

## Safety and Health Program (IIPP)

### Self Audit Worksheet

Program	Y	N	Program	Y	N
<b>1. Is the safety program in writing?</b> <ul style="list-style-type: none"> <li>Is the person with authority and responsibility for safety identified?</li> </ul> <b>2. Is there a procedure/program to ensure employees comply with "safety &amp; health" work practices?</b> <ul style="list-style-type: none"> <li>Is there a safety recognition program?</li> <li>Is there a disciplinary program?</li> <li>Are there training and retraining programs?</li> </ul> <b>3. Is there a program for communicating safety-related materials to employees?</b> <ul style="list-style-type: none"> <li>Is the material presented, easily understood by all employees?</li> <li>Does the program encourage employees to report hazards?</li> </ul> <b>4. Is there a procedure to identify, evaluate and correct workplace hazards?</b> <ul style="list-style-type: none"> <li>Is an evaluation done when new substances, procedures or equipment are introduced, or the employer becomes aware of previously unrecognized hazards?</li> <li>Is there a priority system for corrective action based on a hazard severity?</li> <li>Is there a method or procedure to correct unsafe/unhealthy conditions and work practices?</li> <li>Is there a procedure to safeguard employees while abating imminent hazards?</li> <li>Are the inspections on a regular and posted schedule?</li> <li>Are the inspections documented and noted items tracked to satisfactory completion?</li> </ul>			<b>5. Is there an accident investigation program?</b> <ul style="list-style-type: none"> <li>Does it cover occupational injury?</li> <li>Does it cover occupational disease?</li> <li>Are accident investigations reviewed and follow-up done on corrective actions?</li> </ul> <b>6. Is there a training program covering general safe &amp; healthful work practices?</b> <ul style="list-style-type: none"> <li>Is there training for specific job hazards?</li> <li>Is training provided to all newly hired employees?</li> <li>Is training provided when an employee takes on a new job assignment?</li> <li>Is training provided when new substances, procedures, or previously unrecognized hazards are identified?</li> <li>Is supervisor safety training provided?</li> </ul> <b>7. Is there a labor/management safety and health committee? If yes, does the committee:</b> <ul style="list-style-type: none"> <li>Meet at least quarterly?</li> <li>Prepare, distribute and maintain written records of the meetings?</li> <li>Review worksite inspections?</li> <li>Review accident and/or incident investigations?</li> <li>Review referrals of hazardous conditions or work practices?</li> <li>Review and submit recommendations concerning safety suggestions?</li> <li>Verify abatement action when requested by CAL/OSHA?</li> </ul>		
<b>Bold Programs (1 to 6) are required by Cal/OSHA: CCR Title 8 § 3203</b>					
<b>Additional Exposure Based Safety Programs</b> <ul style="list-style-type: none"> <li>Is there a hazard communication program?</li> <li>Is there an emergency action plan?</li> <li>Is there a fire prevention plan?</li> <li>Is there a lockout/tagout program?</li> <li>Is there a respiratory protection program?</li> <li>Is there a hearing conversation program?</li> </ul>			<ul style="list-style-type: none"> <li>Is there a confined space entry program?</li> <li>Is there an OSHA recordkeeping program?</li> <li>Is there a blood-borne pathogen program?</li> <li>Is there a fall protection program?</li> <li>Is there a violence prevention plan?</li> <li>Is there a driver safety program?</li> <li>Is there an ergonomic program?</li> </ul>		

The advice presented in this document is intended as general information for employers.  
See [CompWestInsurance.com](http://CompWestInsurance.com) for the complete disclaimer/legal notice.