

# **SHE Survey Questionnaire**

# 1. Leadership and Administration

## 1.1. General Policy

- 1.1.1. Does the organization at the corporate or local level have a general policy statement reflecting management's commitment to safety and health/loss control? \*      yes/no
- 1.1.2. Is the general policy statement signed by the chief operating manager on-site? \*      yes/no
- 1.1.3. Does the general policy statement include:
- 1. Personal injury?      yes/no
  - 2. Property damage?      yes/no
  - 3. Occupational Health?      yes/no
  - 4. Fire?      yes/no
  - 5. Security?      yes/no
  - 6. Compliance with legislation?      yes/no
- 1.1.4. Is the general policy statement:
- 1. Contained in manuals?      yes/no
  - 2. Posted in various locations?      yes/no
  - 3. Included as part of all rule booklets?      yes/no
  - 4. Referred to in all major training manuals?      yes/no
  - 5. Used in other ways? (Describe)      yes/no

## 1.2. Program Coordinator

- 1.2.1. Has one person been designated as safety and health/loss control coordinator? \*      yes/no
- 1.2.2. How adequately staffed is the safety and health/loss control function?

*Consider the need for the following expertise:*

- *current relevant legislation*
- *safety/loss control*
- *fire/explosion*
- *hygiene*
- *toxicology*
- *environment*
- *medical (doctor/nurse/first aid)*

### **1.3. Senior and Middle Management Participation**

- 1.3.1. In support of the general policy, how frequently does the senior manager make safety and health/loss control tours?  
 6 months  Not Done  6M  ND  
 Yearly  Yr
- 1.3.2. Does the senior manager support the general policy by attending safety meeting? yes/no
- 1.3.3. How frequently do managers reporting directly to the senior manager make safety and health/loss control tours of their areas of responsibility?  
 Every 3 months  Yearly  3M  Yr  
 Every 6 months  Not Done  6M  ND

### **1.4. Established Management Performance Standards**

- 1.4.1. Have written standards for management performance in the safety and health/loss control program been established?\* yes/no

### **1.5. Presentation at Management Meetings**

- 1.5.1. How frequently are general meetings held at all levels of management in which safety and health/loss control is a significant part of the agenda?  
 Every month  Every 6 months  1M  6M  
 Every 2 months  Yearly  2M  Yr  
 Every 3 months  Not Done  3M  ND

### **1.6. Management Reference Manual**

- 1.6.1. Is there a safety and health/loss control reference manual that offers guidance to management on matters of safety and health program policy, administration, or practices?\* yes/no

### **1.7. Management Audits Conducted**

- 1.7.1. Do the majority of managers from middle level and above participate in conducting at least an annual audit of the safety and health/loss control program? yes/no

### **1.8. Individual Responsibility for Safety and Health/Loss Control**

- 1.8.1. Are safety and health/loss control responsibilities clearly described in every manager's job description?\* yes/no
- 1.8.2. Is each manager provided with a copy of his/her job description? yes/no

1.8.3. Is the safety and health/loss control performance of management as well as operating personnel evaluated on an annual basis, or included as an important consideration in his/her regular annual appraisal? yes/no

1.8.4. Have employees been informed of their responsibility to report hazards to their immediate supervisor? yes/no

1.8.5. Is there a written follow-up procedure being followed by appropriate personnel for dealing with hazards reported by employees?\*

yes/no

### **1.9. Establishment of Annual Safety and Health/Loss Control Objectives**

1.9.1. Are annual safety and health/loss control objectives established for the organization?\*

yes/no

### **1.10. Joint Safety & Health Committees and/or Safety & Health Representatives**

1.10.1. Does the organization have a joint safety and health committee? yes/no

1.10.5. How effective is the joint safety and health committee in addressing on-site safety concerns?

*Are there regular meetings (at least once per 3 months) between management and employee representation?*

*Are meeting notes produced and distributed to every one's attention?*

### **1.11. Reference Library**

1.11.3. Does the organization have copies of relevant legislation and related standards? yes/no

## **2. Management Training**

### **2.1. Management Orientation/induction Program**

- 2.1.2. Is a formal safety and health/loss control orientation/induction given to new members of management? yes/no

### **2.2. Formal Training of Supervisory and Middle Management Personnel**

- 2.2.1. Indicate whether supervisory through middle management personnel have received a formal initial training course in safety and health management. Indicate which topics were included in this training, whether written training material was distributed to reinforce the training; and the percentage of supervisory through middle management who have received this training.

### **2.3. Formal Training of Program Coordinator**

- 2.3.1. Has the program coordinator completed a basic training course in safety and health/loss control from a recognized outside agency? yes/no

### **3. Planned Inspections**

#### **3.1. Planned General Inspections**

3.1.1. Are planned general inspections conducted? yes/no

3.1.2. Indicate whether all structures/areas needing inspections are identified; the responsibility to conduct planned inspections has been assigned; the frequency of inspections has been established; the inspections are being made; and inspection checklists are being used.

3.1.3. Are all sub-standard conditions and practices observed during planned general inspections reported in writing?\*

yes/no

#### **3.2. Follow-up Procedures**

3.2.1. Is there a written procedure being followed by appropriate personnel which ensures that all items are corrected in order of priority?\*

yes/no

#### **3.3. Critical Items**

3.3.3. Is there a planned regular inspection program for all identified critical parts/items? yes/no

*Does this include at least the following items:*

- *fire extinguishers/fire fighting equipment?*
- *lifting equipment?*
- *scaffolds/ladders?*
- *safety interlocks?*
- *guarding?*

#### **3.4. Mobile and Materials-Handling Pre-Use Equipment Inspections**

3.4.1. Does the organization have a list of all mobile and materials handling equipment with the purpose of carrying out pre-use inspections?\*

yes/no

#### **3.5. Alternative Conditions Reporting**

3.5..1 Is there a program which encourages the reporting in writing of substandard or hazardous conditions noticed by employees, Health and Safety Committees, or Supervisors on a day-today basis? yes/no

**3.8. Planned General Inspection Report Maintenance**

- 3.8.1. Is there a checklist of all inspections required by governmental agencies, law, and organizational requirements?\*
- yes/no

## **4. Task Analysis and Procedures**

### **4.1. Critical Task Inventory**

- 4.1.2. Have all critical tasks been identified from a list of all occupations and tasks in the operation? yes/no

## **5. Accident/Incident Investigation**

### **5.1. Accident/Incident Investigation Procedure**

- 5.1.1. .Is the accident/incident investigation procedure in writing?\*
- 5.1.2. Is the line supervisor included in the reporting and investigation aspects of the accident/incident (near-miss) investigation procedure?
- 5.1.3. Does the investigation procedure require that all injuries, occupational illnesses, property damage, accidents, and incidents (near-misses) be reported?
- 5.1.4. Do supervisors receive formal training in accident/incident investigation and reporting?
- 5.1.5. Is there a standard form for accident/incident investigation?\*

### **5.2. Scope of Accident/incident Investigation**

- 5.2.1. Indicate whether the investigation procedure requires an investigation of the following items by the immediate supervisor with results recorded on a standard form:
- |  |        |
|--|--------|
| 1.All non-disabling injuries and occupational illnesses?               | yes/no |
| 2.Disabling injuries and occupational illnesses                        | yes/no |
| 3.Fatalities   | yes/no |
| 4.Fire and explosions  | yes/no |
| 5.Property damage at or above an established cost base                 | yes/no |
| 6.Hazardous substance discharges and other related accidents/incidents | yes/no |
| 7.Other accidents/incidents (near-misses)                              | yes/no |

### **5.3. Remedial Follow-up and Action**

- 5.3.1. Is there a written procedure being followed by appropriate personnel which ensures that remedial actions, and follow-up of those actions, are carried out as recommended in the accident/incident (near-miss) investigation report?\*

### **5.4. Major Accidents**

- 5.4.1. Is a written announcement of initial general information about any major injury/illness distributed to middle managers and above, no later than the next working day?\*

*Are all accidents with more than 3 days absence from work reported to Breda office?*

## **5.5. Operating Management Participation**

- 5.5.1. Do you have at-the-scene participation of middle or higher level managers in the investigation of:
- 5.5.1.2. All major injuries or illnesses? yes/no
  - 5.5.1.3. All major fires and general property damage accidents at or above an established cost base? yes/no
- 5.5.2. Is there a review meeting conducted by a middle level operating manager or above no later than the next working day after:
- 5.5.2.2. All major injuries or illnesses? yes/no
  - 5.5.2.3. All major fires and general property damage accidents at or above an established cost base? yes/no

## **5.6. Incident (Near-Miss) Reporting and Investigation**

- 5.6.1. Evaluate the organization's programs, standards, and performance in reporting incidents and follow-up at management meetings.

## **5.7. Accident/Incident Report Maintenance**

- 5.7.1. Are records of accident/incident reports maintained?\*
- yes/no

## **6. Task Observations**

### **6.1. Management Directive**

- 6.1.1. Is there a written directive which requires a task observation program and stresses the importance of that program? yes/no

## **7. Emergency preparedness**

### **7.1. Leadership and Administration**

7.1.1. Has a coordinator to develop and administer the overall emergency plan been appointed in writing?\*

yes/no

### **7.2. Emergency Plan**

7.2.1. Is there an emergency plan in writing to address all probable emergencies?\*

yes/no

7.2.2. Does the emergency plan include at least the following:

7.2.2.1. Evacuation of people to predetermined areas of safety? yes/no

7.2.2.2. Well documented, detailed instructions for each department, building, or area, that include fire, work shutdown, and other emergency procedures? yes/no

7.2.2.3. The control of hazardous materials? yes/no

7.2.2.4. The removal or protection of vital equipment and materials? yes/no

7.2.2.5. The designation of a central control area? yes/no

7.2.2.6. A search and rescue plan? yes/no

7.2.2.7. All clear and re-entry procedure? yes/no

7.2.2.8. Procedures to notify personnel of emergencies and to define their participation? yes/no

7.2.3. Are all essential emergency services, telephone numbers and addresses, such as hospitals, doctors, poison control centers, fire departments, ambulances, etc. known and listed?\*

yes/no

7.2.4. Do records indicate an adequate number of training drills, such as work shut-downs, fire drills, and emergency tests, being conducted in each area in accordance with good emergency preparedness?\*

yes/no

7.2.5. Has the presence of all hazardous materials been made known to fire units which would respond to the organization in the event of an emergency?\*

yes/no

### **7.3 Supervisory Training in First Aid**

7.3.1. What percentage of supervisors hold current and recognized first aid certificates?

### **7.4. Employee Training in First Aid**

7.4.1. Do at least 10% of operating employees on each work shift hold a current, recognized first aid certificate?\*

yes/no

### **7.5. Emergency Lighting and Power**

7.5.1. Is emergency lighting and power adequate and does it meet or exceed legislative requirements where applicable?

yes/no

**7.6. Source of Energy Controls**

7.6.1. Is there a program for proper color-coding and labelling of master control valves, and other shut-off controls on site?\* yes/no

**7.7. Protective and Rescue Equipment**

7.7.1. Has a systematic survey of all facilities been made within the past three years to identify the need for protective and rescue equipment? yes/no

7.7.2. Are all first aid facilities and equipment adequate or maintained to legislated standards? yes/no

**7.8. Emergency Team**

7.8.1. Is there an emergency team (or teams) to respond to emergency situations? yes/no

7.8.2. What percentage of training drill objectives for the emergency team(s) have been achieved?

**7.9. Organized Outside Help and Mutual Aid**

7.9.1. Is there a program to keep police, fire departments (services), civil defense groups, (emergency planning departments) local hospitals and other such groups informed of possible emergency needs? yes/no

## **8. Organizational rules**

### **8.1. General Safety and Health Rules**

- 8.1.1. Are there written general safety and health rules?\*
- yes/no
- 8.1.2. Have these safety and health rules been distributed and communicated to each employee?
- yes/no
- 8.1.3. Are the general safety and health rules posted in locations that reinforce their message and purpose?
- yes/no

### **8.2. Specialized Work Rules**

- 8.2.1. Has a list of all occupations been compiled and reviewed to determine the need for specialized rules?
- yes/no

### 8.3. Work Permit and Specialized Procedures System

8.3.1. Indicate whether the following activities have been conducted in connection with the specialized permits and/or procedures which are being applied:

1. Formal system is in place to ensure proper issue

Hot Work	yes/no
Excavation	yes/no
Confined Space	yes/no
Zero Energy State	yes/no
Other Permits (Lock.Out)	yes/no

2. An issuing authority specified

Hot Work	yes/no
Excavation	yes/no
Confined Space	yes/no
Zero Energy State	yes/no
Other Permits (Lock.Out)	yes/no

3. Formal training on each topic provided to persons issuing permits

Hot Work	yes/no
Excavation	yes/no
Confined Space	yes/no
Zero Energy State	yes/no
Other Permits (Lock.Out)	yes/no

4. Training records are maintained

Hot Work	yes/no
Excavation	yes/no
Confined Space	yes/no
Zero Energy State	yes/no
Other Permits (Lock.Out)	yes/no

5. Employees at risk are trained in permit and procedure requirements

Hot Work	yes/no
Excavation	yes/no
Confined Space	yes/no
Zero Energy State	yes/no
Other Permits (Lock.Out)	yes/no

6. Copies of issued permits are retained in a central file as required by legislation or consensus standards

Hot Work	yes/no
Excavation	yes/no
Confined Space	yes/no
Zero Energy State	yes/no
Other Permits (Lock.Out)	yes/no

## **8.2. Rule Education and Review Program**

- 8.2.1. Are relevant rules discussed in their entirety with every employee at the time of employment? yes/no
- 8.2.2. Is a record of rule receipt, along with evidence that rules have been reviewed with him/her, signed by each employee?\*
- 8.2.3. Are employees tested, either orally or in writing, on their knowledge of rules following either the initial instruction or annual review? yes/no

## **8.3. Use of Educational Signs and Color Codes**

- 8.3.1. Has a survey of all facilities been made to determine the degree of compliance with legislative requirements for instructional signs and color codes as well as the adequacy of signs and color coding when inadequate legislative requirements exist?\*

## **8.4. Regular Program monitoring**

- 8.4.1. How often is an unbiased evaluation made, with results communicated to related management, to determine the percentage of compliance with requirements for work permits and specialized procedures for major units within the organization?\*



## **10. Employee Training**

### **10.1. Training Needs Analysis**

10.1.1. Has a systematic approach been used to identify all employee training needs?                      yes/no

### **10.2. Training Program Evaluation**

10.2.1. How often is the training program measured, with results communicated to related management, by comparing the numbers of people needing training and the numbers receiving it?

Yearly  Not Done

Every 18 months

YR  ND

18M

## **11. Personal Protective Equipment**

### **11.1. Personal Protective Equipment Standards**

11.1.1. Have personal Protective equipment needs been identified for the organization in accordance with generally accepted industry practices? yes/no

11.1.2. Is proper personal protective equipment available to employees? yes/no

### **11.2. Regular Program Monitoring**

11.2.1 How often is an unbiased evaluation made, with results communicated to related management, to determine the percentage of compliance with personal protective equipment requirements for major units within the organization?\*

## 12. Health control

### 12.1. Health Hazard Identification

- 12.1.1. Have all occupations been examined to identify and evaluate all occupational health hazards? yes/no
- 12.1.2. Which of the following techniques are used to identify and evaluate occupational health hazards:
1. Formal surveys to identify and evaluate all chemical hazards? yes/no
  2. Formal surveys to identify and evaluate all noise hazards? yes/no
  3. Formal surveys to identify and evaluate all radiation hazards? yes/no
  4. Formal surveys to identify and evaluate all illumination hazards? yes/no
  5. Formal surveys to identify and evaluate vibration hazards? yes/no
  6. Formal surveys to identify and evaluate all temperature extremes? yes/no
  7. Formal surveys to identify and evaluate all biological hazards? yes/no
  8. Formal surveys to identify and evaluate all ergonomic hazards? yes/no
  9. Other hazards? yes/no

### 12.2. Health Hazards Control

- 12.2.1. How adequate are the prevention measures being used to control all identified potential health hazards?
- 12.2.2. Is there evidence that the following types of controls are being applied for identified hazards as appropriate:
1. Engineering controls? yes/no
  2. Work practices? yes/no
  3. Administrative controls? yes/no
  4. Personal protective equipment? yes/no
- 12.2.3. Are controls applied to the acquiring, handling, storing, dispensing, and disposal of each known hazardous material? yes/no
- 12.2.4. Is there a current inventory of all chemical substances to identify their chemical name(s) and related hazardous exposures?\*
- 12.2.5. Are all hazardous materials used, stored, or manufactured in the workplace properly labeled? yes/no
- 12.2.5.1. Do the labels:
1. Identify the hazardous substances? yes/no
  2. Include appropriate hazard symbols and risk phrases? yes/no
  3. Include precautions to be taken in handling? yes/no
  4. Include procedures for emergency treatment? yes/no
- 12.2.6. Are properly labelled, approved containers used for dispensing hazardous materials? yes/no

- 12.2.7. Are emergency procedures, alarms, and clean-up materials in place to handle releases and other occupational health emergencies? yes/no
- 12.2.8. Are specific pre-placement medical examinations carried out as required by legislation (i.e. audiometric tests, etc.), where certain health hazards are present in the workplace? yes/no
- 12.2.9. Is there an established written procedure being followed by appropriate personnel for the safe disposal of hazardous waste materials?\*
- 12.2.10. Are records maintained of the chemical composition of all toxic substances used, manufactured, or stored in the organization's operations?\*

### 12.3. Information/Training/Education

- 12.3.1. Is proper job instruction, with emphasis on occupational health topics, given to each employee who may be exposed to potential health hazards? yes/no
- 12.3.2. Are written procedures/practices given to appropriate managers and employees exposed to potential health hazards?\*
- 12.3.3. For what percentage of materials or chemical substances with known or suspected hazardous properties have written safe procedures been developed?
- 12.3.4. Are there ongoing information, education, and/or training programs to make management and employees aware of the occupational illness hazards aspects of their work? yes/no

### 12.4. Industrial Hygiene Monitoring

- 12.4.1. In areas where health hazards exist, has a regular monitoring program been established to measure the exposures and verify that the hazards are being controlled at a safe level?\*
- . does this include noise monitoring (incl. records)?*
- . does this include atmosphere monitoring (incl. records)?*
- . monitoring of local exhaust ventilation (incl. records)?*
- . biological monitoring, blood test, etc. (incl. records)?*
- 12.4.2. Have employees been properly instructed in the use of dosimeters, where used to monitor hazardous exposures? yes/no
- 12.4.3. Are regular medical examinations carried out on employees exposed to identified health hazards to verify that the preventive controls are providing adequate protection? yes/no
- 12.4.4. Is there a procedure being followed by appropriate personnel for reviewing health hazard monitoring reports and for initiating action to modify the controls as necessary? yes/no
- 12.4.5. Are records maintained of each employee's exposure(s) to identified chemical, biological, or physical agents as required by legislation and accepted industry practices?\*

## **12.5. Health Maintenance Program**

- 12.5.1. Is there a health care (health surveillance) program in the organization which includes periodic examinations or tests, as indicated by health hazard exposures and/or required by legislation? yes/no

## **12.6. Professional Assistance**

- 12.6.1. What access to the following types of medical advice does your organization have:  
Full-time medical officer or consultant group on the premises?  
Regular part-time consultant?  
Contractual medical consultant/aide relationship?  
Informal medical consultant/aide relationship  
Full-time medical services available at hospital?  
No relationship
- 12.6.2. Has the advice of a medical authority been obtained to ensure that first aid equipment and materials at the site are appropriate to control specific hazards encountered? yes/no
- 12.6.3. Are first aid reports\* maintained? yes/no

## **12.7. Communications**

- 12.7.1. Is a directive\* prominently posted requiring employees to immediately report all injuries/illnesses to the first aid location? yes/no
- 12.7.2. Is this directive translated into sufficient languages so that all employees can understand it? yes/no
- 12.7.3. Is management "visible" in occupational health activities? yes/no

## **13. Program Evaluation System**

### **13.1. Evaluation of Management Compliance with Program Standards**

- 13.1.1. How often are unbiased and statistically valid comprehensive audits conducted of management's compliance with the standards of the health and safety/loss control program?\*

### **13.2. Evaluation of Compliance with Standards for General Physical Conditions**

- 13.2.1. How often is a comprehensive audit conducted to determine compliance with organizational and legislative standards for general physical conditions?\*

### **13.3. Evaluation of Compliance with Fire Prevention and Control Standards**

- 13.3.1. How often is a comprehensive audit conducted to determine compliance with standards for fire prevention and control?

### **13.4. Evaluation of Compliance with Occupational Health Standards**

- 13.4.1. How often is a comprehensive audit conducted to determine compliance with standards for occupational health?\*

## 14. Engineering Controls

### 14.1. Design Engineering Considerations

- 14.1.1. Does the organization have engineering policies or directives requiring formal safety and health/loss control reviews, at the conception and design stages, of all new development, construction, and modification projects?\*
- 14.1.2. Are appropriate safety, fire, hygiene, and environmental specialists involved in every engineering review at the conception and design stage?
- yes/no

*Are risk identification methods such as HAZOP used in initial design as well as in modifications?*

- 14.1.3. Do the projects specified in these design engineering policies or directives include:
- 1.All changes of a physical nature? yes/no
  - 2.All changes made by engineering, production, maintenance, or process personnel? yes/no
  - 3.All changes related to engineering or construction contracted to other firms? yes/no
  - 4.All changes initiated by corporate or other off-site personnel? yes/no
- 14.1.4. Are workplace design(s) and layout(s) examined for safety and health factors?\*
- yes/no
- 14.1.5. Is there a system for reviewing new facilities prior to start-up to identify residual risks not eliminated through design engineering procedures?
- yes/no

### 14.2. Process Engineering Considerations

- 14.2.1. Does the organization have policies or directives requiring formal safety and health reviews of process engineering changes prior to the implementation of those changes?\*
- yes/no
- 14.2.2. Are appropriate safety, fire hygiene, and environmental specialists involved in every process modification prior to implementation?
- yes/no

*Is there a system of written operating procedures and:*

- 1. do these include safety precautions?*
- 2. are these regularly reviewed and up-dated?*

- 14.2.3. Do the projects specified in these process engineering directives include:
- 1.All changes made by engineering, maintenance, production, or process personnel? yes/no
  - 2.All changes in work methods or standards? yes/no
  - 3.All changes initiated by corporate or other off-site personnel? yes/no
- 14.2.4. Is there a system for reviewing new processes after process modification to identify residual risks not eliminated through process engineering practices?
- yes/no
- 14.2.5. Is there a follow-up system to ensure that all identified residual risks are properly controlled?
- yes/no

### **14.3. Regular Program Monitoring**

- 14.3.1. How often are compliance checks of design engineering records made by an unbiased person, with results communicated to related management, to determine the percentage of compliance with the engineering policy or directive?\*
- Every 3 months  Yearly  
 Every 6 months  Not done

## 15. Personal Communications

### 15.1. Job Orientation/Induction

- 15.2.1. Is there an initial, formal job orientation/induction for new and transferred employees? yes/no
- 15.2.2. Indicate which of the following subjects are covered in the orientation/induction of new and transferred employees:
- Safety  Fire (*fighting*)
- Occupational Health  Security
- Other (*incl. emergencies*)
- 15.2.3. Is attendance at job orientation/induction recorded in the personnel files of new and transferred employees? yes/no
- 15.2.4. Is there at least one follow-up session during a new and transferred employee's first month of employment to review key aspects of the initial job orientation/induction? yes/no

## **16. Group Meetings**

### **16.1. Group Meetings**

- 16.1.1. Are group meetings held with employees to discuss current topics relating to safety and health/loss control? yes/no
- 16.1.2. Evaluate the frequency and average length of group safety and health/loss control meetings.

### **16.2. Record Keeping**

- 16.2.1. Are records maintained that indicate when group safety and health/loss control meetings were held, who was present, and who conducted them?\*
- 16.2.2. Do records of group safety and health/loss control meetings indicate the specific subject(s) of the meeting?\*

### **16.3. Management Involvement**

- 16.3.1. Does middle management actively participate in at least two safety and health/loss control meetings with all of their employees each year? yes/no

## **17. General promotion**

### **17.1. Safety Bulletin Board Program**

17.1.1. Are there adequate bulletin boards for safety and health/loss control purposes? yes/no

17.1.2. Evaluate the general condition of the safety bulletin boards:

Excellent  Fair

Good  Poor

### **17.3. Critical Topic Promotion**

17.3.1. How often are organized safety and health/loss control campaigns on critical topics conducted?

Every 3 months  Yearly

Every 6 months  Not done

### **17.4. Program Information Publications**

17.4.1. Does the organization publish a bulletin or newsletter which includes material related to occupational safety and health?\*

yes/no

### **17.5. Housekeeping Promotion**

17.5.1. Is there an ongoing housekeeping promotion program in the organization?

yes/no

## **18. Hiring and Placement**

### **18.1. Physical Examination**

- 18.1.1. Do the majority of employees receive a pre-employment or pre-placement general physical examination? yes/no
- 18.1.2. What percentage of employees is given a pre-employment or pre-placement general physical examination?
- 18.1.3. Does the pre-employment-pre-placement physical examination include tests to detect pre-existing conditions which may later result in loss(es)? yes/no
- 18.1.4. Are all employees at risk given an audiometric test upon hiring or placement by a qualified person using instrumentation? yes/no

### **18.2. General Orientation/Induction Program**

- 18.2.1. Indicate which of these subjects are included in an organized, new employee general orientation/induction program:
- Hazard awareness and reporting
  - General rules and procedures
  - Organizational safety and health policy
  - Legislative requirements

## 19. Purchasing Controls

### 19.1. Procurement of Goods

- 19.1.1. Does the organization have a purchasing policy statement or senior management directive that includes safety and health/loss control requirements?\*
- yes/no
- 19.1.2. Has a survey been made of all materials, products, machinery, equipment, and chemical substances (*including a chemical products inventory*) to determine which items should have written purchasing specifications designed to control safety and health problems?
- yes/no
- 19.1.3. Do purchasing policies and procedures exist which are followed by appropriate personnel, and which provide that:
- 19.1.3.1. Safety and health information must be obtained from suppliers for machinery and equipment?
- yes/no
- 19.1.3.2. The safety and health department must review new products, equipment, and materials for safety and health considerations?
- yes/no
- 19.1.3.3.. Data on the chemical composition and hazardous properties of substances, be provided in the form of Material Safety Data Sheets or other legislatively approved formats, by suppliers?
- yes/no
- 19.1.3.4.. Properties of chemicals and other hazardous materials must be reviewed and approved prior to their being allowed on-site?
- yes/no
- 19.1.3.5.. Hazardous materials must be stored appropriately to ensure compliance with applicable safety and health codes or standards?
- yes/no
- 19.1.4. Is adequate consideration given to safety and health factors when disposing of scrap, surplus, and hazardous waste?
- yes/no

### 19.2. Selection and Control of Contractor

- 19.2.1. Are minimum safety and health/loss control program requirements contained in initial bid documents as well as contracts?
- yes/no
- 19.2.2. Do contractor selector procedures include:
- 19.2.2.1. Review of the contractor's existing safety and health programs prior to awarding of the contract?
- yes/no
- 19.2.2.2. Review of the contractor's previous loss experience data?
- yes/no
- 19.2.3. Are pre-job meetings held between the contractor and the company to review the company's safety program requirements and to designate a contact person for contractor program coordination?
- yes/no

*Does contractor personnel receive pre-job training related to the specific hazards and controls as applicable to the process and site of the organization?*

19.2.4. Are the following reports forwarded to company personnel in order to monitor the contractor's safety program:

- |  |        |
|--|--------|
| 1. Accident investigation reports  | yes/no |
| 2. Planned general inspection reports?   | yes/no |
| 3. Inspection reports to outside agencies, u.e., insurance and governmental personnel? | yes/no |
| 4. Loss data, i.e., injury and illness rate?   | yes/no |
| 5. Records of safety committee meetings?   | yes/no |
| 6. Other?  | yes/no |

## **20. Environmental Controls**

### **20.1. Environmental Monitoring**

20.1.1 .Is there a regular program for monitoring environmental emissions, and does this include:

- |                                   |        |
|-----------------------------------|--------|
| 1.air (incl. records)?            | yes/no |
| 2.ground water (incl. records)?   | yes/no |
| 3.soil (incl. records)?           | yes/no |
| 4. surface water (incl. records)? | yes/no |
| 5.noise (incl. records)?          | yes/no |

20.1.2. Is there an effective program for identification, reduction and control of waste (incl. recordkeeping)? yes/no

## **21. Security**

### **21.1. Visitors**

21.1.1. Is there a procedure for dealing with visitors? yes/no

## 22. Workplace Conditions

During the survey a tour of the premises should be made using the Physical Conditions Evaluation booklet. A rating should be provided.

In particular comments on the following aspects are requested:

- guarding on moving machinery
- labeling and notices
- enforcement of no-smoking
- fire alarm/equipment visibility and access
- use of protective equipment and clothing
- provision of first aid equipment
- clear walkways and working surfaces
- accessibility of emergency exits
- visibility of emergency exits
- safety of scaffolds and ladders
- general housekeeping
- handling of flammables
- handling of dusts
- handling of fume