

# Safety Tips from the WorkSafe People

Location/Department:	Date of Review:			
Reviewed by:				
The following safety and health checklist is designed to be used in conjunction with the Accident Fund document "Developing a Safety Program — Begin With the Basics" (Document #ADM1001).				
Topic Description	Yes	No	N/A	Comments
<b>Organization/Company Safety Policy and Mission Statement</b>				
Current for conditions and people involved?				
Displayed in the workplace? Location _____				
<b>Safety Goals and Objectives</b>				
Have goals and objectives been set for the current year?				
Are these goals and objectives measurable, realistic, and attainable for the operation?				
Are the goals reviewed yearly to ensure completion and accountability?				
Are the current goals and objectives used to plan next year's goals?				
If not, what criteria are used for setting goals?				
<b>Annual Program Review</b>				
Are all safety programs reviewed annually?				
Are all goals reviewed annually?				
Are new goals established that are measurable, realistic, and attainable for the new year?				
<b>General Safety</b>				
Is there a current safety or employee handbook in existence?				
Are disciplinary actions outlined in the employee handbook for unsafe work practices?				
Are these actions applied consistently throughout the organization?				

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Are these actions in writing and do they address unsafe work practices?				
Have these actions been communicated to employees during their job orientation and whenever additions or deletions are made?				
<b>Safety and Health Suggestion Program</b>				
Are there means for employees and supervisors/managers to make safety suggestions?				
Are employees notified and thanked for their suggestions?				
Are employees informed as to whether or not their suggestions will be implemented?				
And why or why not?				
<b>Safety Accountability</b>				
Has upper management assigned and communicated responsibility for all aspects of the organization's safety and health program?				
Do managers, supervisors, and employees in all parts of the organization know what type of safety performance is expected of them?				
Have adequate authority and resources (such as training) been provided to managers and front-line supervisors so that assigned responsibilities can be met?				
Are managers, supervisors, and employees held accountable for meeting their safety and health responsibilities as part of their job evaluations?				
Are employees trained that they are accountable for their own safety?				
<b>Safety Meetings and Training Activities</b>				
Are these meetings and training activities held on a regular basis?				
Are the topics they address determined based on the safety policy and/or mission statement?				
Are meetings documented?				
Has a record retention policy been established for safety meetings and/or training activities?				
Is upper management in attendance during the meetings and/or training activities?				
Are there representatives from all sections of the organization at the meetings and/or training activities?				

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Does documentation include:				
Who attended?				
Leader?				
<b>Job Safety Analysis (JSA)</b>				
Have JSAs been completed for all jobs?				
At a minimum: has a JSA been completed for each of the job categories with the highest injury frequency problems?				
Are JSAs completed before the implementation of any new job or category of jobs?				
Are checklists used when completing JSAs?				
Do checklists include:				
Housekeeping?				
Physical layout?				
Material handling?				
Temperature and/or chemical conditions?				
Dust and/or respiratory considerations?				
Light and/or radiation considerations?				
Laceration, penetration, impact, and/or compression?				
Loud noises and hearing?				
Ergonomics?				
Are JSAs repeated when work requirements change?				
Are JSAs completed on all processes, procedures, or equipment that are new or where changes have been made?				
<b>Written Job Descriptions</b>				

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Are written job descriptions in place for all positions or categories?				
Are job descriptions reviewed with all job applicants?				
Do they list all physical requirements of the job?				
<b>Ergonomic Program: Assessment/Training</b>				
Have ergonomic assessments been performed for all positions?				
Have employees been trained in basic ergonomics?				
Have supervisors/managers been trained in basic ergonomics?				
Do the assessments include a review of:				
Required tasks?				
Workstations?				
Controls?				
Displays?				
Safety devices?				
Tools?				
Lighting?				
After the analyses, are procedures established to correct or control the hazards using:				
Engineering controls?				
Work practice controls?				
Administrative controls?				
Personal protective equipment (PPE)?				
Medical management?				

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<b>Back Safety Program</b>				
Are employees trained to:				
Size up the load before attempting to lift?				
Test the load before lifting?				
Use mechanical lifting devices whenever possible?				
Get help from other employees if loads are heavy or clumsy?				
Are employees trained in proper lifting techniques, including:				
Placing feet close to the load?				
Centering themselves over the load?				
Bending the knees and getting a good hand-hold on the load?				
Lifting straight up and smoothly?				
Using the legs to do work, not the back?				
No twisting of the body while carrying the load?				
Making sure the path is clear?				
Setting the load down properly?				
Push, do not pull, loads?				
<b>Return-to-Work Programs (RTW)</b>				
Is a written RTW program in place?				
Does the program cover:				
Scope of program?				
Rates of pay?				

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Medical treatment?				
Medical release and restrictions?				
Types of work available?				
Communications with physician?				
Have the types of transitional-duty work been established in all work areas?				
Are injured employees only allowed to do work within their doctors' restrictions?				
Has company physician(s) toured facility to become familiar with:				
Work that is done?				
Transitional-duty work that is available?				
<b>Hiring Practices</b>				
Are all potential employees required to complete a job application?				
Are all potential employees required to do a personal interview?				
Are applicants' prior work references checked?				
Are post-offer physical examinations required for all applicants?				
Has management selected a doctor who knows the requirements of each job and is familiar with the specific duties the employee will be required to perform?				
Are applicants' driver licenses checked if their job responsibilities require them to operate a company vehicle?				
Are road tests required of employees who will be performing driving operations?				
Are yard tests also required?				
<b>Safety Orientation and New Employee Training</b>				
Are checklists established to ensure all items associated with the job are reviewed with the new or transferred employee?				

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Is a record retention policy developed for maintaining the checklists?				
Are new employees given training on:				
Emergency procedures?				
Safe work practices?				
PPE?				
<b>Incident (Accident and/or Near Miss) Investigation and Documentation</b>				
Are all accidents and incidents (accidents and/or near misses) thoroughly investigated?				
Have managers/supervisors been trained to do incident investigation?				
Are incident investigation forms used?				
Do these forms include:				
Name of injured employee or visitor?				
Incident date and time?				
Nature and extent of injury/illness?				
Name and address of doctor or hospital?				
Location of incident?				
Witnesses and their activities at the time?				
Others with relevant knowledge?				
Description of the incident?				
Description of events preceding the incident?				
Task/activity engaged in at time of the incident?				
Employee's normally assigned task?				

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Injured employee's length of employment and assignment to current job?				
Relevant training received by injured employee and training dates?				
Equipment/materials involved in the incident?				
Physical surroundings of the incident?				
Unsafe acts that could have led to the incident?				
Unsafe conditions that could have led to the incident?				
Description and dates of similar or related incidents?				
Cause(s) of incident?				
Actions taken to prevent similar incidents?				
Additional recommendations?				
Are corrective actions implemented following the incident?				
Are causes of the incident, not just the injury, determined?				
Are drug screens conducted on new hires and following an incident?				
<b>Posters</b>				
Are all required federal, state, and local postings displayed?				
Are all posters posted in a conspicuous place or where other notices to employees are normally posted?				
OSHA Job Safety and Health Notice?				
Injury and Illness or OSHA 300 log posted February 1 through March 1 of each year?				
Emergency phone numbers?				
OSHA Right-to-Know poster?				



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Family and Medical Leave Act poster?				
Americans with Disabilities Act (ADA) poster?				
Worker Protection Standard (WPS) Pesticide Safety poster?				
<b>Recordkeeping Program</b>				
Maintain OSHA 300 log?				
Are all recordable injuries or illnesses recorded on the log no later than six working days after receiving information that a recordable injury has been sustained?				
Are OSHA 300 logs kept on file for at least five years?				
If there is more than one work location, and records are kept at a central location, do all other work locations have:				
The address and phone number of the central location?				
People available at the central location, during normal business hours, to provide the requested information?				
Are all work-related fatalities and multiple hospitalizations reported to OSHA within eight hours after the incident?				
Have supervisors been trained as to their duties for recording and reporting incidents?				
Do supervisors/managers know where to direct employees to view the OSHA 300 log posting?				
<b>Preventive Maintenance Program (PMP)</b>				
Is a PMP in place for regularly checking equipment and machinery?				
Are checklists used?				
Are employees trained as to what items need to be checked?				
And are they trained as to when parts and equipment should be repaired or replaced?				
<b>Safety Signs and Tags Used</b>				
Appropriate warning signs and tags posted as needed, such as:				
Exits?				

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High voltage areas or machines?				
Eye protection?				
Hearing protection?				
Slow moving vehicles?				
Confined space?				
Are employees trained:				
That danger signs indicate immediate danger and that precaution needs to be taken?				
That caution signs indicate a possible hazard?				
As to the meaning of tags and signs and the precautions that are to be taken when in the areas of these tags and signs?				
Are signs and tags removed when the hazards have been eliminated?				
Are signs and tags appropriately placed to warn of hazards in work areas?				
Are the appropriate types of signs (danger, caution, warning, biohazard) used where needed?				