

Instructions for using the Safety and Health Program Assessment Worksheet

This Oregon OSHA Safety and Health Program Assessment (S&HPA) Worksheet is designed as a tool for use in conducting assessments of an employer's safety and health program in order to evaluate the effectiveness of that employer's safety and health management system.

A Safety and Health Program Assessment (S&HPA) is an assessment of the company's safety and health management system (using the Safety and Health Program Assessment Worksheet). A S&HPA can be done during a comprehensive consultation or independently of a comprehensive consultation.

SHARP companies or companies working toward SHARP must have a full assessment, meaning to have all 58 elements evaluated. For a company to qualify for SHARP, they must achieve a rating of at least 2 (the item is largely in place, with only minor improvements needed) on all 58 elements.

All completed assessment forms should have some justification and/or recommendations under the comment section for questions rated as 0 and 1. All completed assessments should be included and/or referenced in the report sent to the employer.

Instructions for using the worksheet are as follows:

Categories: The S&HPA Worksheet is divided into the following seven categories (or elements):

- I Hazard Anticipation and Detection,
- II Hazard Prevention and Control,
- III Planning and Evaluation,
- IV Administration and Supervision,
- V Safety and Health Training,
- VI Management Leadership, and
- VII Employee Participation.

There are several attributes or sub-elements in each category.

Attributes: Each attribute or sub-element is listed as a survey question. All 58 attributes are positive statements which the evaluator agrees with varying degrees of continuity. There are 58 attributes which are considered building blocks to effective safety and health management systems.

Rating Instructions: Each survey question or attribute has six possible ratings: 0, 1, 2, 3, NA, or NE. The value for each rating is described in the following table.

Rating	Description		Descriptor
0	No discernable or meaningful indication that the item is even partially in place	No or Mostly No	None
1	Some portion or aspect is present, although major improvement is needed		Some
2	Item is largely in place, with only minor improvements needed	Yes or Mostly Yes	Most
3	Item is completely in place		All
NE	Not Evaluated: Recognizes that comprehensive evaluations can be incremental		Not Evaluated
NA	Not Applicable: Must have justification in the comments box why the item is not applicable		Not Applicable

Using your best professional judgement rate each attribute based on the information obtained during the consultation. To rate an attribute, simply put an “X” in the box under the desired rating. indicator.

Rating Cues: The bits of information obtained during the assessment are rating cues. A rating cue is a specific fact or perception that prompts and supports the rating of a relevant topic. Each attribute is worded as a positive statement. All rating cues will either confirm (support) or negate (deny) the statement. The cues give weight to the rating for the individual attributes. The following table illustrates how cues are used to rate attributes.

Rating Value	
0	Eliminated by a single CONFIRMING cue
1	Requires a few CONFIRMING cues and one or more NEGATING cues
2	Requires multiple CONFIRMING cues and a few NEGATING cues
3	Eliminated by a single NEGATING cue

Cues confirm or deny: the existence of the attribute; the extent of the attribute; the character of the attribute; and, the effect of the attribute. Cues are found in observations and measurements,

interviews, and reviews of documentation. There can be multiple cues: initial cues, corroborating cues; and conflicting cues.

Comments: The comment section is to be used to give the employer recommendations on how to improve in this specific attribute. Ratings that are “0” or “1” should include a recommendation for improvement. The only time the consultant must justify a rating is when “NA” is marked.

Some Suggestions: In reality, there is a very small gap between the 0 (zero) rating and the 1 (one) rating and between the 2 (two) rating and the 3 (three) rating. There is a large gap between the 1 (one) rating and the 2 (two) rating. That gap is the difference between mostly no and mostly yes.

Look for things that are done well and reinforce these things with personnel for their good efforts. The more you can encourage small positive steps, the greater chance that significant positive change will follow and the greater the opportunity to return and provide comprehensive assistance.

Consider using the Assessment Tips from the Oregon OSHA SHARP web page to help you as you complete the Safety and Health Program Assessment Worksheet. The document contains assessment tips for each of the 58 elements and includes cross references to like or similar items.

Also consider using the Attributes of Excellence from the Oregon OSHA SHARP web page. That document contains many best practices or attributes that are indicators of effective programs. The Attributes of Excellence can also offer suggestions of ways to improve your rating in each of the 58 sub-elements.

Finally, consider mentoring with another SHARP company or an Oregon SHARP Alliance member. Those companies can be linked to from the Oregon OSHA SHARP web page as well. Mentoring between SHARP companies is encouraged by Oregon OSHA and has proven to be beneficial to both those companies being mentored as well as to those companies doing the mentoring.

Safety and Health Program Assessment Worksheet

Employer		Visit Date	
Site Location			
Consultant		Contact Person	
Consultation Report #		SIC	
		Total Employees	
		Interviewed	

Legend: 0 = No
 1 = No, Needs major improvement
 2 = Yes, Needs minor improvement
 3 = Yes
 NA = Not Applicable
 NE = Not Evaluated

I. Hazard Anticipation and Detection

	0	1	2	3	NA	NE
1. A comprehensive, baseline hazard survey has been conducted within the past five (5) years.						

Comments:

Hazard Anticipation and Detection	0	1	2	3	NA	NE
2. Effective safety and health self-inspections are performed regularly.						

Comments:

Hazard Anticipation and Detection	0	1	2	3	NA	NE
3. Effective surveillance of established hazard controls is conducted.						

Comments:

Hazard Anticipation and Detection	0	1	2	3	NA	NE
4. An effective hazard reporting system exists.						

Comments:

Hazard Anticipation and Detection	0	1	2	3	NA	NE
5. Change analysis is performed whenever a change in facilities, equipment, materials, or processes occurs.						

Comments:

Hazard Anticipation and Detection	0	1	2	3	NA	NE
6. Accidents are investigated for root causes.						

Comments:

Hazard Anticipation and Detection	0	1	2	3	NA	NE
7. Material Safety Data Sheets are used to reveal potential hazards associated with chemical products in the workplace.						

Comments:

Hazard Anticipation and Detection	0	1	2	3	NA	NE
8. Effective job hazard analysis is performed.						

Comments:

Hazard Anticipation and Detection	0	1	2	3	NA	NE
9. Expert hazard analysis is performed.						

Comments:

Hazard Anticipation and Detection	0	1	2	3	NA	NE
10. Incidents are investigated for root causes.						

Comments:

II. Hazard Prevention and Control

	0	1	2	3	NA	NE
11. Feasible engineering controls are in place.						

Comments:

Hazard Prevention and Control	0	1	2	3	NA	NE
12. Effective safety and health rules and work practices are in place.						

Comments:

Hazard Prevention and Control	0	1	2	3	NA	NE
13. Applicable OSHA-mandated programs are effectively in place.						

Comments:

Hazard Prevention and Control	0	1	2	3	NA	NE
14. Personal protective equipment is effectively used.						

Comments:

Hazard Prevention and Control	0	1	2	3	NA	NE
15. Housekeeping is properly maintained.						

Comments:

Hazard Prevention and Control	0	1	2	3	NA	NE
16. The organization is properly prepared for emergency situations.						

Comments:

Hazard Prevention and Control	0	1	2	3	NA	NE
17. The organization has an effective plan for providing competent emergency medical care to employees and others present at the site.						

Comments:

Hazard Prevention and Control	0	1	2	3	NA	NE
18. Effective preventive maintenance is performed.						

Comments:

Hazard Prevention and Control	0	1	2	3	NA	NE
19. An effective procedure for tracking hazard correction is in place.						

Comments:

III. Planning and Evaluation

	0	1	2	3	NA	NE
20. Workplace injury/illness data are effectively analyzed.						

Comments:

Planning and Evaluation	0	1	2	3	NA	NE
21. Hazard incidence data are effectively analyzed.						

Comments:

Planning and Evaluation	0	1	2	3	NA	NE
22. A safety and health goal and supporting objectives exist.						

Comments:

Planning and Evaluation	0	1	2	3	NA	NE
23. An action plan designed to accomplish the organizations safety and health objectives are in place.						

Comments:

Planning and Evaluation	0	1	2	3	NA	NE
24. A review of in-place OSHA-mandated programs is conducted at least annually.						

Comments:

Planning and Evaluation	0	1	2	3	NA	NE
25. A review of the overall safety and health management system is conducted at least annually.						

Comments:

IV. Administration and Supervision

	0	1	2	3	NA	NE
26. Safety and health program tasks are each specifically assigned to a person or position for performance or coordination.						

Comments:

Administration and Supervision	0	1	2	3	NA	NE

27. Each assignment of safety and health responsibility is clearly communicated.						
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Comments:

Administration and Supervision	0	1	2	3	NA	NE
28. An accountability mechanism is included with each assignment of safety and health responsibility.						

Comments:

Administration and Supervision	0	1	2	3	NA	NE
29. Individuals with assigned safety and health responsibilities have the necessary knowledge, skills, and timely information to perform their duties.						

Comments:

Administration and Supervision	0	1	2	3	NA	NE
30. Individuals with assigned safety and health responsibilities have the authority to perform their duties.						

Comments:

Administration and Supervision	0	1	2	3	NA	NE
31. Individuals with assigned safety and health responsibilities have the resources to perform their duties.						

Comments:

Administration and Supervision	0	1	2	3	NA	NE
32. Organizational policies promote the performance of safety and health responsibilities.						

Comments:

Administration and Supervision	0	1	2	3	NA	NE
33. Organizational policies result in correction of non-performance of safety and health responsibilities.						

Comments:

V. Safety and Health Training

	0	1	2	3	NA	NE
34. Employees receive appropriate safety and health training.						

Comments:

Safety and Health Training	0	1	2	3	NA	NE
35. New employee orientation includes applicable safety and health information.						

Comments:

Safety and Health Training	0	1	2	3	NA	NE
36. Supervisors receive appropriate safety and health training.						

Comments:

Safety and Health Training	0	1	2	3	NA	NE
37. Supervisors receive training that covers the supervisory aspects of their safety and health responsibilities.						

Comments:

Safety and Health Training	0	1	2	3	NA	NE
38. Safety and health training is provided to managers.						

Comments:

Safety and Health Training	0	1	2	3	NA	NE
39. Relevant safety and health aspects are integrated into management training.						

Comments:

VI. Management Leadership

	0	1	2	3	NA	NE
40. Top management policy establishes clear priority for safety and health.						

Comments:

Management Leadership	0	1	2	3	NA	NE

41. Top management considers safety and health to be a line rather than a staff function.						
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Comments:

Management Leadership	0	1	2	3	NA	NE
42. Top management provides competent safety and health staff support to line managers and supervisors.						

Comments:

Management Leadership	0	1	2	3	NA	NE
43. Managers personally follow safety and health rules.						

Comments:

Management Leadership	0	1	2	3	NA	NE
44. Managers delegate the authority necessary for personnel to carry out their assigned safety and health responsibilities effectively.						

Comments:

Management Leadership	0	1	2	3	NA	NE
45. Managers allocate the resources needed to properly support the organizations safety and health system.						

Comments:

Management Leadership	0	1	2	3	NA	NE
46. Managers assure that appropriate safety and health training is provided.						

Comments:

Management Leadership	0	1	2	3	NA	NE
47. Managers support fair and effective policies that promote safety and health performance.						

Comments:

Management Leadership	0	1	2	3	NA	NE
48. Top management is involved in the planning and evaluation						

of safety and health performance.						
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Comments:

Management Leadership	0	1	2	3	NA	NE
49. Top management values employee involvement and participation in safety and health issues.						

Comments:

VII. Employee Participation

	0	1	2	3	NA	NE
50. There is an effective process to involve employees in safety and health issues.						

Comments:

Employee Participation	0	1	2	3	NA	NE
51. Employees are involved in organizational decision making in regard to safety and health policy.						

Comments:

Employee Participation	0	1	2	3	NA	NE
52. Employees are involved in organizational decision making in regard to the allocation of safety and health resources.						

Comments:

Employee Participation	0	1	2	3	NA	NE
53. Employees are involved in organizational decision making in regard to safety and health training.						

Comments:

Employee Participation	0	1	2	3	NA	NE
54. Employees participate in hazard detection activities.						

Comments:

Employee Participation	0	1	2	3	NA	NE
55. Employees participate in hazard prevention and control						

activities.						
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Comments:

Employee Participation	0	1	2	3	NA	NE
56. Employees participate in the safety and health training of co-workers.						

Comments:

Employee Participation	0	1	2	3	NA	NE
57. Employees participate in safety and health planning activities.						

Comments:

Employee Participation	0	1	2	3	NA	NE
58. Employees participate in the evaluation of safety and health performance.						

Comments: