheet

This Oregon OSHA Safety and Health Program Assessment (S&HPA) Worksheet is designed as a tool for use in conducting assessments of an employer's safety and health program in order to evaluate the effectiveness of that employer's safety and health management system.

A Safety and Health Program Assessment (S&HPA) is an assessment of the company's safety and health management system (using the Safety and Health Program Assessment Worksheet). A S&HPA can be done during a comprehensive consultation or independently of a comprehensive consultation.

SHARP companies or companies working toward SHARP must have a full assessment, meaning to have all 58 elements evaluated.

All completed assessment forms should have some justification and/or recommendations under the comment section for questions rated as 0 and 1. All completed assessments should be included and/or referenced in the report sent to the employer.

Instructions for using the worksheet are as follows:

Categories: The S&HPA Worksheet is divided into the following seven categories (or elements):

- I Hazard Anticipation and Detection,
- II Hazard Prevention and Control,
- III Planning and Evaluation,
- IV Administration and Supervision,
- V Safety and Health Training,
- VI Management Leadership, and
- VII Employee Participation.

There are several attributes or sub-elements in each category.

Attributes: Each attribute or sub-element is listed as a survey question. All 58 attributes are positive statements that the evaluator agrees with varying degrees of continuity. The 58 attributes are considered building blocks to effective safety and health management systems.

Rating Instructions: Each survey question or attribute has six possible ratings: 0, 1, 2, 3, NA, or NE. The value for each rating is described in the following table.

| Rating | Description | | Descriptor |
|--------|--|----------------------|----------------|
| 0 | No discernable or meaningful indication that the item is even partially in place | No or Mostly No | None |
| 1 | Some portion or aspect is present, although major improvement is needed | | Some |
| 2 | Item is largely in place, with only minor improvements needed | Yes or Mostly Yes | Most |
| 3 | Item is completely in place | | All |
| NE | Not Evaluated: Recognizes that comprehensive evaluations can be incremental | | Not Evaluated |
| NA | Not Applicable: Must have justification in the comments box why the item is not applicable | | Not Applicable |

Using your best professional judgment rate each attribute based on the information obtained during the consultation. To rate an attribute; simply put an “X” in the box under the desired rating indicator.

Rating Cues: The bits of information obtained in the assessment are rating cues. A rating cue is a fact or perception that prompts and supports the rating of a relevant topic. Each attribute is worded as a positive statement. All rating cues will either confirm (support) or negate (deny) the statement. The cues give weight to the rating for the individual attributes.

Cues confirm or deny: the existence of the attribute; the extent of the attribute; the character of the attribute; and, the effect of the attribute. Cues are found in observations and measurements, interviews, and reviews of documentation. There can be multiple cues: initial cues, corroborating cues; and conflicting cues. The following table illustrates how cues are used to rate attributes.

| Rating Value | |
|--------------|--|
| 0 | Eliminated by a single CONFIRMING cue |
| 1 | Requires a few CONFIRMING cues <u>and</u> one or more NEGATING cues |
| 2 | Requires multiple CONFIRMING cues <u>and</u> a few NEGATING cues |
| 3 | Eliminated by a single NEGATING cue |

Comments: The comment section is to be used to give the employer recommendations on how to improve in this specific attribute. Ratings that are “0” or “1” should include a recommendation for improvement. The only time the consultant must justify a rating is when “NA” is marked.

Some Suggestions: In reality, there is a very small gap between the 0 (zero) rating and the 1 (one) rating and between the 2 (two) rating and the 3 (three) rating. There is a large gap between the 1 (one) rating and the 2 (two) rating. That gap is the difference between mostly no and mostly yes.

Look for things that are done well. Reinforce these things with personnel for their good efforts. The more you can encourage small positive steps, the greater chance that significant positive change will follow and the greater the opportunity to return and provide comprehensive assistance.

Consider using the Assessment Tips from the Oregon OSHA SHARP web page to help you as you complete the Safety and Health Program Assessment Worksheet. The document contains assessment tips for each of the 58 elements and includes cross references to like or similar items.

Also, consider using the Attributes of Excellence from the Oregon OSHA SHARP web page. That document contains many best practices or attributes that are indicators of effective programs. The Attributes of Excellence can also offer suggestions of ways to improve your rating in each of the 58 sub-elements.

Finally, consider mentoring with another SHARP company or an Oregon SHARP Alliance member. Those companies can be linked to from the Oregon OSHA SHARP web page as well. Mentoring between SHARP companies is encouraged by Oregon OSHA and has proven to be beneficial to both those companies being mentored as well as those companies doing the mentoring.

SHARP Assessment Tools



[Assessment Tips](http://www.orosha.org/pdf/sharp/sharpassesstips.pdf)

www.orosha.org/pdf/sharp/sharpassesstips.pdf



[Attributes of Excellence](http://www.orosha.org/pdf/sharp/attributesx58.pdf)

www.orosha.org/pdf/sharp/attributesx58.pdf

Safety and Health Program Assessment Worksheet

| | | | | | | | |
|---|--|-----|--|-----------------|------------|-------------|--|
| Employer | | | | | Visit Date | | |
| Site Location | | | | | | | |
| Consultant | | | | Contact Person | | | |
| Consultation Report # | | SIC | | Total Employees | | Interviewed | |
| Legend: 0 = No 1 = No, Needs major improvement 2 = Yes, Needs minor improvement 3 = Yes <i>NA = Not Applicable*</i> <i>NE = Not Evaluated *</i> <i>*NOT FOR USE WITH SHARP</i> | | | | | | | |

| I. Hazard Anticipation and Detection | 0 | 1 | 2 | 3 | NA | NE |
|--------------------------------------|---|---|---|---|----|----|
|--------------------------------------|---|---|---|---|----|----|

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

| | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Comments:

I. Hazard Anticipation and Detection**0****1****2****3****NA****NE**

2. Effective safety and health self inspections are performed regularly.

☐☐☐☐☐☐

Comments:

3. Effective surveillance of established hazard controls is conducted.

☐☐☐☐☐☐

Comments:

| I. Hazard Anticipation and Detection | 0 | 1 | 2 | 3 | NA | NE |
|--------------------------------------|---|---|---|---|----|----|
|--------------------------------------|---|---|---|---|----|----|

3. Effective surveillance of established hazard controls is conducted.

| | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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Comments:

4. An effective hazard reporting system exists.

| | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Comments:

I. Hazard Anticipation and Detection**0****1****2****3****NA****NE**

5. Change analysis is performed whenever a change in facilities, equipment, materials, or processes occurs.

☐☐☐☐☐☐

Comments:

6. Accidents are investigated for root causes.

☐☐☐☐☐☐

Comments:

I. Hazard Anticipation and Detection**0****1****2****3****NA****NE**

7. Material Safety Data Sheets are used to reveal potential hazards associated with chemical products in the workplace.

☐☐☐☐☐☐

Comments:

8. Effective job hazard analysis is performed.

☐☐☐☐☐☐

Comments:

| I. Hazard Anticipation and Detection | 0 | 1 | 2 | 3 | NA | NE |
|--------------------------------------|---|---|---|---|----|----|
|--------------------------------------|---|---|---|---|----|----|

9. Expert hazard analysis is performed.

| | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Comments:

10. Incidents are investigated for root causes.

| | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Comments:

| II. Hazard Prevention and Control | 0 | 1 | 2 | 3 | NA | NE |
|-----------------------------------|---|---|---|---|----|----|
|-----------------------------------|---|---|---|---|----|----|

11. Feasible engineering controls are in place.

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|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Comments:

12. Effective safety and health rules and work practices are in place.

| | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Comments:

II. Hazard Prevention and Control**0****1****2****3****NA****NE**

13. Applicable OSHA-mandated programs are effectively in place.

☐☐☐☐☐☐

Comments:

14. Personal protective equipment is effectively used.

☐☐☐☐☐☐

Comments:

II. Hazard Prevention and Control**0****1****2****3****NA****NE****15.** Housekeeping is properly maintained.☐☐☐☐☐☐**Comments:**

16. The organization is properly prepared for emergencies.☐☐☐☐☐☐**Comments:**

II. Hazard Prevention and Control**0****1****2****3****NA****NE**

17. The organization has an effective plan for providing competent emergency medical care to employees and others present at the site.

☐☐☐☐☐☐

Comments:

18. Effective preventive maintenance is performed.

☐☐☐☐☐☐

Comments:

| II. Hazard Prevention and Control | 0 | 1 | 2 | 3 | NA | NE |
|-----------------------------------|---|---|---|---|----|----|
|-----------------------------------|---|---|---|---|----|----|

19. An effective procedure for tracking hazard correction is in place.

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|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Comments:

III. Planning and Evaluation

0 1 2 3 NA NE

20. Workplace injury/illness data are effectively analyzed.

☐☐☐☐☐☐

Comments:

21. Hazard incidence data are effectively analyzed.

☐☐☐☐☐☐

Comments:

| | | | | | | |
|-------------------------------------|----------|----------|----------|----------|-----------|-----------|
| III. Planning and Evaluation | 0 | 1 | 2 | 3 | NA | NE |
|-------------------------------------|----------|----------|----------|----------|-----------|-----------|

22. A safety and health goal and supporting objectives exist.

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Comments:

23. An action plan designed to accomplish the organizations safety and health objectives are in place.

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Comments:

| III. Planning and Evaluation | 0 | 1 | 2 | 3 | NA | NE |
|------------------------------|---|---|---|---|----|----|
|------------------------------|---|---|---|---|----|----|

24. A review of in-place OSHA-mandated programs is conducted at least annually.

| | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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Comments:

25. A review of the overall safety and health management system is conducted at least annually.

| | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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Comments:

IV. Administration and Supervision**0****1****2****3****NA****NE**

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

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Comments:

27. Each assignment of safety and health responsibility is clearly communicated.

☐☐☐☐☐☐

Comments:

IV. Administration and Supervision**0****1****2****3****NA****NE**

28. An accountability mechanism is included with each assignment of safety and health responsibility.

☐☐☐☐☐☐

Comments:

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

☐☐☐☐☐☐

Comments:

| IV. Administration and Supervision | 0 | 1 | 2 | 3 | NA | NE |
|------------------------------------|---|---|---|---|----|----|
|------------------------------------|---|---|---|---|----|----|

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|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 30. Individuals with assigned safety and health responsibilities have the authority to perform their duties. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Comments:

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|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 31. Individuals with assigned safety and health responsibilities have the resources to perform their duties. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Comments:

| IV. Administration and Supervision | 0 | 1 | 2 | 3 | NA | NE |
|------------------------------------|---|---|---|---|----|----|
|------------------------------------|---|---|---|---|----|----|

32. Organizational policies promote the performance of safety and health responsibilities.

| | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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Comments:

33. Organizational policies result in correction of non-performance of safety and health responsibilities.

| | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Comments:

V. Safety and Health Training**0****1****2****3****NA****NE**

34. Employees receive appropriate safety and health training.

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Comments:

35. New employee orientation includes applicable safety and health information.

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Comments:

| V. Safety and Health Training | 0 | 1 | 2 | 3 | NA | NE |
|-------------------------------|---|---|---|---|----|----|
|-------------------------------|---|---|---|---|----|----|

| | | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 36. Supervisors receive appropriate safety and health training. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Comments:

| | | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 37. Supervisors receive training that covers the supervisory aspects of their safety and health responsibilities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Comments:

| V. Safety and Health Training | 0 | 1 | 2 | 3 | NA | NE |
|-------------------------------|---|---|---|---|----|----|
|-------------------------------|---|---|---|---|----|----|

38. Safety and health training is provided to managers.

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Comments:

39. Relevant safety and health aspects are integrated into management training.

☐☐☐☐☐☐

Comments:

VI. Management Leadership**0****1****2****3****NA****NE**

40. Top management policy establishes clear priority for safety and health.

☐☐☐☐☐☐

Comments:

41. Top management considers safety and health to be a line rather than a staff function.

☐☐☐☐☐☐

Comments:

| VI. Management Leadership | 0 | 1 | 2 | 3 | NA | NE |
|---------------------------|---|---|---|---|----|----|
|---------------------------|---|---|---|---|----|----|

42. Top management provides competent safety and health staff support to line managers and supervisors.

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Comments:

43. Managers personally follow safety and health rules.

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Comments:

| VI. Management Leadership | 0 | 1 | 2 | 3 | NA | NE |
|---------------------------|---|---|---|---|----|----|
|---------------------------|---|---|---|---|----|----|

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

| | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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Comments:

45. Managers allocate the resources needed to properly support the organizations safety and health system.

| | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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Comments:

| VI. Management Leadership | 0 | 1 | 2 | 3 | NA | NE |
|---------------------------|---|---|---|---|----|----|
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| | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 46. Managers assure that appropriate safety and health training is provided. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Comments:

| | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 47. Managers support fair and effective policies that promote safety and health performance. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Comments:

VI. Management Leadership**0****1****2****3****NA****NE**

48. Top management is involved in the planning and evaluation of safety and health performance.

☐☐☐☐☐☐

Comments:

49. Top management values employee involvement and participation in safety and health issues.

☐☐☐☐☐☐

Comments:

VII. Employee Participation**0****1****2****3****NA****NE**

50. There is an effective process to involve employees in safety and health issues.

☐☐☐☐☐☐

Comments:

51. Employees are involved in organizational decision-making in regard to safety and health policy.

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Comments:

VII. Employee Participation**0****1****2****3****NA****NE**

52. Employees are involved in organizational decision-making in regard to the allocation of safety and health resources.

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Comments:

53. Employees are involved in organizational decision-making in regard to safety and health training.

☐☐☐☐☐☐

Comments:

| VII. Employee Participation | 0 | 1 | 2 | 3 | NA | NE |
|-----------------------------|---|---|---|---|----|----|
|-----------------------------|---|---|---|---|----|----|

54. Employees participate in hazard detection activities.

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Comments:

55. Employees participate in hazard prevention and control activities.

☐☐☐☐☐☐

Comments:

| VII. Employee Participation | 0 | 1 | 2 | 3 | NA | NE |
|-----------------------------|---|---|---|---|----|----|
|-----------------------------|---|---|---|---|----|----|

56. Employees participate in the safety and health training of co-workers.

| | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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Comments:

57. Employees participate in safety and health planning activities.

| | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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Comments:

| VII. Employee Participation | 0 | 1 | 2 | 3 | NA | NE |
|-----------------------------|---|---|---|---|----|----|
|-----------------------------|---|---|---|---|----|----|

| | | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 58. Employees participate in the evaluation of safety and health performance. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Comments: