Safety
topic

EMPLOYER SAFETY
AND HEALTH

Program Self-Assessment

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We strongly encourage you to use SAIF's other safety and health guides as you work through this process. They provide practical safety and health information to help you create a safer workplace. These guides can be accessed from our website, saif.com, or you can contact your SAIF safety management consultant.

You'll find additional resources on Oregon OSHA's website, http://osha.oregon.gov/Pages/index.aspx.

This publication provides practical safety and health information to help you create a safer workplace. It is not legal advice. SAIF has made every effort to bring significant Oregon Occupational Safety and Health Division (Oregon OSHA) regulations to your attention. However, compliance with Oregon OSHA remains your responsibility. You must read and understand all relevant Oregon OSHA regulations that apply to your job-site(s). You may want to consult with your own attorney about Oregon OSHA compliance issues.

Organizational culture self-assessment

Program Elements	Do you feel your program/procedure:			Comments
	Is Effective	Needs Improvement	Not Applicable	
Workplace safety is addressed in company vision, mission and/or goals	☐	☐	☐	
Workplace safety is listed as a responsibility in employee and management job descriptions	☐	☐	☐	
Workplace safety is listed on performance assessments and employee evaluations	☐	☐	☐	
We support and reinforce a positive safety culture where productivity, quality and safety are equally important	☐	☐	☐	
Recognition of employees as our most important asset	☐	☐	☐	
Fair & consistent treatment of employees	☐	☐	☐	
Excellent communication throughout the company	☐	☐	☐	

Notes and follow-up

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Safety and health program self-assessment

Program Elements	Do you feel your program/procedure:			Comments
	Is Effective	Needs Improvement	Not Applicable	
Clear management statement of safety commitment	☐	☐	☐	
Managers set a visible example of safety and health leadership	☐	☐	☐	
Authority and responsibility understood	☐	☐	☐	
Company safety policies and procedures	☐	☐	☐	
Annual safety policy evaluation	☐	☐	☐	
Safety committee	☐	☐	☐	
Safety goals and objectives	☐	☐	☐	
Safety policy: discipline and reinforcement	☐	☐	☐	
Written job standards and expectations	☐	☐	☐	
Supervisor accountability	☐	☐	☐	
Use of a performance management system	☐	☐	☐	
Ergonomics	☐	☐	☐	
Hazard identification and correction	☐	☐	☐	

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Safety and health program self-assessment

Program Elements	Do you feel your program/procedure:			Comments
	Is Effective	Needs Improvement	Not Applicable	
Defensive driving program and training	☐	☐	☐	
Facilities and preventative maintenance	☐	☐	☐	
Use of OSHA/contracted consultative services	☐	☐	☐	
Incentive Program: Does it drive proper safety behaviors or non-reporting?	☐	☐	☐	

Notes and follow-up

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Hiring procedure self-assessment

Program Elements	Do you feel your program/procedure:			Comments
	Is Effective	Needs Improvement	Not Applicable	
Accept only completed job applications for current position openings	☐	☐	☐	
Comprehensive job applications	☐	☐	☐	
Reference checks, employment verification and DOT	☐	☐	☐	
I-9 validation	☐	☐	☐	
Interviews conducted and documented for all job openings	☐	☐	☐	
Multiple interviews and/or interviewers	☐	☐	☐	
Substance policy and testing	☐	☐	☐	
Post-offer, pre-hire testing	☐	☐	☐	
Recruit and retain qualified applicants	☐	☐	☐	
Trial service (probationary period)	☐	☐	☐	
Skill testing/skill demonstration	☐	☐	☐	
Temporary employee training	☐	☐	☐	

Notes and follow-up

Employee training and development self-assessment

Program Elements	Do you feel your program/procedure:			Comments
	Is Effective	Needs Improvement	Not Applicable	
New employee orientation, training, and review of company policies	☐	☐	☐	
Periodic review of new/promoted employee training program	☐	☐	☐	
Training goals and objectives	☐	☐	☐	
Employee development plan	☐	☐	☐	
Internal training	☐	☐	☐	
External training	☐	☐	☐	
Safety training	☐	☐	☐	
Personal Protective Equipment (PPE) training	☐	☐	☐	
Task and equipment-specific training	☐	☐	☐	

Notes and follow-up

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Accident and incident Analysis self-assessment

Program Elements	Do you feel your program/procedure:			Comments
	Is Effective	Needs Improvement	Not Applicable	
Employee understanding of who to notify for on-the-job accidents	☐	☐	☐	
Employee reporting of all accidents and incidents	☐	☐	☐	
Supervisor involvement	☐	☐	☐	
Fact-finding process	☐	☐	☐	
Root cause analysis	☐	☐	☐	
Corrective action development	☐	☐	☐	
Documentation	☐	☐	☐	
Safety committee review	☐	☐	☐	
Management review	☐	☐	☐	
Corrective action follow-up and employee review	☐	☐	☐	

Notes and follow-up

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Return-to-work and claims management self-assessment

Program Elements	Do you feel your program/procedure:			Comments
	Is Effective	Needs Improvement	Not Applicable	
Committed to bringing injured workers back to the workplace	☐	☐	☐	
Return-to-Work procedure	☐	☐	☐	
Employer-At-Injury Program	☐	☐	☐	
Preferred Worker Program	☐	☐	☐	
Medical provider contact	☐	☐	☐	
Timely claim filing	☐	☐	☐	
Central point of contact for claims	☐	☐	☐	
Light-duty job development	☐	☐	☐	
Light-duty job compliance	☐	☐	☐	

Notes and follow-up

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OSHA compliance and regulatory self-assessment

Program Elements	Do you feel your program/procedure:			Comments
	Is Effective	Needs Improvement	Not Applicable	
Understanding OR-OSHA's role in the workplace	☐	☐	☐	
Bloodborne pathogens prevention	☐	☐	☐	
Confined space	☐	☐	☐	
Crane/hoist safe operation	☐	☐	☐	
Electrical safety	☐	☐	☐	
Elevated working surfaces	☐	☐	☐	
Emergency evacuation plan	☐	☐	☐	
Environmental hazards	☐	☐	☐	
Eye wash/deluge shower	☐	☐	☐	
Fall protection	☐	☐	☐	
Fire extinguisher training	☐	☐	☐	
First aid/CPR	☐	☐	☐	
Flammables	☐	☐	☐	
Forklift/vehicle operation	☐	☐	☐	
Hazard communication	☐	☐	☐	
Hearing conservation	☐	☐	☐	
Inspection procedure	☐	☐	☐	
Lead	☐	☐	☐	

OSHA compliance and regulatory self-assessment

Program Elements	Do you feel your program/procedure:			Comments
	Is Effective	Needs Improvement	Not Applicable	
Understanding OR-OSHA's role in the workplace	☐	☐	☐	
Lockout/Tagout	☐	☐	☐	
Machine guarding	☐	☐	☐	
Manlifts/mobile platforms	☐	☐	☐	
OSHA recordkeeping	☐	☐	☐	
Personal protective equipment	☐	☐	☐	
Pressurized air use	☐	☐	☐	
Respiratory protection	☐	☐	☐	
Trenching and shoring	☐	☐	☐	
Welding	☐	☐	☐	
Workplace violence prevention procedure	☐	☐	☐	

Notes and follow-up

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