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| Date Evaluated: | Dept. Head: |
| Score (%): | Evaluator: |
| Location/Dept: |  |

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|  | **Safety / JHA Process Element** | **OK** | **NI\*** |
| **PRE-HIRE** |
| **1** | Uses JHA in interviews to assess safety behavior, previous work experience and safety attitude? |   |   |
| **ORIENTATION** |
| **2** | Provides comprehensive orientation training using the JHA. Explains each job requirement from the JHA to the employee before they perform the respective duties? |   |   |
| **SAFETY TRAINING** |
| **3** | From day to day work with crew, completes the "Safety Observation" reports to refocus employees to 100% adherence to JHA? |   |   |
| **MONTHLY MEETING** |
| **4** | Performs monthly refresher training for all employees covering one STEP of the JHA; and Incident Reporting and RTW Process? |   |   |
| **5** | Discusses findings of "Safety Observation"/ At Risk Behavior results at monthly meetings? |   |   |
| **6** | Positively recognizes employees with NO TIME LOSS INJURIES, and no "Safety Observation" reports? |   |   |
| **INCIDENT MANAGEMENT** |
| **7** | If an incident occurs, 1) reports to Risk Management IMMEDIATELY for support on RTW 2) reviews the JHA to assure that the issue is adequately addressed on the JHA3) attaches JHA to Incident Report noting area of hazard4) reviews the Safety Observation Reports that have been completed for that person/ dept. to assure that the Job Requirement has been properly evaluated5) develops controls to address the hazard in a timely fashion |   |   |

**List areas for improvement in process and training:**