Sample Occupational Safety and Health Program
System Wide Self-Assessment Worksheet

Reply To:		From:		Date:	
Department/Unit					
Building/Location					

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

Roll-up Score	Comments	Score
Hazard Anticipation and Detection		
Hazard Prevention and Control		
Planning and Evaluation		
Administration and Supervision		
Safety and Health Training		
Management Leadership		
Employee Participation		
Total		
Average		

Hazard Anticipation and Detection	Comments	Score
1. A Comprehensive, baseline hazard survey has been conducted within the past five (5) years		
2. Effective safety and health self-inspection are performed regularly.		
3. Effective surveillance of establishment hazard controls is conducted.		
4. An effective hazard reporting system exists.		
5. Change analysis is performed whenever a change in facilities, equipment, materials, or processes occurs.		
6. Accidents are investigated for root causes.		
7. Safety Data Sheets are used to reveal potential hazards associated with chemical products in the workplace.		
8. Effective job hazard analysis is performed.		
9. Expert hazard analysis is performed.		
10. *Incidents are investigated for root causes.		

Hazard Prevention and Control	Comments	Score
11. Feasible engineering controls are in place.		
12. Effective safety and health rules and work practices are in place.		
13. Applicable Cal/OSHA-mandated programs are effectively in place.		
14. Personal protective equipment is effectively used.		
15. Housekeeping is properly maintained.		
16. The organization is properly prepared for emergency situations.		
17. The organization has an effective plan for providing competent emergency medical care to employees and others present at the site.		
18. *Effective preventive maintenance is performed.		

Hazard Prevention and Control	Comments	Score
19. An effective procedure for tracking hazard correction is in place.		

Planning and Evaluation	Comments	Score
20. Workplace injury/illness data are effectively analyzed.		
21. Hazard incidence data are effectively analyzed.		
22. A safety and health goal and supporting objectives exist.		
23. An action plan designed to accomplish the organizations safety and health objectives is in place.		
24. A review of in-place Cal/OSHA-mandated programs is conducted at least annually.		
25. *A review of the overall safety and health management system is conducted at least annually.		

Administration and Supervision	Comments	Score
26. Safety and health program tasks are each specifically assigned to a person or position for performance or coordination.		
27. Each assignment of safety and health responsibility is clearly Communicated to employee(s).		
28. *An accountability mechanism is included with each assignment of safety and health responsibility.		
29. Individuals with assigned safety and health responsibilities have the necessary knowledge, skills, and timely information to perform their duties.		
30. Individuals with assigned safety and health responsibilities have the authority to perform their duties.		
31. Individuals with assigned safety and health responsibilities have the resources to perform their duties.		
32. Organizational policies promote the performance of safety and health responsibilities.		
33. Organizational policies result in correction of non-performance of safety and health responsibilities.		

Safety and Health Training	Comments	Score
34. Employees receive appropriate safety and health training.		
35. New employee orientation includes applicable safety and health information.		
36. Supervisors receive appropriate safety and health training.		
37. *Supervisors receive training that covers the supervisory aspects of their safety and health responsibilities.		
38. Safety and health training is provided to managers.		
39. *Relevant safety and health aspects are integrated into management training.		

Management Leadership	Comments	Score
40. Top management policy establishes clear priority for safety and health.		
41. Top management considers safety and health to be a line rather than a staff function.		
42. *Top management provides competent safety and health staff support to line managers and supervisors.		

Management Leadership	Comments	Score
43. Managers personally follow safety and health rules.		
44. Managers delegate the authority necessary for personnel to carry out their assigned safety and health responsibilities effectively.		
45. Managers allocate the resources needed to properly support the organizations safety and health system.		
46. Managers assure that appropriate safety and health training is provided.		
47. Managers support fair and effective policies that promote safety and health performance.		
48. Top management is involved in the planning and evaluation of safety and health performance.		
49. Top management values employee involvement and participation in safety and health issues.		

Employee Participation	Comments	Score
50. There is an effective process to involve employees in safety and health issues.		
51. Employees are involved in organizational decision making in regard to safety and health policy.		
52. Employees are involved in organizational decision making in regard to the allocation of safety and health resources.		
53. Employees are involved in organizational decision making in regard to safety and health training.		
54. Employees participate in hazard detection activities.		
55. Employees participate in hazard prevention and control activities.		
56. *Employees participate in the safety and health training of co-workers.		
57. Employees participate in safety and health planning activities.		
58. Employees participate in the evaluation of safety and health performance.		