

Appendix II-H-1

Program Evaluation & Revision Checklist

General Questions to Consider

1. Is council directly involved in the workplace safety and health program?
Answer
2. Does council set an example?
Answer
3. Is the written Workplace Safety & Health Manual followed?
Answer

Policy

1. Is the Workplace Safety & Health Program "Policy" posted?
Answer
2. Is the policy clear?
Answer

Hazard Assessment & Inspections

1. Are council and employees proactive in identifying hazards, assessing their risks, and putting controls in place?
Answer
2. Has an annual hazard assessment been done for each task this fiscal year?
Answer
3. Does council promptly address concerns, and assign responsibilities for follow-up on hazard assessments & inspections?
Answer
4. Are employees informed about the risks of the hazards they face?
Answer
5. Are hazard controls implemented?
Answer
6. Did ANA conduct a planned inspection?
Answer

Hazard Assessment & Inspections - continued

7. Did ANA conduct an unplanned inspection?

Answer

Emergency Plans

1. Are emergency phone numbers posted?

Answer

2. Are building evacuation plans prepared?

Answer

3. Are first aid kits available in each building?

Answer

4. Is list of trained first aider's posted?

Answer

5. Is smoke detector program implemented?

Answer

6. Is portable fire extinguisher program implemented?

Answer

Chemicals and Biological Hazards

1. Is the prevention plan written?

Answer

2. Is the prevention plan executed?

Answer

3. Is the inventory of chemicals and biohazards kept current?

Answer

4. Are MSDS readily available to workers?

Answer

5. Do workers understand the information on MSDS and product labels?

Answer

Chemicals and Biological Hazards — continued

6. Are employees trained properly?

Answer

Contractor Safety

1. Is there effective ongoing communication with the other employer(s) or self-employed person regarding hazards at the workplace and the measures to prevent and control them?

Answer

2. Do you have a system in place for the selection and evaluation of other employer(s) or self-employed person(s).

Answer

3. Do you monitor the safety and health performance of the other employer(s) and their workers or self-employed persons on a regular basis?

Answer

4. Is your council's safety and health policies and procedures being followed by the other employer(s) and their workers or self-employed persons?

Answer

Training

1. Are council members, representatives, committee members, and employees trained?

Answer

2. Are records of orientation and training completed and filed?

Answer

Workplace Safety & Health Representatives & Committees

1. Has representative been elected/selected?

Answer

2. Has committee been established (if required)?

Answer

Workplace Health & Safety Representatives & Committees — continued

3. Are representatives and committee members familiar with their duties?
Answer
4. Have names been posted?
Answer
5. Has a bulletin board been provided?
Answer

Program Evaluation

1. When was the workplace safety and health program reviewed last?
Answer