

CONDUCTING A SELF AUDIT OF YOUR SAFETY PROGRAM

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OSHA'S EXPECTATIONS

- Management Commitment and Employee Involvement
- Worksite Analysis
- Hazard Prevention & Control
- Safety & Health Training

MANAGEMENT COMMITMENT & EMPLOYEE INVOLVEMENT

- Develop a worksite safety & health policy
- Establish & communicate safety/ health related goals
- Provide visible top management involvement & support
- Encourage employee involvement

MANAGEMENT COMMITMENT & EMPLOYEE INVOLVEMENT (CONT)

- Assign & communicate program responsibility
- Provide adequate authority and resources
- Hold managers, supervisors, and employees accountable
- Review program regularly

WORKSITE ANALYSIS RECOMMENDED ACTIONS

- Identify hazards
- Provide regular inspections
- Encourage input from employees
- Investigate accidents/near misses
- Analyze injury/illness trends

HAZARD PREVENTION & CONTROL RECOMMENDED ACTIONS

- Establish hazard control procedures
- Provide regular maintenance
- Implement an emergency action plan
- Establish a medical program
- Provide PPE
- Establish a disciplinary system with documentation

START WITH YOUR PROGRAM






















- Keep it as brief and concise as possible.
- Stated goals? (zero accidents)
- Top Management support?
 - Can you quantify that?
- Assigned responsibilities to all levels?
- Safety have a budget?
- Is safety a part of annual reviews?
- Updated? No MSDS

Checklist Details

Name

Page Break

List Items

+ Add New CheckList Item	
CheckList Item	
<input type="text"/>	<input type="button" value="Y"/>
 Safety Program	
 Hazard Communication Program	
 Lockout Program	
 PPE Assessment/PPE	
 Respiratory Protection Program	
 Disciplinary Action Program	
 Emergency Action Program	
 Self Inspection Program	
 Accident Investigation Procedures	
 Safety Committee	
 Fire Prevention Program	
 Machine Guarding	
 New Employee Safety Training	
 Forklift Certification Program	
 First Aid, AED & CPR training	
 OSHA Recordkeeping	
 Substance Abuse Program	
 Fall Protection	
 Electrical	
 Compressed Gas	
 Comments	

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SAFETY PROGRAM (CONTINUED)

- Are you doing annual reviews?
 - Lockout Tagout
 - Confined Space
 - Respirators
 - PPE Assessment

WORKSITE ANALYSIS

- Does your program address your operations, or are you using a generic program?
- How do you document your inspections?
- Do you get input from employees?
 - Safety Committee?
 - Good safety climate?
- Conduct formal accident investigations?
- Review accident and first aid logs?

HAZARD PREVENTION & CONTROL

- Develop safety rules that are specific to your operations.
 - Don't rewrite the OSHA Standards.
- Does each site have an Emergency Action Plan?
 - Certified first aid/CPR providers?
 - First aid supplies/AED?
- Good PPE assessment with extra PPE?
- Disciplinary action program?
 - If not, you have a “paper program.”

TRAINING

- Almost every standard has a training requirement
- Employees must be trained in the recognition and avoidance of unsafe conditions. 1926.21(b)(2)
- Conducted with new hires
- Weekly safety **training** meetings
- Assure retention of materials

TRAINING HELPS PREVENT ACCIDENTS

- 25% of accidents occur in the first 30 days of employment
- 32% occur within the first year

HOW DO YOU KNOW IF YOUR TRAINING IS EFFECTIVE?

- Training means that students actually learned something
- Sign in sheets don't mean they learned anything
- Training should be measured
 - Tests
 - Observations
- OSHA will ask employees questions. If they can't answer, they weren't trained.

SELF INSPECTION

- Review OSHA's top 10 cited standards (General Industry and Construction)
 - Falls
 - Respirators
 - Ladders
 - HAZCOM
 - Scaffolding
 - Fall Protection training
 - Lockout
 - Eye and face protection
 - Powered Industrial Trucks
 - Machine Guarding

OTHER COMMONLY CITED ISSUES

- Extension cords
- Blocked panels
- Fire extinguisher inspections and training
- OSHA recordkeeping (300A posted)
- PPE Assessment

THANK YOU FOR YOUR ATTENTION



GET A SECOND OPINION

- Anyone can miss something.
 - Have another safety professional conduct an inspection.
 - Hire a consultant to conduct an audit.