

SAFETY AND HEALTH PROGRAM AUDIT TOOL

COMPANY/SITE: _____

ADDRESS: _____

AUDITOR NAME: _____

AUDITOR PHONE # _____

AUDITOR SIGNATURE: _____

DATE: _____

SECTION 1: MANAGEMENT LEADERSHIP

Action Item	Not Implemented	Partially Implemented	Implemented with only Minor Deficiencies	Fully Implemented	Evidence of Implementation
Management implements and communicates a written policy supporting the safety and health program.					
Management defines specific goals and expectations for the program, and plans to achieve the goals.					
Management allocates appropriate resources (funds and time) to accomplish goals and manage the program.					
Management assigns responsibility and accountability for implementing and maintaining the program.					
All workers know who has been assigned responsibility for the program.					
Management integrates safety and health into planning and budgeting processes.					
Management recognizes worker contributions to workplace safety and health.					
Management routinely demonstrates visible commitment to the program.					

SECTION 2: WORKER PARTICIPATION

Requirement	Not Implemented	Partially Implemented	Implemented with only Minor Deficiencies	Fully Implemented	Evidence of Implementation
Workers are encouraged to participate in the program, have the means to participate, and feel comfortable participating and providing input on safety and health issues.					
Workers are able to participate without encountering language, skill or education barriers; restrictions on participating during work time; or fear of retaliation or discrimination.					
Workers are assigned roles or are otherwise involved in <i>all</i> aspects of the program.					
Workers have access to information they need to understand safety and health hazards and control measures in the workplace.					
Workers know how to report an injury, illness, hazard, or concern, including good catches/near misses.					
Workers consistently report injuries, illnesses, hazards, and concerns, including good catches/near misses.					
Reports of injuries, illnesses, hazards, or other concerns are acknowledged promptly.					
Reports of injuries, illnesses, hazards, or other concerns are resolved promptly, after seeking worker input.					

SECTION 3: HAZARD IDENTIFICATION AND ASSESSMENT

Requirement	Not Implemented	Partially Implemented	Implemented with only Minor Deficiencies	Fully Implemented	Evidence of Implementation
Written materials such as injury logs, safety data sheets, medical reports, workplace inspection results, incident investigation reports, and manufacturers' literature are reviewed to help identify hazards.					
The workplace is inspected regularly to identify conditions that pose or could pose a safety concern. Inspections cover all areas and activities and include plant and transportation vehicles.					
The workplace is evaluated to identify worker exposure to health hazards.					
Incidents (including close calls/near misses) are investigated to identify any hazards previously unrecognized or inadequately controlled. Investigations focus on identifying the root cause(s) of each incident.					
Hazards associated with emergencies and non-routine operations are identified.					
All identified hazards are characterized with respect to the severity of potential outcomes, likelihood an event or exposure will occur, and number of workers who might be exposed.					
Interim controls are adopted while permanent controls are being determined.					

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All serious and recognized hazard are addressed immediately, while remaining hazards are prioritized for further control.					

SECTION 4: HAZARD PREVENTION AND CONTROL

Requirement	Not Implemented	Partially Implemented	Implemented with only Minor Deficiencies	Fully Implemented	Evidence of Implementation
Options for controlling hazards are identified using sources such as OSHA, NIOSH, industry best practices, and input from workers.					
Controls are selected according to the “hierarchy of controls”, emphasizing in order of priority: elimination, substitution, engineering controls, administrative controls, and PPE. ^a					
A hazard control plan is used to plan and prioritize controls, and track and verify their installation.					
Responsibility for installing or implementing controls is assigned to persons with power or ability to implement the controls.					
Interim controls are used when permanent controls cannot be immediately implemented.					
Controls are in place to protect workers during emergencies and nonroutine operations.					
Once installed, controls are monitored to ensure workers understand their use and application and to verify they are effective.					
Controls are inspected and maintained.					

^a PPE= personal protective equipment

SECTION 5: EDUCATION AND TRAINING

Requirement	Not Implemented	Partially Implemented	Implemented with only Minor Deficiencies	Fully Implemented	Evidence of Implementation
Managers, supervisors and workers understand the elements of the safety and health program and how to participate in it.					
Employers, managers and supervisors understand: fundamental concepts of hazard identification and control; procedures for responding to workers' reports of injuries, illnesses and incidents; incident investigation techniques; their responsibilities under the OSH Act; and workers' rights guaranteed under the Act.					
Workers understand the employers' responsibilities under the program.					
Each worker understands his or her own role in the program.					
Workers know who to contact with concerns or questions, and understand the procedures for reporting injuries, incidents, hazards, and concerns.					
Workers know they have a right to participate in the program and report injuries without fear of retaliation or discrimination.					
Workers can ask questions, receive answers, and provide feedback during and after training.					

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Employers, managers and supervisors understand their responsibilities under the OSH Act; procedures for responding to workers' reports of injury, illness or concern; techniques for identifying and controlling hazards; and fundamentals of incident investigation.					
Supplemental training is provided when a change in the workplace could introduce new or increased hazards.					
Supplemental training is provided when a worker is assigned a new task or given a new assignment.					
Training is provided in a language and at a literacy level that all workers can understand.					

SECTION 6: PROGRAM EVALUATION AND IMPROVEMENT

Requirement	Not Implemented	Partially Implemented	Implemented with only Minor Deficiencies	Fully Implemented	Evidence of Implementation
Performance indicators are used to track progress towards program goals.					
Performance is tracked using both <i>lagging</i> and <i>leading</i> indicators.					
Performance data is analyzed and shared with workers.					
An initial review and subsequent annual reviews evaluate the program to ensure it is fully implemented and functioning as planned.					
Workers are involved in all program review activities.					
The program is modified as needed to correct shortcomings.					

SECTION 7: COMMUNICATION AND COORDINATION FOR HOST EMPLOYERS, CONTRACTORS AND STAFFING AGENCIES

Requirement	Not Implemented	Partially Implemented	Implemented with only Minor Deficiencies	Fully Implemented	Evidence of Implementation
Before coming onsite, the host employer and any contractors or staffing agencies determine which among them will implement and maintain the various parts of the safety and health program.					
Before coming onsite all contractors, staffing agencies and their workers are informed of the hazards that may be present, the controls in place to address the hazards, and who to contact to report an injury, illness or concern.					
Before coming onsite, the host employer provides contractors and staffing agencies the opportunity to conduct site visits or inspections and to review injury and illness records and other safety and health information.					
Before coming onsite, contractors or staffing agencies inform the host employer of any hazards arising from their work onsite, the controls in place to address the hazards, and who to contact if they have a safety concern.					
Host employers communicate with contractors and staffing agencies to determine which will implement and maintain the various parts of the safety and health program.					

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A mechanism is established to exchange information about hazards present in the workplace and measures in place to prevent or control them. for all contractors to use to report injuries, hazards, and concerns.					
Host employers include any safety-related specifications and qualifications requirements for contractors and staffing agencies in contracts and bid documents.					
Host employers coordinate with contractors and staffing agencies to ensure work is planned and scheduled to minimize impacts on safety.					
Temporary workers are adequately trained and equipped before arriving at the worksite.					
Safety and health policies and procedures of host employers, contractors and staffing agencies are consistent and understood by all workers onsite.					
Host employers and staffing agencies ensure enough trained and equipped workers are available and with enough lead time.					
Management from the host employer and staffing agencies are available to address day-to-day coordination issues related to safety.					