

# Michigan Municipal Workers' Compensation Fund Safety and Health Resource Manual

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## Municipal Safety Program Checklist/Self-Assessment

	Yes	No
1. Policy in writing from top municipal official, board, council or commission that establishes importance of safety?	π	π
2. Labor contracts contain language giving agreement to safety as a specific program?	π	π
3. Designated individual on staff full-time to coordinate safety/loss control program, or	π	π
4. Person on staff part time to coordinate safety/loss control program?	π	π
5. Employee safety committee in place and functional?	π	π
6. Safety manual and/or procedures available?	π	π
7. Accident/injury/incident reporting system in place and monitored?	π	π
8. Administrators and supervisors receive periodic reports of loss experience?	π	π
9. Municipality participates in National Safety Council or local safety group?	π	π
10. Employees receive training on issues relating to public liability?	π	π
11. Employees receive training on safety and health issues?	π	π
12. Employees have access to written departmental safety rules and regulations?	π	π
13. Comprehensive personal protective equipment in place and enforced?	π	π
14. Post-offer physical for <u>all members</u> of job classifications identified as having high risk for injury; employment contingent on outcome?	π	π
15. Post-offer audiogram for employees in extremely noisy work environments?	π	π
16. Pre-approved medical facility available?	π	π
17. Employees receive basic first aid training?	π	π
18. Promotion of safety through regular program using posters, training, newsletters, etc.?	π	π
19. Formal, documented fleet safety program?	π	π
20. Regular vehicle safety inspections?	π	π
21. Minimum annual motor vehicle record reviews?	π	π
22. Required employee participation for employees in defensive driving program?	π	π
23. Regular inspection of tools?	π	π
24. Regular inspection of all facilities?	π	π
25. Regular inspections of sidewalks, streets and curbs?	π	π
26. Disaster plan in place and current?	π	π
27. Employees receive training on and know roles in a disaster?	π	π
28. Regular fire drills?	π	π
29. Employees receive training on location and use of fire extinguishers?	π	π
30. Fire extinguishers receive regular inspections?	π	π
31. Safety Committee conducts regular reviews of incidents and accidents?	π	π
32. Safety Committee members receive ongoing training on safety issues?	π	π
33. Training for office safety in place?	π	π

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34.	System in place for recording, notifying, barricading and repairing unsafe conditions in the public way on a 24 hour basis?	π	π
35.	Purchasing procedures require all contracts to have MIOSHA, safety, insurance and hold-harmless provisions?	π	π
36.	Community uses insurance company loss control staff?	π	π
37.	Require manufacturers or vendors to provide employees with training about specifications, use and maintenance of new equipment?	π	π
38.	Ask for employee input regarding new or replacement equipment?	π	π
39.	Have disciplinary procedure in place for violation of safety procedures?	π	π
40.	Have first aid equipment readily available, including kits in municipal vehicles?	π	π
41.	Have line budget item specifically earmarked for safety clothing or equipment?	π	π
42.	High priority given to safety features when purchasing new equipment?	π	π
43.	Have hazard communication program in place?	π	π
44.	Provide training and all necessary equipment, including air quality detection equipment, for employees who work in confined or permit-required confined spaces?	π	π
45.	Have policy or procedure in place to handle on-the-job use of alcohol or drugs?	π	π
46.	Have safety incentive award program?	π	π
47.	Management has knowledge of liability protection for auto accidents?	π	π
48.	Affected departments have training for self-contained breathing apparatus?	π	π
49.	Affected departments have training and program for bloodborne pathogens and tuberculosis?	π	π