

Risk Control Bulletin

Safety Management Evaluation

RISK CONTROL



Is your company doing all it can or should do to identify job site hazards, minimize risks, protect workers, and comply with OSHA safety standards?

This safety evaluation form can help identify the strengths and shortcomings of your company's safety program.

This evaluation process can be more meaningful – and help you identify those areas that need attention – if the form is completed not only by the safety manager or a top-level executive, but also by different level managers and some craft workers. Any significant differences in ratings could indicate a problem in communicating top management's policies to other persons in the firm.

To use this assessment tool, for each category – one per row - choose the box in that row that best fits the situation in your organization. Your total would indicate the following:

Total Score	Level of Safety Commitment
0 – 23	This shows a lack of commitment to safety. The company needs to reassess its goals.
24 - 47	Initial commitment to safety has been made, but there is room for considerable progress.
48 - 70	A basic safety program is in place and the company has an excellent opportunity to build on this framework.
71 – 92	Company's commitment to safety should begin to show dividends in reduced accidents and more worker attention to minimizing risks.
93 – 115	Meritorious record. Consideration of good safe work practices should be second nature for most supervisors and workers. Overall workmanship should also benefit.
Over 115	Superior achievement – safety is an important consideration in all company activity. This commitment should contribute to a healthy bottom line.



<p>Management Commitment</p>	<ul style="list-style-type: none"> • Management participates in the safety program • Sets objectives for safety • Requires feedback on program • Budgets and provides necessary funds • Safety is a part of company-wide performance appraisals 	<ul style="list-style-type: none"> • Management participates in the safety program • Requires feedback on safety program • Provides funds for safety 	<ul style="list-style-type: none"> • Management wants and supports safety, but does not participate • Provides funds for safety activities 	<ul style="list-style-type: none"> • Not included • Has a hands-off approach • Leaves safety to safety coordinator or supervisory personnel 	<p>Score</p>
<p>Management Policy Statement on Safety</p>	<ul style="list-style-type: none"> • Is in writing • Known to all employees • Is part of safety manual • Set boundaries for safety program • Emphasizes management approach • Signed by C.E.O. 	<ul style="list-style-type: none"> • Policy exists • Is in writing • Has not been explained to employees but is posted • Authorizes loss prevention activities 	<ul style="list-style-type: none"> • Policy exists, but is not known by employees 	<ul style="list-style-type: none"> • No policy exists 	
<p>Responsibility for Safety Defined</p>	<ul style="list-style-type: none"> • Responsibility for safety defined for all levels of the firm • Is in writing and is part of safety manual • Operating supervisors have key responsibilities 	<ul style="list-style-type: none"> • Responsibility is known by all personnel • Is not in writing 	<ul style="list-style-type: none"> • Safety coordinator has full responsibility for results of the safety program • Supervisors look to safety coordinator to perform safety activities 	<ul style="list-style-type: none"> • Responsibility for safety has not been defined within the firm 	



Experience Modification Rate (EMR)	<ul style="list-style-type: none"> • EMR has decreased each of the past three years and the current year is below 0.85 • Management is aware of the effect the EMR has on insurance costs 	<ul style="list-style-type: none"> • EMR has decreased each of the past three years and current year is between 1.0 and .85 	<ul style="list-style-type: none"> • EMR has decreased 2 of the past 3 years 	<ul style="list-style-type: none"> • EMR is unknown • or • EMR has increased each of the past three years 	Score
Safety Budget	<ul style="list-style-type: none"> • An annual safety budget is established • Budget is based on planned programs • Estimates are made on savings contributed by safety program • Operating personnel aware of safety budget 	<ul style="list-style-type: none"> • An annual safety budget is established, but is not necessarily based on planned activities • The annual safety budget is adjusted based on previous years' expenses 	<ul style="list-style-type: none"> • Money is taken from general funds as needed for safety 	<ul style="list-style-type: none"> • There is no safety budget 	
Safety Program Goal Setting	<ul style="list-style-type: none"> • Goals and objectives are set to be achieved through Safety Program (based on needs or problems) • A strategy is developed to accomplish the goals • Feedback from those responsible for achieving the results is required • Audits are made to measure results in achieving goals • Both long term and short term goals are considered 	<ul style="list-style-type: none"> • Goals and objectives are set for the safety program • The goals and objectives are published • Feedback is required from those involved 	<ul style="list-style-type: none"> • Informal goals are set for accomplishments through the safety program • Results are discussed at least annually 	<ul style="list-style-type: none"> • No goals or objectives are set for accomplishment through the safety program 	



Management Supervisory Meetings	<ul style="list-style-type: none"> • Weekly meetings are held by management with supervisors where safety is on the agenda • Management gives an overview of safety activity • Serious accidents are reviewed 	<ul style="list-style-type: none"> • At least monthly meetings are held with supervisors where safety is on the agenda • Supervisors give a status report on job site safety activities • Serious accidents are reviewed 	<ul style="list-style-type: none"> • Occasional meetings are held with supervisors where safety is on the agenda • Information is given to supervisors on safety • Serious accidents are reviewed 	<ul style="list-style-type: none"> • No meetings are held with supervisory personnel by management where safety is an agenda item 	Score
Pre-Planning for Job Site Safety	<ul style="list-style-type: none"> • Pre-planning for safety is required • A check list is used by the supervisor to assure that all exposures are considered • Necessary equipment is provided and precautions are taken prior to or at time job involved starts, not after problem has been encountered • Job site supervisors are trained in planning for safety 	<ul style="list-style-type: none"> • Pre-job planning for safety is required for most jobs • Safety equipment and safety procedures are provided when needed • Training in pre-job safety planning is not required • A checklist is used as a guide 	<ul style="list-style-type: none"> • There is no program for planning for safety prior to a job, but some is done • No checklist is used in pre-planning 	<ul style="list-style-type: none"> • No pre-job planning is done regarding safety 	

<p>New Employee Orientation</p>	<ul style="list-style-type: none"> • Formal orientation program is in effect for all new or transferred employees • A record is maintained showing date person doing orientation and items covered • Orientation includes info on safety rules, major exposures of the job to be performed and personal protective equipment is used • Management concern for safe job performance is stressed • Employee signs record sheet 	<ul style="list-style-type: none"> • Orientation is given to new employees that includes information on safety • A record is maintained showing items covered • Job safety requirements are stressed 	<ul style="list-style-type: none"> • Orientation is given to employees, but no record is maintained of items covered 	<ul style="list-style-type: none"> • No orientation is given to a new employee 	<p>Score</p>
<p>Safety Rules</p>	<ul style="list-style-type: none"> • Rules are published • All employees are aware of the rules • Rules are concise and easy to understand • Rules are enforced equally among all employees • Rules are updated on a regular basis 	<ul style="list-style-type: none"> • Rules are published • Copies of the rules are posted at work sites • All employees are aware of the rules • Supervisors enforce the rules 	<ul style="list-style-type: none"> • There are some general rules • The rules are enforced most of the time • Rules have not been updated within the past two years 	<ul style="list-style-type: none"> • There are no safety rules 	<p>Score</p>
<p>Safety/Toll Box Meeting</p>	<ul style="list-style-type: none"> • Meetings are held weekly • Conducted by supervisors • Records kept on attendance and topics presented • Employees participate • Management attends occasionally 	<ul style="list-style-type: none"> • Supervisors hold meetings at least monthly • Records kept on attendance and topics presented 	<ul style="list-style-type: none"> • Safety coordinator or management conducts meetings with all employees less than once a month 	<ul style="list-style-type: none"> • No meetings held with employees 	<p>Score</p>
<p>Inspections</p>	<ul style="list-style-type: none"> • Weekly job site inspections are made by the site supervisor • Critical items based on the job, have been identified and are checked • A report is submitted on the results of the inspection • Discoveries are classified according to seriousness • Target dates are set for corrective action with follow-up • Supervisors are trained to make inspections 	<ul style="list-style-type: none"> • Monthly job site inspections are made by a company representative • A report on the results is filed • There is follow-up to assure corrective action is taken 	<ul style="list-style-type: none"> • Informal job site inspections made occasionally by the supervisor with no reports submitted 	<ul style="list-style-type: none"> • No inspections are required 	<p>Score</p>



<p>Training Supervision</p>	<ul style="list-style-type: none"> • Supervisors receive training in: <ul style="list-style-type: none"> ◦ Conducting meetings ◦ Supervisory duties ◦ Accident investigation ◦ Job analysis ◦ Job safety planning ◦ How-to-Train • Company has in-house facilities for training or has good outside training source 	<ul style="list-style-type: none"> • Most supervisors receive training in: <ul style="list-style-type: none"> ◦ Supervisory duties ◦ Accident investigation ◦ Job site inspections 	<ul style="list-style-type: none"> • Some supervisors are sent to outside training courses 	<ul style="list-style-type: none"> • The firm has no training for supervisors 	<p>Score</p>
<p>Accident Investigation</p>	<ul style="list-style-type: none"> • Accidents, including near-misses, are investigated by the immediate supervisor • All supervisors are trained in the techniques of accident investigation • Reports are completed on all accidents that exceed a set cost • There is a management review of all "serious" accidents • The basic causes of all accidents are determined • Information learned is shared with all job sites • There is a follow-up system to assure corrective action is taken 	<ul style="list-style-type: none"> • All accidents are investigated with a report written on serious incidents • Supervisors are trained to make investigations • Management reviews all investigation reports • Information on serious incidents is shared on other job sites 	<ul style="list-style-type: none"> • Informal investigations are made with no written report • Some supervisory personnel know how to investigate an accident • Information gained is not shared on other job sites • Safety person makes most investigations 	<ul style="list-style-type: none"> • Accidents are not investigated to determine cause 	<p>Score</p>



<p>Use of Personal Protective Equipment (P.P.E.)</p>	<ul style="list-style-type: none"> • Analysis made to determine P.P.E. need • Employees trained in the use and maintenance of P.P.E. • Approved P.P.E. used • P.P.E. provided for employees • Employees aware of discipline consequences of not using P.P.E. • Annual audit made of program 	<ul style="list-style-type: none"> • P.P.E. is provided and its use is required • Employees trained in use and maintenance of P.P.E. • Employees informed on P.P.E. requirements for each job 	<ul style="list-style-type: none"> • P.P.E. is provided and its use encouraged • Some training is given in use and maintenance of P.P.E. 	<ul style="list-style-type: none"> • Use of P.P.E. is left on the discretion of each employee, and, as a result, is rarely used 	<p>Score</p>
<p>Performance Audit</p>	<ul style="list-style-type: none"> • Audits are made at least semi-annually to determine if safety work is effective • Performance standards exist by which to measure performance • Performance rating becomes part of overall rating of supervisors • Strong points and short-comings are discussed with individual supervisors 	<ul style="list-style-type: none"> • Annual audits are made to determine safety performance level • Performance standards exist for more than half of the areas measured • Results are discussed with individuals' supervisors 	<ul style="list-style-type: none"> • Subjective evaluation made of safety activities to judge if they are effective • Rating given to each area audited 	<ul style="list-style-type: none"> • No audit made of safety performance 	<p>Score</p>



Substance Abuse Policy	<ul style="list-style-type: none"> • Company policy contains strict rules, regarding drug and alcohol use • Company does drug testing for pre-hire, post accident and for cause • Company keeps complete counseling and testing records • Company has an Employee Assistance Program 	<ul style="list-style-type: none"> • Company has substance abuse verbiage in company policy • Supervisors are trained in hazards of drugs and alcohol on the job 	<ul style="list-style-type: none"> • Company has policy, but makes no effort to enforce it 	<ul style="list-style-type: none"> • Company has no policy regarding drugs or alcohol use 	Score
Record-Keeping	<ul style="list-style-type: none"> • Records are kept on: <ul style="list-style-type: none"> ◦ Inspections ◦ Training ◦ Indoctrinations ◦ Accident Investigations ◦ First Aid Treatment ◦ OSHA 300 Log ◦ Hazard Communication Program ◦ Employee Absences 	<ul style="list-style-type: none"> • Records are kept on: <ul style="list-style-type: none"> ◦ OSHA 300 Log ◦ Accident Investigations ◦ Inspections ◦ First Aid Treatment 	<ul style="list-style-type: none"> • OSHA 300 Log is maintained according to OSHA requirements 	<ul style="list-style-type: none"> • No records are kept on safety related activities 	
Total Score					

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