

# Safety and Health Program Assessment Worksheet

## Blank Form 33

<b>Request Number</b>		<b>Visit Number</b>		<b>Visit Date</b>	
<b>Employer</b>					
<b>Site Location</b>					

**Legend:** 0 = No; 1 = No, Needs major improvement; 2 = Yes, Needs minor improvement; 3 = Yes;  
 NA = Not Applicable; NE = Not Evaluated  
 \* = Stretch Items Attribute of Excellence

### 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.						

**Comments:**

2. Effective safety and health self-inspections are performed regularly.						
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**Comments:**

3. Effective surveillance of established hazard controls is conducted.						
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**Comments:**

4. An effective hazard reporting system exists.						
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**Comments:**

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

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**Comments:**

6. Accidents are investigated for root causes.

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**Comments:**

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

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**Comments:**

8. Effective job hazard analysis is performed.

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**Comments:**

9. Expert hazard analysis is performed.

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**Comments:**

10. \*Incidents are investigated for root causes.

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**Comments:**

**Hazard Prevention and Control**

	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>NA</b>	<b>NE</b>
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11. Feasible engineering controls are in place.

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**Comments:**

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

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**Comments:**

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

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**Comments:**

14. Personal protective equipment is effectively used.

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**Comments:**

15. Housekeeping is properly maintained.

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**Comments:**

16. The organization is properly prepared for emergency situations.

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**Comments:**

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

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**Comments:**

18. \*Effective preventive maintenance is performed.

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**Comments:**

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

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**Comments:**

**Planning and Evaluation**

	0	1	2	3	NA	NE
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20. Workplace injury/illness data are effectively analyzed.

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**Comments:**

21. Hazard incidence data are effectively analyzed.

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**Comments:**

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 is in place.

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**Comments:**

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

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**Comments:**

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

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**Comments:**

**Administration and Supervision**

	0	1	2	3	NA	NE
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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.

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**Comments:**

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

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**Comments:**

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

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**Comments:**

30. Individuals with assigned safety and health responsibilities have the authority to perform their duties.

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**Comments:**

31. Individuals with assigned safety and health responsibilities have the resources to perform their duties.

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**Comments:**

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

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**Comments:**

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

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**Comments:**

**Safety and Health Training**

	0	1	2	3	NA	NE
34. Employees receive appropriate safety and health training.						

**Comments:**

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

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**Comments:**

36. Supervisors receive appropriate safety and health training.

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**Comments:**

37. \*Supervisors receive training that covers the supervisory aspects of their safety and health responsibilities.

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**Comments:**

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.

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**Comments:**

**Management Leadership**

	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>NA</b>	<b>NE</b>
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40. Top management policy establishes clear priority for safety and health.

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**Comments:**

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

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**Comments:**

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:**

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

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**Comments:**

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

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**Comments:**

46. Managers assure that appropriate safety and health training is provided.

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**Comments:**

47. Managers support fair and effective policies that promote safety and health performance.

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**Comments:**

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

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**Comments:**

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

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**Comments:**

**Employee Participation**

	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>NA</b>	<b>NE</b>
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50. There is an effective process to involve employees in safety and health issues.

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**Comments:**

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

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**Comments:**

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.

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**Comments:**

54. Employees participate in hazard detection activities.

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**Comments:**

55. Employees participate in hazard prevention and control activities.

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**Comments:**

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

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**Comments:**

57. Employees participate in safety and health planning activities.

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**Comments:**

58. Employees participate in the evaluation of safety and health performance.

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**Comments:**

Revised Form 33, October, 2000