Section 8: Program Review (Required)

WHY

Program review is vital because it serves as a check to see if the organization is making progress toward its goal of creating a safer, healthier workplace for all employees.

The second reason for conducting a review or audit of the workplace safety and health program is to determine whether the procedures used in the facility are consistent with those described in the program and if they are effective.

For example, if the audit shows there are injuries and illnesses occurring from hazards that have not been identified or controlled through the methods described in the safety and health program, the auditor needs to determine if the methods are being used in the facility correctly and as described in the program.

* If the methods are not being used or are used incorrectly, the auditor needs to determine what barriers are present that prevent the correct application of the methods (e.g., production demands, supervisor workloads or lack of training).
* If the hazard identification and control techniques are being applied correctly, then the organization needs to further review the techniques and, perhaps, modify them or adopt new ones.

HOW

* Review the entire program at least annually and document the findings. This is a requirement of the AWAIR Act!
* Look at previous goals and objectives (refer to Section 2—Goals & Objectives) to see if they have been met or still need attention.
  + Determine if the rules and policies still apply to the organization and are being used correctly.
* Determine if there are new safety concerns or if new goals can be assigned to improve safety.
* Considering what your goals were, decide whether the organization has made progress in achieving the AWAIR program’s goals and objectives within the past year and, if so, whether the progress made actually improved worker safety and health.

If an organization has achieved the goals and objectives described in its safety and health program, it should set new goals and objectives for the coming year to motivate managers and employees to work to further improve safety and health on the job.

The organization, its management and its employees should continually work to improve workplace safety, just as they do to improve quality, cost effectiveness and other facets of the business. If an organization is not meeting its objectives, especially the ones established specifically for the previous year, the organization needs to determine why. Perhaps the organization is improving and moving toward its goal, but just has not reached it yet.

* Establish or reestablish a timeline for each of the objectives and the overall goals. If progress is not being made or is being made too slowly, the goals and objectives need to be examined. It may be the goals and objectives are not clear or measurable. Objectives should be clear, concise and capable of being measured or demonstrated.

It is also possible the objectives do not support the overall goals of the program. This means meeting the objectives will not help the organization reach its goals or positively impact workplace safety and health conditions. New objectives should be created that act as steps toward achieving the greater goals. It may also indicate there are serious problems with the overall safety and health program that need to be addressed

* Is there continuous progress in the safety program’s goals?
* Determine if any accidents or injuries were results of oversights in the company policies or the reporting methods.
* Communicate the corrections and new goals to all employees.
* Use the samples on the following pages to create your own program review documents specific to your company.

**Sample Review**

* Review goals since last review. Identify any trends, either positive or negative, that can be tracked to find cause and effect of company policies.
* Interview employees and supervisors on a formal basis with written records noting the time and date of interview.

**Sample Questions to Ask and Record**.

* What specific hazards have you encountered, and how were you equipped to deal with them?
* Were there any written procedures that identified the type of safety issue you encountered?
* Were there any written procedures that you were not able to follow or that were incorrect?
* Did you know the risks of any chemicals that you were exposed to? Were they labeled? Did you know where SDS information was available?
* Do you have any specific safety and health concerns regarding your job? Would safety policies help?
* Do you know how, when, and where to report a safety issues?
* Have earlier safety issues been corrected after they were reported?
* Did you receive any safety orientation or review while on the job?
* How are safety rules enforced?

**For supervisors, safety managers or committees when conducting a walk-around review.**

* Are aisles clear and egress paths marked?
* Is equipment in working condition and free from defects?
* Are storage areas neat and organized for access without danger of falling objects, etc.?
* Are employees wearing and using the proper PPE for the situation?
* Is there fire safety equipment available and marked?
* Are there lights out or poor illumination that could cause safety problems?

**AWAIR Checklist**

Elements of an Effectively Written AWAIR Program

Yes No Partial

**I. The program is in writing with management endorsement.** ❑ ❑ ❑

**II. Goals and objectives are clear and can be measured**. ❑ ❑ ❑

**III. Management Roles and Responsibilities**

1. Have policies and objectives have been established   
and communicated to all employees? ❑ ❑ ❑

2. Have responsibilities been defined and authority assigned? ❑ ❑ ❑

3. Have adequate company resources been allocated   
for safety and health (staff, equipment, safety promotion, etc.)? ❑ ❑ ❑

Details:

**IV. Hazard Assessment Identification and Control** Yes No Partial

1. Has a comprehensive safety and health survey been done? ❑ ❑ ❑

2. Is there a reliable procedure for employees to use to report   
possibly hazardous conditions? ❑ ❑ ❑

3. Are accidents and/or near-miss incidents that may result in   
an injury or illness reviewed? ❑ ❑ ❑

4. Is there an equipment maintenance program? ❑ ❑ ❑

5. Are engineering and PPE controls in place as appropriate? ❑ ❑ ❑

6. Are administrative controls, including safety and health rules,   
established and implemented? ❑ ❑ ❑

Details:

**V. Communication** Yes No Partial

1. Is management involved in employee safety and health? ❑ ❑ ❑

2. Are there clear lines of communication for safety and   
health concerns? ❑ ❑ ❑

3. Do employees know whom to notify, fear no reprisal,   
and receive timely and appropriate responses? ❑ ❑ ❑

Details:

**VI. Accident Investigation/Corrective Action** Yes No Partial

1. Do procedures exist for investigating an accident? ❑ ❑ ❑

2. Are the procedures followed for investigating accidents? ❑ ❑ ❑

3. Are emergency planning and procedures in place? ❑ ❑ ❑

Details:

**VII. Enforcement Procedure** Yes No Partial

1. Is there an established system in place for fair and   
uniform enforcement of company safety and health rules? ❑ ❑ ❑

Details:

**VIII. The Program is Reviewed Annually** ❑ ❑ ❑

|  |  |
| --- | --- |
| Reviewed by | Date |
| Reviewed by | Date |
| Reviewed by | Date |
| Reviewed by | Date |

**AWAIR Quiz**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Answer the following questions true or false. This quiz is intended to let us know if you need further training on our company safety plan. Thank you for your participation.

True False

❑ ❑ 1. I need to report all accidents to my supervisor immediately.

❑ ❑ 2. I need to know who to call in case another employee needs immediate medical attention.

❑ ❑ 3. I am responsible to make sure all tools are secured before moving my vehicle.

❑ ❑ 4. I must report any vehicle accident from the accident scene if at all possible and draw a diagram of the accident scene.

❑ ❑ 5. I can block building entrances, stairs and doorways if the materials are easy to move.

❑ ❑ 6. I should wear protective equipment (hard hats, safety glasses) when convenient.

❑ ❑ 7. We can scuffle and play practical jokes on each other as long as no one gets hurt.

❑ ❑ 8. Machine master switches are to be LOCKED and TAGGED when major repair work is being done.

❑ ❑ 9. Switch boxes and fuse stations can be left open if an electrician is working in the area.

❑ ❑ 10. The supervisor doesn't need to inspect my equipment if I'm using my own power tools.

❑ ❑ 11. When lifting, we should always bend from the knees.

❑ ❑ 12. I can stand on the top platform of a stepladder, if necessary.

❑ ❑ 13. I can climb on scaffolding braces if the ladder is not set up.

❑ ❑ 14. When working near electrical power lines on scaffolding, maintain a minimum of 10 feet clearance.

**AWAIR Quiz (continued)**

❑ ❑ 15. Consumption of drugs or alcohol while driving is grounds for dismissal whether reporting for work or on the job.

❑ ❑ 16. I must keep my AWAIR Safety Program and SDS information on the job site at all times.

❑ ❑ 17. If I do not properly LOCK OUT or TAG OUT a job, someone could be hurt or killed.

❑ ❑ 18. I need to have Right-To-Know training annually.

❑ ❑ 19. I am responsible for my safety and the safety of all other people on the job site. If I see something that is unsafe or that could cause an injury, I am responsible to make sure it is corrected and the supervisor is notified.

❑ ❑ 20. I should never go into a small space that is not properly ventilated.

❑ ❑ 21. I can lose my job for endangering the lives of my fellow workers.

❑ ❑ 22. I need to make sure I understand the hazards of any chemicals I am using on any job.

❑ ❑ 23. In accidents where immediate medical attention is required, I should call for medical help before notifying a supervisor.

**AWAIR Quiz Answers**

1. False - If serious, call medical help first.

2. True

3. True

4. True

5. False

6. False

7. False

8. True

9. False

10. False

11. True

12. False

13. False

14. True

15. True

16. True

17. True

18. True

19. True

20. True

21. True

22. True

23. True