

# Safety & Health Program Survey

If you want to give your company's safety and health program a check-up, take a few minutes to complete the following survey. There are no right or wrong answers — the survey is designed to help you quickly identify areas where improvements can be made.

## I. MANAGEMENT LEADERSHIP AND EMPLOYEE INVOLVEMENT

### Clear Worksite Safety and Health Policy

We have a S&H policy and all employees accept, can explain and fully understand it	<input type="checkbox"/>
We have a S&H policy and majority of employees can explain it	<input type="checkbox"/>
We have a S&H policy and some employees can explain it	<input type="checkbox"/>
We have a written (or oral, where appropriate) policy	<input type="checkbox"/>
We have no policy	<input type="checkbox"/>

### Clear Goals and Objectives are Set and Communicated

All employees are involved in developing goals and can explain desired results and how results are measured	<input type="checkbox"/>
Majority of employees can explain results and measures for achieving them	<input type="checkbox"/>
Some employees can explain results and measures for achieving them	<input type="checkbox"/>
We have written (or oral, where appropriate) goals and objectives We have no policy	<input type="checkbox"/>
We have no safety and health goals and objectives	<input type="checkbox"/>

### Management Leadership

All employees can give examples of management's commitment to safety and health	<input type="checkbox"/>
Majority of employees can give examples of management's active commitment to safety and health	<input type="checkbox"/>
Some employees can give examples of management's commitment to safety and health	<input type="checkbox"/>
Some evidence exists that top management is committed to safety and health	<input type="checkbox"/>
Safety and health is not a top management value or concern	<input type="checkbox"/>

### Management Leadership

All employees recognize that managers in this company always follow the rules and address the safety behavior of others	<input type="checkbox"/>
Managers follow the rules and usually address the safety behavior of others	<input type="checkbox"/>
Managers follow the rules and occasionally address the safety behavior of others	<input type="checkbox"/>
Managers generally follow basic safety and health rules	<input type="checkbox"/>
Managers do not follow basic safety and health rules	<input type="checkbox"/>

**Employee Involvement**

All employees have ownership of safety and health and can explain their roles	<input type="checkbox"/>
Majority of employees feel they have a positive impact on identifying and resolving safety and health issues	<input type="checkbox"/>
Some employees feel that they have a positive impact on safety and health	<input type="checkbox"/>
Employees generally feel that their safety and health input will be considered by supervisors	<input type="checkbox"/>
Employee involvement in safety and health issues is not encouraged nor rewarded	<input type="checkbox"/>

**Assigned Safety and Health Responsibilities**

All employees can explain what performance is expected of them	<input type="checkbox"/>
Majority of employees can explain what performance is expected of them	<input type="checkbox"/>
Some employees can explain what performance is expected of them	<input type="checkbox"/>
Performance expectations are generally spelled out for all employees	<input type="checkbox"/>
Specific job responsibilities and performance expectations are generally unknown or hard to find	<input type="checkbox"/>

**Authority and Resources for Safety & Health**

All employees believe they have the necessary authority and resources to meet their responsibilities	<input type="checkbox"/>
Majority of employees believe they have the necessary authority and resources to meet their responsibilities	<input type="checkbox"/>
Authority and resources are spelled out for all, but there is often a reluctance to use them	<input type="checkbox"/>
Authority and resources exist, but most are controlled by supervisors	<input type="checkbox"/>
All authority and resources come from supervision and are not delegated	<input type="checkbox"/>

**Accountability**

Employees are held accountable and all performance is addressed with appropriate consequences	<input type="checkbox"/>
Accountability systems are in place, but consequences used tend to be for negative performance only	<input type="checkbox"/>
Employees are generally held accountable, but consequences and rewards do not always follow performance	<input type="checkbox"/>
There is some accountability, but it is generally hit or miss	<input type="checkbox"/>
There is no effort towards accountability	<input type="checkbox"/>

**Program Review - Quality Assurance**

In addition to a comprehensive review, a process is used which drives continuous correction	<input type="checkbox"/>
A comprehensive review is conducted at least annually and drives appropriate program modifications	<input type="checkbox"/>
A program review is conducted, but it doesn't drive all necessary program changes	<input type="checkbox"/>

Changes in programs are driven by events such as accidents or near misses	<input type="checkbox"/>
There is no program review process	<input type="checkbox"/>

## II. WORKPLACE ANALYSIS

### Hazard Identification - Expert Survey

Comprehensive expert surveys are conducted regularly and result in corrective action and updated hazard inventories	<input type="checkbox"/>
Comprehensive expert surveys are conducted periodically and drive appropriate corrective action	<input type="checkbox"/>
Comprehensive expert surveys are conducted, but corrective actions sometimes lag	<input type="checkbox"/>
Expert surveys in response to accidents, complaints or compliance activity only	<input type="checkbox"/>
No comprehensive surveys have been conducted	<input type="checkbox"/>

### Hazard Identification - Change Analysis

Every planned or new facility, process, material or equipment is fully reviewed by a competent team, along with affected workers	<input type="checkbox"/>
Every planned or new facility, process, material or equipment is fully reviewed by a competent team	<input type="checkbox"/>
High hazard planned or new facility, process, material or equipment is reviewed	<input type="checkbox"/>
Hazard reviews of planned or new facilities, processes, materials or equipment are problem driven	<input type="checkbox"/>
No system for hazard review of planned or new facilities exists	<input type="checkbox"/>

### Hazard Identification - Job & Process Analysis

A current hazard analysis exists for all jobs, processes and material; it is understood by all employees; and employees have had input into the analysis for their jobs	<input type="checkbox"/>
A current hazard analysis exists for all jobs, processes and material and it is understood by all employees	<input type="checkbox"/>
A current hazard analysis exists for all jobs, processes or phases and is understood by many employees	<input type="checkbox"/>
A hazard analysis program exists, but few are aware of it	<input type="checkbox"/>
There is no routine hazard analysis system in place	<input type="checkbox"/>

### Hazard Identification - Inspection

Employees and supervisors are trained, conduct routine joint inspections and all items are corrected	<input type="checkbox"/>
Inspections are conducted and all items are corrected; repeat hazards are seldom found	<input type="checkbox"/>
Inspections are conducted and most items are corrected, but some hazards are still uncorrected	<input type="checkbox"/>
An inspection program exists, but corrective action is not complete; hazards remain uncorrected	<input type="checkbox"/>
There is no routine inspection program in place and many hazards can be found	<input type="checkbox"/>

**Hazard Reporting system**

A system exists for hazard reporting, employees feel comfortable using it and employees feel comfortable correcting hazards on their own initiative	<input type="checkbox"/>
A system exists for hazard reporting and employees feel comfortable using it	<input type="checkbox"/>
A system exists for hazard reporting and employees feel they can use it, but the system is slow to respond	<input type="checkbox"/>
A system exists for hazard reporting but employees find it unresponsive or are unclear how to use it	<input type="checkbox"/>
There is no hazard reporting system and/or employees are not comfortable reporting hazards	<input type="checkbox"/>

**Accident / Incident Investigation**

All loss-producing incidents and near-misses are investigated for root cause with effective prevention	<input type="checkbox"/>
All OSHA-reportable incidents are investigated and effective prevention is implemented	<input type="checkbox"/>
OSHA-reportable incidents are generally investigated; accident cause and correction may be inadequate	<input type="checkbox"/>
Some investigation of incidents takes place, but root cause is seldom identified and correction is spotty	<input type="checkbox"/>
Injuries are either not investigated or investigation is limited to report writing required for compliance	<input type="checkbox"/>

**Injury/ Illnesses analysis**

Data trends are fully analyzed and displayed, common causes are communicated, management ensures prevention; and employees are fully aware of trends, causes and means of prevention	<input type="checkbox"/>
Data trends are fully analyzed and displayed, common causes are communicated and management ensures prevention	<input type="checkbox"/>
Data is centrally collected and analyzed and common causes are communicated to supervisors	<input type="checkbox"/>
Data is centrally collected and analyzed but not widely communicated for prevention	<input type="checkbox"/>
Little or no effort is made to analyze data for trends, causes and prevention	<input type="checkbox"/>

**III. HAZARD PREVENTION & CONTROL**

**Timely and Effective Hazard Control**

Hazard controls are fully in place, known to and supported by workforce, with concentration on engineering controls and safe work procedures	<input type="checkbox"/>
Hazard controls are fully in place with priority to engineering controls, safe work procedures, administrative controls and personal protective equipment (in that order)	<input type="checkbox"/>
Hazard controls are fully in place, but there is some reliance on personal protective equipment	<input type="checkbox"/>
Hazard controls are generally in place, but there is heavy reliance on personal protective equipment	<input type="checkbox"/>
Hazard control is not complete, effective or appropriate	<input type="checkbox"/>

**Facility and Equipment Maintenance**

Operators are trained to recognize maintenance needs and perform and order maintenance on schedule	<input type="checkbox"/>
An effective preventive maintenance schedule is in place and applicable to all equipment	<input type="checkbox"/>
A preventive maintenance schedule is in place and is usually followed except for higher priorities	<input type="checkbox"/>
A preventive maintenance schedule is in place but is often allowed to slide	<input type="checkbox"/>
There is little or no attention paid to preventive maintenance; break-down maintenance is the rule	<input type="checkbox"/>

**Emergency Planning and Preparation**

There is an effective emergency response plan and employees know immediately how to respond as a result of effective planning, training and drills	<input type="checkbox"/>
There is an effective emergency response plan and employees have a good understanding of responsibilities as a result of plans, training and drills	<input type="checkbox"/>
There is an effective emergency response plan and team, but other employees may be uncertain of their responsibilities	<input type="checkbox"/>
There is an effective emergency response plan, but training and drills are weak and roles may be unclear	<input type="checkbox"/>
Little effort is made to prepare for emergencies	<input type="checkbox"/>

**Emergency Equipment**

Facility is fully equipped for emergencies; all systems and equipment are in place and regularly tested; all personnel know how to use equipment and communicate during emergencies	<input type="checkbox"/>
Facility is well equipped for emergencies with appropriate emergency phones and directions; majority of personnel know how to use equipment and communicate during emergencies	<input type="checkbox"/>
Emergency phones, directions and equipment are in place, but only emergency teams know what to do	<input type="checkbox"/>
Emergency phones, directions and equipment are in place, but employees show little awareness	<input type="checkbox"/>
There is little or no effort made to provide emergency equipment and information	<input type="checkbox"/>

**Medical Program - Health Providers**

Occupational health providers are regularly on-site and fully involved	<input type="checkbox"/>
Occupational health providers are involved in hazard assessment and training	<input type="checkbox"/>
Occupational health providers are consulted about significant health concerns in addition to accidents	<input type="checkbox"/>
Occupational health providers are available, but normally concentrate on employees who get hurt	<input type="checkbox"/>
Occupational health assistance is rarely requested or provided	<input type="checkbox"/>

**Medical Program -  
Emergency Care**

Personnel fully trained in emergency medicine are always available on-site	<input type="checkbox"/>
Personnel with basic first aid skills are always available on-site, all shifts	<input type="checkbox"/>
Either on-site or near-by community aid is always available on day shift	<input type="checkbox"/>
Personnel with basic first aid skills are usually available, with community assistance nearby	<input type="checkbox"/>
Neither on-site nor community aid can be ensured at all times	<input type="checkbox"/>

**IV. SAFETY & HEALTH TRAINING**

**Employees Learn Hazards How to Protect Themselves and Others**

Facility is committed to high quality employee hazard training, ensures all participate and provides regular updates; in addition, employees can demonstrate proficiency in, and support of, all areas covered by training	<input type="checkbox"/>
Facility is committed to high quality employee hazard training, ensures all participate and provides regular updates	<input type="checkbox"/>
Facility provides legally required training and makes effort to include all employees	<input type="checkbox"/>
Training is provided when the need is apparent; experienced employees are assumed to know the material	<input type="checkbox"/>
Facility depends on experience and informal peer training to meet needs	<input type="checkbox"/>

**Supervisors Learn Responsibilities and Underlying Reasons**

All supervisors assist in worksite hazard analysis, ensure physical protections, reinforce training, enforce discipline and can explain work procedures based on the training provided to them	<input type="checkbox"/>
Most supervisors assist in worksite hazard analysis, ensure physical protections, reinforce training, enforce discipline and can explain work procedures based on the training provided to them	<input type="checkbox"/>
Supervisors have received basic training, appear to understand and demonstrate importance of worksite hazard analysis, physical protections, training reinforcement, discipline and knowledge of work procedures	<input type="checkbox"/>
Supervisors make responsible efforts to meet safety and health responsibilities, but have limited training	<input type="checkbox"/>
There is no formal effort to train supervisors in safety and health responsibilities	<input type="checkbox"/>

**Managers Learn Safety and Health Program Management**

All managers have received formal training in safety and health management responsibilities	<input type="checkbox"/>
All managers follow, and can explain, their roles in safety and health program management	<input type="checkbox"/>
Managers generally show a good understanding of their safety and health roles and usually model them	<input type="checkbox"/>
Managers are generally able to describe their safety and health roles, but often have trouble modeling them	<input type="checkbox"/>
Managers generally show little understanding of their safety and health management responsibilities	<input type="checkbox"/>

Now that you've completed the survey, take a moment to review your results to isolate areas of improvement. Once you have identified any areas of concern, it's time to take action. And E.B. Cohen can help. From written programs to training sessions, we have the tools and resources to help support your safety and health initiatives.

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