

Checklists for maintaining the foundation

Management commitment

Business owners and managers:

- Demonstrate commitment to a safe and healthful workplace by doing the following:
- Develop a fair, effective safety and health policy.
- Follow safety and health rules, lead by example.
- Attend safety committee meetings, review meeting minutes, and act on safety committee recommendations.
- Provide employees with the authority and resources they need to carry out their safety-and-health responsibilities.
- Allocate adequate resources to support the safety and health effort.
- Provide appropriate safety and health training to employees.
- Acknowledge employee participation in safety and health activities.

Accountability

Business owners and managers:

- Strengthen accountability by doing the following:
- Enforce safety and health policy.
- Develop business rules that state safe work practices.
- Hold supervisors accountable for enforcing safe work practices.
- Include employees' safety and health responsibilities in their job descriptions and performance evaluations.
- Give employees enough authority and training to fulfill their responsibilities.
- Develop a clear, written disciplinary policy describing workplace safety expectations that apply to all employees.
- Establish a recognition program that rewards employees for outstanding contributions to the safety effort.

Employee involvement

- Business owners and managers: Involve employees in the safety and health effort by encouraging them to do the following:
- Suggest ways to help develop a safety and health policy or improve an existing one.
- Recommend resources necessary to achieve safety and health goals.
- Recommend training topics, help develop training plans, suggest who should do the training, and evaluate training sessions.
- Assist in conducting workplace inspections and identifying hazards.
- Report new hazards to a person responsible for correcting them, maintain equipment, keep work areas clean, and use personal protective equipment properly.
- Help evaluate trends in accidents and near misses, evaluate the effectiveness of emergency procedures, review the past year's effort, and develop new safety goals.

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Hazard identification and control

Essential hazard-identification activities:

- Conduct a baseline workplace survey to identify hazards.
- Perform regular workplace inspections to identify new hazards.
- Encourage employees to watch for hazards and unsafe work practices.
- Encourage employees to report hazards immediately to a person who has authority to act on the report.
- Document workplace injuries and illnesses.
- Develop job-hazard analyses.
- Use material safety data sheets to identify chemical hazards.
- Look for new hazards whenever equipment, materials, or work processes change.
- Invite safety and health professionals to evaluate the workplace.

Essential hazard-control activities:

- Use appropriate engineering and administrative controls.
- Enforce workplace safety and health rules and work practices.
- Know when and how to use personal protective equipment.
- Practice good housekeeping.
- Plan for emergencies.
- Maintain equipment on schedule.
- Document how hazards are controlled.

Accident and incident investigation

- Critical activities for conducting investigations of accidents and near misses:
- Develop a procedure to determine who will do an investigation.
- Ensure that an investigation will be thorough and accurate.
- Use an accident investigation form to document when, how, where, and why an accident occurred.
- Prepare a report that describes how similar accidents could be prevented.
- Involve the safety committee in investigating the accident, identifying the cause, and preparing the accident report.
- Create a no-fault incident-reporting system.

Training

All employees — including managers and supervisors — need appropriate safety and health training. Essential training activities:

- Ensure that all employees know how to do jobs safely before they begin and whenever there are changes that create new workplace hazards. Train periodically to maintain their skills.
- Provide new-employee training that covers your safety and health policy, workplace safety rules, hazards, and procedures for responding to emergencies.

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Training (continued)

- Ensure that supervisors know the hazards, hazard-control methods, and emergency procedures associated with their jobs.
- Help supervisors develop skills to train and motivate employees they supervise.
- Ensure that managers understand the importance of leadership in achieving and maintaining a safe workplace.
- Develop managers' ability to evaluate direct and indirect costs of accidents, compare costs with those of similar businesses, and assess the impact of accidents on employee absenteeism, productivity, and morale.
- Keep a record of each employee trained, the type of training provided, the training date, and trainer or provider's name.

Evaluation

- Essential activities for evaluating the safety and health effort:
- Review workplace injury and illness trends.
- Evaluate OR-OSHA-required programs to ensure they're implemented and effective.
- Set new workplace safety and health goals.
- Describe what needs to be done to accomplish each new goal, determine who's responsible for accomplishing it, and set a date for achieving it.
- Review accident and incident reports.
- Review safety committee minutes.