

Michigan Municipal Workers' Compensation Fund
Safety and Health Resource Manual

Self-Evaluation: Safety Program Effectiveness
Written Safety and Health Program

NOTE: The Occupational Safety and Health Department has developed this form to guide employers and employees as they develop a system to address workplace safety and health.

The written system described by the employer must be reflected on a daily basis in practice at the workplace together with the documentation of activities involving safety and health.

Name: _____

Address: _____

Phone: _____

Nature of Operations: _____

Facility Manager: _____

Safety & Health Employer Rep. _____

Safety & Health Employee Rep: _____

Management Commitment

This work site meets its management commitment to safety and health through: *(Check all that apply and place documents at end of this program.)*

- _____ Written safety and health program with duties and accountability.
- _____ Designated safety and health person/department with duties and budget.
- _____ Records showing safety and health goal setting and progress made.
- _____ Safety and health performance as a part of regular employee/supervisor evaluation.
- _____ Safety and health meetings, toolbox talks, agendas, minutes, actions taken.
- _____ Safety and health suggestion/promotion/incentive programs.
- _____ Employee Safety/Health Handbook (procedures, practices).
- _____ Posts MIOSHA poster.
- _____ Management takes action on identified safety and health concerns.
- _____ Management sets, enforces and follows safety and health rules.

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Employee Involvement

This work-site arranges for employee participation in the safety and health program through:
(Check all that apply and place documents at the end of this program.)

- Employees represented on Safety and Health Committee including: (agendas, actions taken, minutes).
- Written employee hazard reporting system or suggestion program with action taken.
- Negotiated safety and health contract language.
- Designated employee safety and health representatives.
- Employees participate as trainers, inspectors, and problem-solvers.
- Employer has documented completed or underway worker/manager safety and health projects.
- Employees have input into the arrangement and content of safety and health training (including Toolbox Talks).
- Process for employees to report hazardous conditions to job sites supervision.

Work Site Analysis

This work site tracks worker safety and health both before and after exposures and/or incidents through: *(Check all that apply and place any documents at the end of this program.)*

- Log 300 properly maintained.
- Form 101's properly filled out, including corrective actions.
- Accidents and near misses investigated with corrective actions and follow-up.
- Copies of written inspections and surveys (insurance company, private consultant, fire department, in-house) as required by Labor or Health Standard (i.e., hearing conservation).
- Job safety and health analysis/written job descriptions with safety and health responsibilities.
- Ergonomic analyses.
- Municipality has safety and health as a priority when planning, designing, or implementing a job, task or process.
- A designated person makes regular work site inspections to identify hazardous conditions and initiate correction.

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Hazard Prevention and Control

This work site carries out an active program of identifying and controlling hazards through:
(Check all that apply and place documents at the end of the program.)

- Written system to assure guards, housekeeping and PPE are essentially in place.
- Maintenance and repair schedules, orders, receipts for safety and health products.
- Written programs and procedures: lockout, respirator, Right-to-Know, confined space, infection control, asbestos, benzene, lead, hearing conservation, forklift permits, as required in place.
- Written disciplinary action against employees and/or supervisors for safety and health infractions, including remedies and follow-up.
- Timely reports of hazards and corrective actions.
- Safety work procedures.
- Copies of OSHA standards.
- Engineering controls in place, ventilation, isolation, reflective shields, special tools, fixtures.
- First aid, return to work, light duty, medical controls and emergency preparedness in place.
- Employees and supervisors can state hazards of task/tool and safe work procedures.
- Employees are aware firm has method for identification and correction of hazards and can recall examples.
- Supervisors correct and reinforce safe and healthful work practices as part of daily routine.

Safety and Health Training

This work site provides information on safety and health protection to employees through:
(Check all that apply and place documents at the end of this program.)

- Training records: dates, trainees, and subjects.
- New employee training program.
- Standards based training in place: Right-to-Know, noise, lockout, lift truck, confined space, ergonomics, infection control, asbestos, Haz-power, tools, PPE, first air (documented).
- Safety literature, bulletin board, posters, stickers.
- Apprentice or other off-site safety and health training can be documented.
- Supervisors can explain rules, procedures, for safety and health and how they teach and enforce them.
- Employees can explain how and why to do their jobs in a safe and healthful manner.
- Training is given periodically and pertains to the hazards of the job.