



WHWCP CEO WALKAROUND

(SAFETY AND HEALTH PROGRAM ASSESSMENT WORKSHEET – 33)

Employer					
Consultant			Contact		
Date	SIC code		Number of employees		
Facility Incidence Rates:	Lost Workday IR	<input type="text"/>	No Lost Workday IR	<input type="text"/>	Recordable IR <input type="text"/>
Industry Incidence Rates:	Lost Workday IR	<input type="text"/>	No Lost Workday IR	<input type="text"/>	Recordable IR <input type="text"/>

Program ELEMENTS and Sub-elements	(Scores)	Indicators	(Circle most appropriate)	Comments: What evidence helped identify/verify adequacy? What improvement action is recommended?
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I. Management Leadership and Employee Participation

<p>A. Clear worksite safety and health policy: Your facility has an Accident Prevention Plan, which is a safety and health policy. Where would you find a copy for reference? How does the Accident Prevention affect you as an employee?</p>	1.	(4)	Workforce can explain, and fully embraces, S&H policy
		(3)	Majority of personnel can explain policy
		(2)	Some personnel can explain policy
		(1)	Management can provide or state (where appropriate) a policy
		(0)	There is no apparent policy
<p>B. Clear goals and objectives, set and communicated: Has your supervisor or manager talked to you about your personal workplace safety goals? How will you and your supervisor know when those workplace safety goals are met?</p>	2.	(4)	Workforce fully embraces goal, and can explain desired results and measures for achieving objectives
		(3)	Majority of personnel can explain desired results and measures for achieving them
		(2)	Some personnel can explain desired results and measures for achieving them
		(1)	Management can provide or state (where appropriate) a goal and objectives
		(0)	No apparent safety and health goal or objectives
<p>C. Management leadership: Please give an example of the commitment of your senior management team's commitment to employee health and safety.</p>	3.	(4)	All personnel can give examples of management's active commitment to safety and health
		(3)	Majority of personnel can give examples of management's active commitment to safety and health
		(2)	Some personnel can give examples of management's active commitment to safety and health
		(1)	Some evidence exists that management is committed to safety and health
		(0)	Safety and health does not appear to be a management value or significant concern
<p>Management example: Does your supervisor or manager always follow the safety rules? Does he/she address incorrect or inappropriate safety behavior in the workplace?</p>	4.	(4)	Personnel report management always follows the rules and addresses the safety behavior of others
		(3)	Management follows the rules and usually addresses the safety behavior of others
		(2)	Management follows the rules and occasionally addresses the safety behavior of others
		(1)	Management generally appears to follow the basic safety and health rules
		(0)	Management does not appear to follow the basic safety and health rules set for others
<p>D. Employee involvement: Do you have a role in the employee safety program? If not, can you name at least one person on the Employee Safety Committee? Do you feel you have an active part or responsibility in identifying and resolving safety and health issues?</p>	5.	(4)	All personnel have ownership of safety and health and can describe their active roles
		(3)	Majority of personnel feel they have a positive impact on identifying and resolving S&H issues
		(2)	Some personnel feel they have a positive impact on identifying and resolving S&H issues
		(1)	Employees frequently feel that their safety and health input will be considered by supervision
		(0)	Employee involvement in safety and health issues is not encouraged or rewarded
<p>E. Assigned safety and health responsibilities: Name at least two important tasks that your manager expects you to perform safely.</p>	6.	(4)	All personnel can explain what performance is expected of them and all elements appear to be assigned
		(3)	Majority of personnel can explain what performance is expected of them
		(2)	Some personnel can explain what performance is expected of them
		(1)	Evidence exists that performance expectations are generally spelled out for all personnel
		(0)	Specific job responsibilities and performance expectations are generally unknown or hard to find

<p>F. Authority and resources for safety and health: Do you believe you have the necessary authority, time, tools and resources to perform your job safely?</p>	<p>7. (4) (3) (2) (1) (0)</p>	<p>All personnel believe they have the necessary authority and resources to meet their responsibilities Majority of personnel believe they have the necessary authority and resources to do their job Authority and resources are spelled out for all; but there may be a reluctance to use them Authority and resources exist; but most appear to be out of the control of the employee Personnel do not appear to have adequate authority and resources to perform assigned responsibilities</p>
<p>G. Accountability: Do you believe you are held accountable for your work performance? Do you receive appropriate feedback from your manager or supervisor?</p>	<p>8. (4) (3) (2) (1) (0)</p>	<p>Personnel are held accountable and all performance is addressed with appropriate consequences Accountability systems are in place; but consequences used tend to be for negative performance only Personnel are generally held accountable; but consequences rarely follow performance Accountability exists, but it appears to be generally hit or miss and prompted by serious negative events There does not appear to be any effort at accountability</p>
<p>H. Program review (quality assurance): In addition to program review, is there a process in your facility that drives continuous quality improvement?</p>	<p>9. (4) (3) (2) (1) (0)</p>	<p>In addition to a comprehensive review, a process is used which drives continuous correction A comprehensive review is conducted at least annually and drives appropriate program modifications A program review is conducted, but does not appear to drive all necessary program changes Changes in programs are driven by events such as accidents or compliance activity There is no evidence of any program review process</p>

II. Workplace Analysis

<p>A. Hazard identification (expert survey): Do you have outside experts or consultants assist your organization in conducting surveys? Do those surveys result in correcting hazards or updating procedures?</p>	<p>10. (4) (3) (2) (1) (0)</p>	<p>In addition to corrective action, regular expert surveys result in updated hazard inventories Comprehensive expert surveys are conducted periodically and drive appropriate corrective action Comprehensive expert surveys are conducted; but updates and corrective action sometimes lags Qualified safety or health experts survey in response to accidents, complaints, or compliance activity There is no evidence of any comprehensive expert hazard survey having been conducted</p>
<p>Hazard identification (change analysis): In your facility, are employees told about hazards found during surveys and the resulting changes when the work hazards are eliminated or reduced?</p>	<p>11. (4) (3) (2) (1) (0)</p>	<p>In addition to team analysis, employees affected are involved in all reviews A review of planned/new facility, process, material, or equipment is conducted by a competent team Planned/new facilities, processes, materials, or equipment considered high hazard are reviewed Hazard reviews of planned/new facilities, processes, materials, or equipment are problem driven No system or requirement exists for hazard review of planned/new operations</p>
<p>Hazard identification (routine hazard analysis): Are routine job hazard surveys, like job safety analyses or ergonomic assessments conducted in your facility? Are employees asked for their input when their jobs or worksites are analyzed for hazards?</p>	<p>12. (4) (3) (2) (1) (0)</p>	<p>In addition, employees have had input to the analysis for their jobs A current hazard analysis exists for all jobs, processes, or phases and is understood by all employees A current hazard analysis exists for all jobs, processes, or phases and is understood by many employees A hazard analysis program exists; may not cover all jobs and/or few are aware of results There is no routine hazard analysis system in place at this facility</p>
<p>Hazard identification (inspection): Do employees conduct or assist in regular worksite inspections ("walk about") for work and safety hazards?</p>	<p>13. (4) (3) (2) (1) (0)</p>	<p>Well trained employees at all levels conduct frequent and varied inspections, hazards of any kind rare Inspections are conducted by trained personnel and all items are corrected, repeat hazards seldom found Inspections are conducted by trained personnel, most items corrected; but some hazards still in evidence An inspection program exists; but coverage and corrective action is not complete; hazards in evidence There is no routine inspection program in place at this facility; many hazards can be found</p>

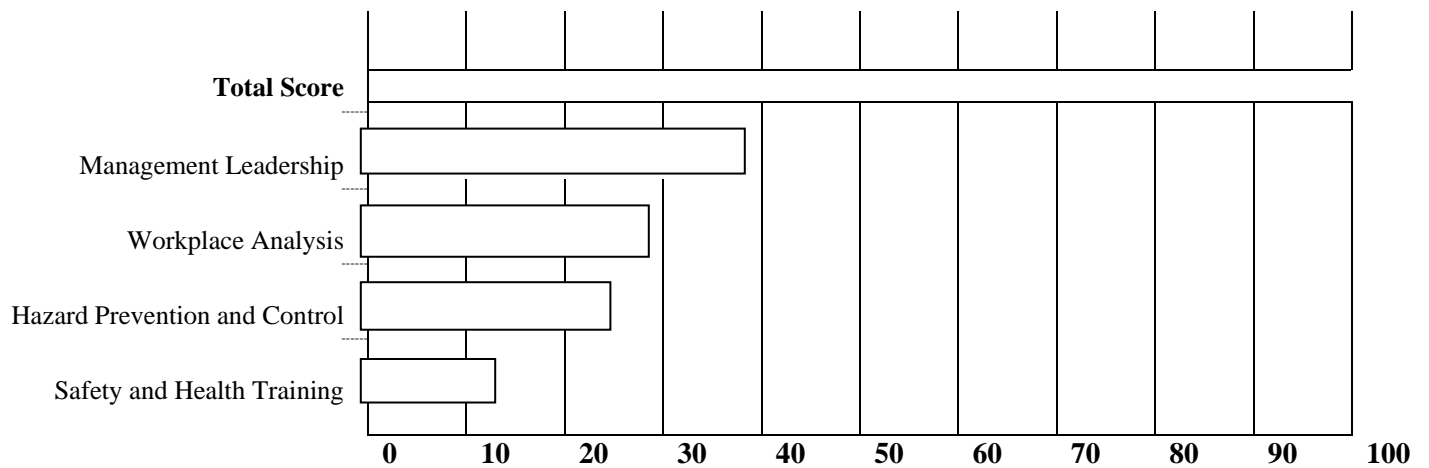
<p>B. Hazard reporting system: In your facility, are employees encouraged to identify report and correct any hazards they may find in the workplace? Is there a system or a way set up that makes it easy for employees to report hazards? (This could be a designated person to tell, a work safety hotline or the authority to make simple changes. Examples of ways employees can correct hazards include removing a trip hazard, calling housekeeping to clean a slip hazard, completing a repair order to fix a hazard.)</p>	<p>14. (4) (3) (2) (1) (0)</p>	<p>In addition, employees feel comfortable identifying and self-correcting hazards A comprehensive system for gathering hazard information exists; is positive, rewarding and effective A system exists for hazard reporting; employees feel they can use it; but it may be slow to respond A system exists for hazard reporting; but employees may find it unresponsive or be unclear on its use No formal hazard reporting system exists and/or employees do not appear comfortable reporting hazards</p>
<p>C. Hazard identification (inspection): Are employee injuries or serious "near misses" investigated for root cause? Are the results of the investigation or "root cause" analysis communicated through the employee safety committee or at a department safety meeting?</p>	<p>15. (4) (3) (2) (1) (0)</p>	<p>All loss producing incidents and "near misses" are investigated for root cause with effective prevention All OSHA-reportable incidents are investigated and effective prevention is implemented OSHA-reportable incidents are generally investigated; cause identification/correction may be inadequate Some investigation of incidents takes place, but root cause is seldom identified, correction is spotty Injuries are either not investigated or investigation is limited to report writing required for compliance</p>
<p>D. Injury/illness analysis: Do you believe that employees and managers are made aware of work injury trends and analysis? Are employees and managers are told about the causes of work injuries, the means to prevent and correct the causes of workplace injuries?</p>	<p>16. (4) (3) (2) (1) (0)</p>	<p>In addition, all employees are fully aware of incident trends, causes, and means of prevention Trends fully analyzed and displayed, common causes communicated, management ensures prevention Data is centrally collected and analyzed; common causes communicated to concerned supervisors Data is centrally collected and analyzed; but not widely communicated for prevention Little or no effort is made to analyze data for trends, causes, and prevention</p>
III. Hazard Prevention and Control		
<p>A. Timely hazard control: Are hazards controlled in your workplace by eliminating the hazard, bringing in better equipment, setting safe work procedures and staffing levels and providing staff with appropriate personal protective equipment? Are these hazard controls handled in a timely manner?</p>	<p>17. (4) (3) (2) (1) (0)</p>	<p>Hazard controls fully in place, known to and supported by workforce, with concentration on engineering controls and reinforced/enforced safe work procedures Hazard controls fully in place with priority to engineering controls, safe work procedures, administrative controls, and personal protective equipment (in that order) Hazard controls fully in place; but order of priority variable Hazard controls are generally in place; but priority and completeness varies</p>
<p>B. Facility/ equipment maintenance: Is there an effective equipment and facility preventative and scheduled maintenance program in your facility? Do employees who use equipment also trained to know and report when equipment or the facility needs repair?</p>	<p>18. (4) (3) (2) (1) (0)</p>	<p>Operators are trained to recognize maintenance needs and perform/order maintenance on schedule An effective preventative maintenance schedule is in place and applicable to all equipment A preventative maintenance schedule is in place and is usually followed except for higher priorities A preventative maintenance schedule is in place: but is often allowed to slide There is little or no attention paid to preventive maintenance; "break-down" maintenance is the rule</p>
<p>C. Emergency planning and preparation: Do you and your co-workers know how to respond to emergencies such as earthquake, bomb or terrorist threat, fire, hostage taking, infant or patient abduction, escalated patient or co-worker violence? Does your facility use effective planning, training and drills to prepare employees for emergencies?</p>	<p>19. (4) (3) (2) (1) (0)</p>	<p>All personnel know immediately how to respond as a result of effective planning, training, and drills Most employees have a good understanding of responsibilities as a result of plans, training, and drills There is an effective emergency response team; but others may be uncertain of their responsibilities There is an effective emergency response team; but training and drills are weak and roles may be unclear Little effort is made to prepare for emergencies</p>

<p>Emergency equipment: Does the facility have the right equipment and systems in place for emergencies? Do you and your co-workers know how to use the equipment, care for patients and communicate with each other and the public during emergencies?</p>	20.	(4) (3) (2) (1) (0)	<p>Facility is fully equipped for emergencies, all systems and equipment in place and regularly tested, all personnel know how to use equipment and communicate during emergencies</p> <p>Well equipped with appropriate emergency phones and directions, most people know what to do</p> <p>Emergency phones, directions, and equipment in place; but only emergency teams know what to do</p> <p>Emergency phones, directions, and equipment in place; but employees show little awareness</p> <p>There is little evidence of an effective effort at providing emergency equipment and information</p>
<p>D. Medical program (health providers): Are the doctors and nurses who treat and interact with injured employees fully aware of the workplace hazards and safety training employees receive? For instance, does the emergency room of your facility have an updated list of all the hazardous chemicals and materials?</p>	21.	(4) (3) (2) (1) (0)	<p>Occupational health providers regularly on-site, fully involved in hazard identification and training</p> <p>Occupational health providers there when needed and generally involved in assessment and training</p> <p>Occupational health providers are frequently consulted about significant health concerns</p> <p>Occupational health providers available; but normally concentrate on clinical issues</p> <p>Occupational health assistance is rarely requested or provided</p>
<p>Medical program (emergency care): Are there always healthcare providers available who can treat and assist injured employees during a work injury emergency?</p>	22.	(4) (3) (2) (1) (0)	<p>Personnel fully trained in emergency medicine are always available on-site</p> <p>Personnel with basic first aid skills are always available on-site</p> <p>Personnel with basic first aid skills are usually available with community assistance near-by</p> <p>Either on-site or near-by community aid is always available on every shift</p> <p>Neither on-site nor community aid can not be ensured at all times</p>
IV. Safety and Health Training			
<p>A. Employees learn hazards, how to protect themselves and others: Does your employer provide enough updated and quality safety training so that you know how to keep yourself safe at work and free from injury?</p>	23.	(4) (3) (2) (1) (0)	<p>In addition, employees can demonstrate proficiency in, and support of, all areas covered by training</p> <p>Facility committed to high quality employee hazard training, ensures all participate, regular updates</p> <p>Facility provides legally required training, makes effort to include all personnel</p> <p>Training is provided when need is apparent, experienced personnel assumed to know material</p> <p>Facility depends on experience and informal peer training to meet needs</p>
<p>B. Supervisors learn responsibilities and underlying reasons: Does your supervisor assist in worksite hazard analysis, training and help enforce safety rules for employees?</p>	24.	(4) (3) (2) (1) (0)	<p>All supervisors assist in worksite analysis, ensure physical protections, reinforce training, enforce discipline, and can explain work procedures, based on training provided to them</p> <p>Most supervisors assist in worksite analysis, ensure physical protections, reinforce training, enforce discipline, and can explain work procedures, based on training provided to them</p> <p>Supervisors have received basic training, appear to understand and demonstrate importance of work site analysis, physical protections, training reinforcements, discipline, knowledge of procedures</p> <p>Supervisors make reasonable effort to meet safety and health responsibilities; but have limited training</p> <p>There is no formal effort to train supervisors in safety and health responsibilities</p>
<p>C. Managers learn safety and health program management: Does your manager know and explain his/her role in safety and health management to employees and serve as a role model?</p>	25.	(4) (3) (2) (1) (0)	<p>All managers have received formal training in S&H management and demonstrate full understanding</p> <p>All managers follow, and can explain, their roles in S&H program management</p> <p>Managers generally show a good understanding of their S&H management role and usually model it</p> <p>Managers are generally able to describe their S&H role; but often have trouble modeling it</p> <p>Managers generally show little understanding of their S&H management responsibilities</p>

Worksheet Scoring

Total the scores for each sub-element (the circled choice) and list them below. The maximum possible score for each element is shown. To provide a graphic representation of the status of the facility, draw a vertical line for the score in the appropriate box on the chart and shade in the current level. The area remaining unshaded is the improvement opportunity.

Management Leadership	(36)	<input type="text"/>
Workplace Analysis	(28)	<input type="text"/>
Hazard Prevention and Control	(24)	<input type="text"/>
Safety and Health Training	(12)	<input type="text"/>
Total Score	(100)	<input type="text"/>



Additional Comments:
