**Objective:** To identify opportunities to positively impact the worker’s compensation program and the safety and health program and to drive down exposures, incidents, and the associated direct and indirect costs of accidents

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| **Element I.** **Hiring Practices** | **Applicable****(Yes/No)** | **Currently Effective****(Yes/No)** | **Needed Improvement** |
| Job advertisements that indicate drug testing requirement are used. |  |  |  |
| Applications are used. |  |  |  |
| Multiple/team interviews are used. |  |  |  |
| Pre-placement physicals are used. |  |  |  |
| Behavior screens are used. |  |  |  |
| Drug & alcohol testing is used. |  |  |  |
| Reference checking are used. |  |  |  |
| Application verification/background checking are used. |  |  |  |
| JHAs are discussed with the applicant in the interview. |  |  |  |
| A temporary employment agency is used for the initial placement of staff to allow a trial period. |  |  |  |
| Job descriptions are provided to the applicant, including physical demands. |  |  |  |
| Medical benefits are provided. |  |  |  |
| A drug and alcohol EAP is established. |  |  |  |
| Dental benefits are provided. |  |  |  |
| 401K is provided. |  |  |  |
| Disability Insurance is provided. |  |  |  |
| Vacation is provided. |  |  |  |
| Sick leave is provided. |  |  |  |

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| **Element II.****Orientation Process** | **Applicable****(Yes/No)** | **Currently Effective****(Yes/No)** | **Needed Improvement** |
| Safety rules, applicable procedures, and accountability process are reviewed with the hire. |  |  |  |
| The JHA is reviewed with the hire. |  |  |  |
| A safety mentor for the hire is established. |  |  |  |
| When training, the hire is required to demonstrate tasks to ensure a thorough understanding. |  |  |  |
| JHA evaluations are done frequently for the hire. |  |  |  |
| An explanation of Return-To-Work Program, information on the treating provider, information on injury reporting practices, and the return to work packet are all provided.  |  |  |  |
| The hire is introduced to the first aid provider and station. |  |  |  |
| The hire receives specific machinery/equipment safety training. |  |  |  |
| All training is documented.  |  |  |  |
| The hire is introduced to SDSs and lock-out materials. |  |  |  |

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| **Element III.****Safety and Health Programs/Procedures** | **Applicable****(Yes/No)** | **Currently****Effective (Yes/No)** | **Needed Improvement** |
| Aerial Lift Safety Program |  |  |  |
| Anti-Slip and Safety Shoe Policy |  |  |  |
| Bloodborne Pathogens Program |  |  |  |
| Charge Back for Losses to Departments |  |  |  |
| Confined Space Entry Program |  |  |  |
| Crane Safety Program |  |  |  |
| Emergency Evacuation Program |  |  |  |
| Emergency Spill Response Program |  |  |  |
| Ergonomic Committee (with hazard analysis and procedures/controls) |  |  |  |
| Exercise Guidelines and Requirements  |  |  |  |
| Fall Protection Program |  |  |  |
| First Aid Procedures |  |  |  |
| Forklift Certification Program |  |  |  |
| Hard Hat Policy |  |  |  |
| Hazard Communication Program/Chemical Handling Training (specific to chemicals handled) |  |  |  |
| Hearing Conservation Program |  |  |  |
| Hot Work Procedures |  |  |  |
| Ladder Use Program |  |  |  |
| Laser Use Program |  |  |  |
| Procedures for Locating Underground Hazards |  |  |  |
| Lock-Out/Tag-Out Program |  |  |  |
| Office Safety Procedures |  |  |  |
| Personnel Protective Equipment per Hazard Assessment  |  |  |  |
| Post-Incident Drug/Alcohol Testing  |  |  |  |

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| **Element III.****Safety and Health Programs/Procedures (Continued)** | **Applicable****(Yes/No)** | **Currently Effective****(Yes/No)** | **Needed Improvement** |
| Process Safety Management  |  |  |  |
| Random Drug/Alcohol Testing |  |  |  |
| Respiratory Protection Program |  |  |  |
| Safety Committee |  |  |  |
| Safety Glass Policy |  |  |  |
| Safety Incentive Program (tied to **behaviors** and **no time loss**) |  |  |  |
| Safety Performance Review |  |  |  |
| Safety Suggestion Program |  |  |  |
| Scaffold Use Program |  |  |  |
| Specific Machine/Equipment Safety Instruction |  |  |  |
| Stretching Program |  |  |  |
| Trenching and Shoring Program |  |  |  |
| Proper Setup of Workstations |  |  |  |
| Evaluations of Facility for Unsafe Conditions |  |  |  |
| Job Hazard Analysis for Each Position / Hazard Assessment by Job |  |  |  |
| Monthly Onsite Hazard Evaluations  |  |  |  |
| Monthly JHA Evaluations |  |  |  |
| Monthly Discussion of JHA Evaluations |  |  |  |
| Monthly Discussion of Incidents |  |  |  |
| Monthly Presentation by Individuals Who Have Received Injuries |  |  |  |
| Quarterly Review of Front-Line Supervisory Personnel on how well they assure adherence to JHA Process |  |  |  |
| Monthly Refresher Training Covering One Step of JHA |  |  |  |
| JHA Process Evaluations Sent to Upper Management |  |  |  |
| **Element IV.****Accident/Incident Investigation Procedures** | **Applicable****(Yes/No)** | **Currently Effective****(Yes/No)** | **Needed Improvement** |
| Zero-incident culture is set. |  |  |  |
| Accountability of personnel is in place for incidents. |  |  |  |
| Near-miss reporting is performed. |  |  |  |
| JHA and JHA evaluations are reviewed to ensure the issue is addressed. |  |  |  |
| Investigation is conducted within the first 24 hours. |  |  |  |
| The investigation evaluates direct and indirect costs of incident and correlation to production. |  |  |  |
| Trends are compared to industry benchmarks. |  |  |  |
| Incident trending is reported to upper management. |  |  |  |
| Upper management meets with front-line supervisory personnel to address incidents. |  |  |  |
| Key management receives copy of the report. |  |  |  |
| A system is in place to ensure that corrective actions are followed-up on.  |  |  |  |
| Corrective actions are followed-up on by upper management with front line supervisory personnel. |  |  |  |
| Incident trending and tracking is performed. |  |  |  |

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| **Element V.****Return-to-Work (RTW) Process** | **Applicable****(Yes/No)** | **Currently Effective****(Yes/No)** | **Needed Improvement** |
| Treating physicians are established. |  |  |  |
| Treating physicians have visited the facility. |  |  |  |
| Treating physicians have RTW packets. |  |  |  |
| Treating physicians have copies of the job analyses. |  |  |  |
| Treating physicians understand the goal for full release and the 100% RTW goal. |  |  |  |
| Treating physicians’ names and addresses and a map to their facility are all posted. |  |  |  |
| RTW posters are used. |  |  |  |
| All employees are aware of treating physicians and the RTW process. |  |  |  |
| First aid providers are posted. |  |  |  |
| First aid providers are always on site. |  |  |  |
| First aid providers have RTW packets. |  |  |  |
| First aid supplies are complete and readily available. |  |  |  |
| All employees know who the first aid providers are. |  |  |  |
| Procedure for **immediate** reporting of injuries **prior** to the physician visit is clear to **all** employees. |  |  |  |

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| **Element VI.****Industrial Hygiene (IH)** | **Applicable****(Yes/No)** | **Currently Effective****(Yes/No)** | **Needed Improvement** |
| Controls are in place to prevent skin contact with hazardous substances. |  |  |  |
| Respirators are used as needed. Respiratory exposures are evaluated and the correct types of respirators are provided.  |  |  |  |
| IH air monitoring has been completed. |  |  |  |
| Ventilation is in place and effective. |  |  |  |
| SDSs are available and kept current. |  |  |  |
| Hazcom training course covers exposures. |  |  |  |
| Engineering controls are in place. |  |  |  |
| Personal hygiene controls are in place for:* Eating
* Smoking
* Supervised hand washing

Areas are regulated, if applicable. |  |  |  |
| Historic IH information is reviewed. |  |  |  |
| Noise exposures are controlled with a noise exposure plan. |  |  |  |
| 1. Sound dosimetry is completed.
 |  |  |  |
| 1. Annual hearing tests are completed
 |  |  |  |
| 1. Adequate hearing protection is worn, and its use is enforced.
 |  |  |  |
| 1. Hearing protection is worn correctly.
 |  |  |  |
| An Emergency Response Plan is in place. |  |  |  |
| A Process Safety Management Plan is in place. |  |  |  |
| Secondary containment (diking) is adequate. |  |  |  |
| Documentation is in place. |  |  |  |

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| **Element VII.****Operation Management** | **Applicable****(Yes/No)** | **Currently Effective****(Yes/No)** | **Needed Improvement** |
| A budget is established for safety issues. |  |  |  |
| The budget for safety is adequate. |  |  |  |
| Major loss sources (all lines of insurance) are known by upper management. |  |  |  |
| Potential loss sources (all lines) are known by upper management. |  |  |  |
| Insurance and loss experience are focuses of upper management. |  |  |  |
| The organization is financially established and making profit. |  |  |  |
| A quality system is in place for:* Written procedures
* Preventive maintenance (PM)
* Statistical process control (SPC)
* Job training specifications (JTSs)
* Documentation
* Employee training
* Audits
* Incident investigation and evaluation
 |  |  |  |
| All levels of management as well as employees are held accountable for the success of the safety and risk management of the organization. |  |  |  |
| Other: |  |  |  |