

Safety Compliance Review & Checklist

Line of Business: Workers' Compensation, General Liability

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

Suggested Policy Elements:

- Develop Procedure for Annual Safety Audit of Training Programs, Written Programs, Policies, and Procedures.
- Ensure any deficiencies are corrected by an established target date.
- Establishment of Documentation / Good Recordkeeping
- Commitment to meeting State and Federal requirements and implementation of Best Practices
- Reduce the frequency and severity of incidents for:
 - Workers' Compensation
 - General Liability
 - Property
 - Auto Liability
 - Public Officials Liability

Web Site Links:

- United States Department of Labor – Occupational Safety & Health Administration
<http://www.osha.gov/workers.html>

Trident Insurance Services provides the above program information in order to reduce the risk of insurance loss and claims. The information provided is not intended to include all potential controls or address any insured specifically. Trident also does not warrant that all loss and/or claims will be avoided if the program information is followed. By providing this information, Trident in no way intends to relieve the insured of its own duties and obligations, nor is Trident undertaking, on behalf of or for the benefit of the insured or others, that the insured's property or operations are safe, healthful, or in compliance with any law, rule or regulation. Insureds remain responsible for their own efforts to reduce risks and should consult their own legal counsel for appropriate guidance.

SAFETY COMPLIANCE AUDIT CHECKLIST

WRITTEN SAFETY PROGRAM ELEMENTS	OSHA STANDARD	YES	NO	N/A	TARGET DATE
Safety Program Manual					
Management Policy	(1926.20b 1)				
Responsibilities					
Employee Handbook					
WRITTEN SAFETY PROCEDURES					
Orientation	(1926.21a)				
Training	(1926.21a)				
Rules Enforcement					
Job Site Inspection	(1926.20b 2)				
Accident Investigation	(1926.22)				
Emergency Evacuation Plan	(1910.38)				
WRITTEN OPERATING PROCEDURES					
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					
DRUG AND ALCOHOL POLICY					
Written Policy					
Pre-Hire Screening					
Post-Accident Testing					

Consent Form					
Disciplinary Policy					
WRITTEN SAFETY PROGRAM ELEMENTS	OSHA STANDARD	YES	NO	N/A	TARGET DATE
SAFETY PROGRAM					
Safety Manual					
Employee Handbook					
WEEKLY SAFETY MEETINGS					
Weekly Meeting Held					
Topic & Attendance Documentation					
ACCIDENT RECORDS / INVESTIGATION					
Written Procedure					
OSHA Log Sheets	(1904.2)				
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)				

WRITTEN SAFETY PROGRAM ELEMENTS	OSHA STANDARD	YES	NO	N/A	TARGET DATE
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)				
On-Site 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)				

CONFINED SPACE PROGRAM	(1910.252)				
Worker Training	(1910.120)				
PROCESS SAFETY MANAGEMENT	(1910.118)(1926.64)				

WRITTEN SAFETY PROGRAM ELEMENTS	OSHA STANDARD	YES	NO	N/A	TARGET DATE
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)				
Scaffolding	(1926.50c)				
Hand & Power Tool Safety	(1910.32f)				
Compressed Gas Cylinders	(1926.451a 3)				
Signaling & Rigging	(1910.184e 3)				
Trenching & Excavation	(1926.651)				
Machinery Operations	(1910.180d)				