

Active Safety Review

Line of Business: Workers' Compensation, General Liability, Fleet Liability

Risk Control Strategy/Key Issues: Controls to monitor the safety process must be effective and properly implemented to reduce loss exposures.

Suggested Policy Elements

1. Statement of Policy – should include:

- Assignment of responsibilities
- Assignment of accountability
- Accountability to non-enforcement of program
- Commitment to meeting state and federal requirements

2. Develop an effective Safety Committee

- Link between management and employees on safety topics to gain employee support by including all levels of staff in the decision-making process.
- Minimize unsafe behavior at all levels throughout the organization
 - Strive to create an accident-free environment.
 - Initiate and maintain awareness of safety issues at all levels
 - Reduce the frequency and severity of incidents for:
 - ✓ Workers' compensation
 - ✓ Liability
 - ✓ Auto liability
 - Perform comprehensive safety annual audits
 - Ensure any deficiencies are corrected by an established target date.

Web Site Links:

- Occupational Safety & Health Administration
<https://www.osha.gov/workers.html>

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Safety Compliance Audit Checklist

<u>WRITTEN SAFETY PROGRAM ELEMENTS:</u>	STANDARD	YES	NO
SAFETY PROGRAM MANUAL IN PLACE MANAGEMENT POLICY REPSONSIBILITIES EMPLOYEE HANDBOOK	(1926.20b 1)	____	____
<u>WRITTEN SAFETY PROCEDURES:</u>			
ORIENTATION	(1926.21a)	____	____
TRAINING	(1926.21a)	____	____
RULES ENFORCEMENT		____	____
JOB SITE INSPECTION	(1926.20b 2)	____	____
ACCIDENT INVESTIGATION	(1926.22)	____	____
EMERGENCY EVACUATION PLAN	(1910.38)	____	____
<u>WRITTEN OPERATING PROCEDURES:</u>			
HOT WORK PERMITS		____	____
CONFINED SPACE ENTRY	(1926.21b6ii)	____	____
LOCK OUT - TAG OUT	(1910.147)	____	____
SCAFFOLDING - LADDERS	(1910.24-30)	____	____
RESPIRATORY	(1910.134)	____	____
HEARING CONSERVATION	(1910.95)	____	____
ASSURED GROUNDING	(1910.304)	____	____
PERSONAL PROTECTIVE EQUIPMENT	(1910.132)	____	____
OFFICE SAFETY		____	____
SLIPS / TRIPS / FALLS		____	____
SAFE LIFTING PROCEDURES		____	____
ERGONOMICS		____	____
<u>DRUG AND ALCOHOL POLICY:</u>			
WRITTEN POLICY		____	____
PRE-HIRE SCREENING		____	____
POST-ACCIDENT TESTING		____	____
CONSENT FORM		____	____
DISCIPLINARY POLICY		____	____
<u>SAFETY PROGRAM:</u>			
SAFETY PROGRAM MANUAL IN PLACE		____	____
RESPONSIBILITIES		____	____
EMPLOYEE HANDBOOK		____	____
<u>WEEKLY SAFETY MEETINGS:</u>			
WEEKLY MEETING HELD		____	____
MEETING INSTRUCTOR		____	____
TOPIC & ATTENDANCE DOCUMENTATION		____	____
<u>ACCIDENT RECORDS & INVESTIGATION:</u>			
WRITTEN PROCEDURE		____	____
OSHA 200 LOG & 101	(1904.2)	____	____
PERSON PERFORMING PROCEDURE		____	____
PROCEDURE TRAINING		____	____
INVESTIGATION TIME FRAME		____	____
PROPER DOCUMENTATION		____	____

FIRST AID & MEDICAL SERVICES:

TREATMENT AND/OR FACILITY	(1910.151a)	___	___
FIRST AIDER AND KIT ON SITE	(1926.50c,d,e)	___	___
FIRST AID LOG	(1910.20D 1i B)	___	___
BLOODBORNE PATHOGENS		___	___

RESPIRATORY PROCEDURE:

WRITTEN PROGRAM	(1910.134b 1)	___	___
TRAINING PROGRAM	(1910.134b 3)	___	___
DOCUMENTATION	(1910.134)	___	___
MEDICAL ASSESSMENT & DOCUMENTATION	(1910.134b 10)	___	___
FIT TESTING	(1910.1001)	___	___
FRESH AIR TRAINING & DOCUMENTATION	(1910.134e 5i)	___	___
EQUIPMENT INSPECTION	(1910.134b 7)	___	___
DOCUMENTATION	(1910.134f)	___	___

HEARING CONSERVATION:

WRITTEN PROGRAM	(1910.95c)	___	___
TRAINING PROGRAM	(1910.95k)	___	___
DOCUMENTATION	(1910.95k)	___	___
MEDICAL BASELINES	(1910.95g)	___	___
DOCUMENTATION	(1910.95m)	___	___

ASSURED GROUNDING / ELECTRICAL SAFETY PROGRAM:

WRITTEN PROCEDURES	(1910.304b iiA)	___	___
QUARTERLY INSPECTIONS	(1910.304b iiE)	___	___
INSPECTION REPORTS	(1910.304b iiG)	___	___
EQUIPMENT TAGGING	(1910.304b iiG)	___	___

LOCKOUT/TAGOUT:

WRITTEN PROCEDURE	(1910.147c)	___	___
TRAINING PROGRAM	(1910.147c 7)	___	___
DOCUMENTATION	(1910.147c 7)	___	___
CODED LOCKING DEVICES	(1910.147c 4)	___	___

HAZARDOUS COMMUNICATION PROGRAM:

WRITTEN PROGRAM	(1910.1200e)	___	___
ONSITE TRAINING	(1910.1200h)	___	___
ANNUAL TRAINING	(1910.1200h)	___	___
DOCUMENTATION	(1910.1200h)	___	___
CHEMICAL INVENTORY LIST	(1910.1200a 2)	___	___
MSDS SHEETS ON INVENTORY		___	___
CONTAINER LABELING		___	___

FIRE PREVENTION/WATCH PROGRAM:

WRITTEN PROGRAM	(1910.38)	___	___
TRAINING PROGRAM	(1910.157 g)	___	___
DOCUMENTATION	(1910.157e3)	___	___

INSPECTION PROGRAMS:

WRITTEN PROGRAM DOCUMENTATION	(1926.20b2)	_____	_____
MACHINERY DOCUMENTATION		_____	_____
CRANES DOCUMENTATION	(1910.180d)	_____	_____
FIRE PREVENTION DOCUMENTATION	(1926.550a 6)	_____	_____
RIGGING DOCUMENTATION	(1910.157e)	_____	_____
	(1910.184e 3)	_____	_____

CRAFT & OPERATOR TRAINING & VERIFICATION:

WELDERS	(1910.252b 1ii)	_____	_____
INSTRUMENTATION	(1910.331-335)	_____	_____
ELECTRICIANS	(1910.331-335)	_____	_____
EQUIPMENT OPERATORS	(1910.178)	_____	_____
CRANE OPERATORS	(1910.179b 8)	_____	_____
FORKLIFT OPERATORS	(1910.178)	_____	_____
HAZARDOUS WASTE OPERATIONS	(1910.120e 1-9)	_____	_____
FIRST AIDER	(1926.50c)	_____	_____
COMPETENT PERSON	(1910.32f)	_____	_____
SCAFFOLDING	(1926.451a 3)	_____	_____
HAND AND POWER TOOL SAFETY		_____	_____
HAZWOPER		_____	_____
COMPRESSED GAS CYLINDERS		_____	_____
FIRE PREVENTION/WATCH PROGRAM		_____	_____
PROCESS SAFETY MANAGEMENT		_____	_____
SIGNALING & RIGGING		_____	_____
TRENCHING & EXCAVATION		_____	_____

CONFINED SPACE PROGRAM:

WORKER TRAINING DOCUMENTATION	(1910)	_____	_____
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