

SHARP Self-Assessment Checklist

Management Leadership: Senior management at the site must consistently demonstrate clear and ongoing commitment to the safety and health by the following:

- ☐ Developing policies that provide clear priorities for safety and health;
- ☐ Considering safety and health to be a line rather than a staff function;
- ☐ Management personally following safety and health rules, leading by example;
- ☐ Delegating authority to those with assigned responsibilities;
- ☐ Allocating resources to support the safety and health systems;
- ☐ Ensuring that appropriate safety and health training is provided;
- ☐ Supporting fair and effective policies that promote safety and health performance;
- ☐ Placing value on employee involvement and participation in safety and health issues.

Employee Participation: SHARP companies continually look for opportunities to tap into the cumulative knowledge of their most valuable resources, their employees. A SHARP company will actively involve employees in:

- ☐ Developing effective means to involve employees in safety and health issues;
- ☐ Organizational decision making regarding safety and health policy;
- ☐ Organizational decision making regarding safety and health resource allocation;
- ☐ Organizational decision making regarding safety and health training;
- ☐ Hazard detection activities;
- ☐ Hazard prevention and control activities;
- ☐ The safety and health training of co-workers.

Administration and Supervision: A SHARP company's management systems will allow safety and health related tasks and responsibilities to:

- ☐ Be assigned to individuals or positions;
- ☐ Be clearly communicated to those responsible;
- ☐ Have an accountability mechanism in place for each assignment of responsibility;
- ☐ Ensure persons with assigned responsibilities have the ability to do the job;
- ☐ Ensure persons with assigned responsibilities have the authority to do the job;
- ☐ Ensure persons with assigned responsibilities have the resources to do the job;
- ☐ Ensure company policies promote performance of safety and health responsibilities;
- ☐ Result in correction of non-performance of safety and health responsibilities.

Planning and Evaluation: Each element of the safety and health management plan should be reviewed and updated as necessary and at least annually. A SHARP company will have effective systems in place to provide for:

- ☐ Workplace injury/illness analysis;
- ☐ Hazard incidence analysis;
- ☐ Setting and evaluating goals and objectives for safety and health;
- ☐ Action planning to accomplish goals;
- ☐ Comprehensive review of safety and health management system;
- ☐ Thorough review of OSHA mandated programs.

Employee Training: Another crucial aspect to effective safety management is an effective safety and health training program. A SHARP company is expected to provide:

- ☐ Appropriate safety and health training for employees;
- ☐ Initial orientation that covers applicable safety and health information;
- ☐ Appropriate safety and health training for supervisors;
- ☐ Supervisory training covering supervisory aspects of safety and health responsibilities;
- ☐ Appropriate safety and health training for managers;
- ☐ Management training that covers relevant safety and health management aspects.

Hazard Anticipation and Detection: SHARP companies are expected to have systems in place to effectively evaluate their entire worksite to identify hazards and potential hazards. These systems include effective policies, plans or procedures for:

- ☐ Baseline hazard surveys of safety and health conditions;
- ☐ Regular self-inspections covering the entire facility;
- ☐ Conducting surveillance of established hazard controls;
- ☐ Hazard reporting;

- ☐ Change analysis of new or changed facilities, equipment, materials or processes;
- ☐ Accident investigation to determine root causes;
- ☐ Understanding MSDS usage relating to potential chemical hazards in the workplace;
- ☐ Conducting job-hazard-analysis, job-safety-analysis or phase hazard analysis;
- ☐ Having expert hazard analysis conducted periodically;
- ☐ Incident investigation to determine root cause.

Hazard Prevention and Control: Once hazards are identified, they must be controlled. A SHARP company is expected to have implemented:

- ☐ Feasible engineering controls where possible;
- ☐ Effective safety and health rules in place and understood by the workforce;
- ☐ All applicable OSHA mandated programs;
- ☐ PPE usage procedures;
- ☐ Good housekeeping procedures;
- ☐ Emergency action plans;
- ☐ Emergency medical plans;
- ☐ Effective preventive maintenance procedures;
- ☐ Tracking procedures for hazard correction.

This SHARP self-evaluation checklist is meant to provide an overview of effective safety and health management techniques that are evaluated in the SHARP process. It is not meant to be all-inclusive. Oregon OSHA Consultation will thoroughly evaluate each of these items and more to determine your qualification for SHARP.

For more detailed information about the Oregon OSHA SHARP program, please refer to the SHARP page of Oregon OSHA's website at www.orosha.org/consult/sharp.html