### OPTIONAL MINI-PROFILE OF PROGRAM ACTIVITIES

#### A. Leadership and Administration

1. **Existence of general policy**
   - a. none; b. covers safety only; c. covers safety and environmental health; d. covers safety, environmental health, fire and security; e. signed by chief executive; f. not signed by chief executive

2. **Program coordinator**
   - a. none; b. individual designated; c. ____% of individuals time devoted to program coordination

3. **Program standards established**
   - a. none; b. standards established for ____ program areas

#### B. Accident/Incident Investigations

1. **Scope of program**
   - a. injuries (major - serious - minor)
   - b. property damage (major - serious - minor)
   - c. near miss accidents (voluntarily reported - recall technique used)

2. **Quantity investigated**
   - a. estimated at ____%
   - b. measurement establishes level at ____%

3. **Quality of reports**
   - a. estimated at (poor - fair - good - excellent)
   - b. measurement indicated level at (0-25%, 26-50%, 51-75%, 76-100%)

#### C. Planned Inspections

1. **Scope of program**
   - a. planned general inspections (none - monthly - bimonthly - quarterly - annually - other)
   - b. critical parts inspections (none - limited coverage - moderate coverage - good coverage - total coverage)

2. **Quantity inspected**
   - a. planned general inspections (estimated completion at ____%, measured completion at ____%)
   - b. critical parts inspections (estimated completion at ____%, measured completion at ____%)

3. **Quality of follow-up**
   - a. general inspections (estimated at poor - fair - good - excellent; actually measured weekly - biweekly - monthly - bimonthly - quarterly - annually - other ________)}
D. Group Meetings

1. Scope of program coverage
   a. no program; b. weekly; c. monthly; d. quarterly; e. other

2. Duration of meeting time
   a. none; b. 5 minutes; c. 10-20 minutes; d. 30 minutes; e. 1 hour

3. Number held
   a. estimated at ____%; b. measurement establishes level at ____%

4. Quality
   a. estimated at ____%; b. measurement establishes level at poor - fair - good - excellent

E. Personal Protection

1. Scope of coverage
   a. none; b. supplied as requested; c. supplied as required by law;
   d. complete eye coverage program; e. complete safety hat program;
   f. complete toe protection program; g. complete toe and instep protection program

2. Compliance achieved
   a. estimated at ____%; measured at ____%

F. Management Training

1. Scope of formal management training (over 3 years)
   a. none; b. front-line supervisors; c. general management

2. Number involved
   a. none; b. estimated at ____%; c. actual measurement of ____%

3. Formal training time
   a. none; b. hours estimated at ____ per person; c. actual hours per person, _____

4. Scope of program coordinators formal training
   a. less than 5 day basic course; b. 5 day basic course; c. 5 day advanced course; d. actual number of days past 3 years _____

G. General Promotion

1. Bulletin Board adequacy
   a. none; b. estimated percentage of employees exposed daily ____%

2. Critical subject promotion
   a. none; b. ____ organized campaigns or themes promoted annually
3. Group performance promoted
   a. none; b. ____ program areas measured and evaluated by department
      on monthly - bimonthly - quarterly - annual basis

H. Care of injured or ill

1. Certified attendants or professional help
   a. none; b. full time doctor; c. nurse on ____ turns of work;
      d. qualified first-aid attendant on ____ turns of work

2. Certified rescue or ambulance squad
   a. none; b. certified rescue or ambulance squad on ____ turns of work

3. Supervisory training
   a. none; b. ____% of supervisors qualified first aiders

4. Employee training
   a. none; b. ____% of employees qualified first aiders

I. Job Analysis and Procedures

1. Critical job inventory
   a. none; b. ____% completed

2. Job analysis and procedure objectives
   a. none; b. established; c. ____% attained; d. ____% critical
      job with analyses and procedures

J. Planned Job Observations

1. Planned observations objectives
   a. none; b. established; c. ____% attained; d. ____% critical
      jobs observed annually

K. Skill Training

1. Skill training need inventory
   a. none; b. ____% of equipment operators inventoried to determine
      need; c. ____% equipment operators with HIPO for loss given special
      skill training

L. Personal Communications

1. Job indoctrination program
   a. none; b. single formal indoctrination of new and transferred em-
      ployees; c. single formal indoctrination and one follow-up or more
      given new and transferred employees
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2. Proper job instruction program
   a. none; b. PJI required when assigned any worker new jobs; c. form
      required when PJI is given; d. formal PJI training given; e. no formal
      PJI training given

M. Hiring and Placement

1. Pre-employment physical examination
   a. none; b. given by company doctor; c. given by hired doctor;
      d. given by nurse; e. given by para-medic

2. Pre-employment audiometric examination
   a. none; b. given all; c. given those entering noise exposure areas

3. Health maintenance program
   a. none; b. select equipment operators; c. all equipment operators;
      d. some critical exposures; e. all critical exposures; f. all
      employees

4. Pre-employment indoctrination
   a. none; b. 15 minutes or less; c. 1/2 hour or less; d. one hour
      or more; e. certain operating employees; f. all operating employees;
      g. covers safety; h. covers fire; i. covers E.H.; j. covers security

N. Rules and Regulations

1. General rules
   a. yes; b. no; c. issued all employees; d. not issued employees;
      e. posted

2. Job and craft rules
   a. none; b. all jobs and crafts inventoried to determine rule need
      c. no inventory made; d. objectives established for job/crafts rule
      completion; 3. ___% objective achieved; f. ___% of jobs/crafts
      justifying rule coverage with completed rules