



Great Systems!

"Simple systems, great results!"

HP Safety System Assessment

Location: _____

Assessment Date: _____

Safety Measurement

40 total points possible

- The OSHA Form 300 is used to capture safety incidents
- Monthly incident rates are trended for each work group
- Safety measures are part of each work group's scorecard
- Accident costs are identified, shared, and used in analysis
- A safety database is used to help analyze accident trends
- Pareto analysis is used to identify improvement focus areas
- Scoreable audits are trended as a leading indicator
- Near misses are trended as a leading indicator

	LOW Degree					HIGH Degree						
											
	0	1	2	3	4	5	0	1	2	3	4	5
The OSHA Form 300 is used to capture safety incidents	0	1	2	3	4	5	0	1	2	3	4	5
Monthly incident rates are trended for each work group	0	1	2	3	4	5	0	1	2	3	4	5
Safety measures are part of each work group's scorecard	0	1	2	3	4	5	0	1	2	3	4	5
Accident costs are identified, shared, and used in analysis	0	1	2	3	4	5	0	1	2	3	4	5
A safety database is used to help analyze accident trends	0	1	2	3	4	5	0	1	2	3	4	5
Pareto analysis is used to identify improvement focus areas	0	1	2	3	4	5	0	1	2	3	4	5
Scoreable audits are trended as a leading indicator	0	1	2	3	4	5	0	1	2	3	4	5
Near misses are trended as a leading indicator	0	1	2	3	4	5	0	1	2	3	4	5

Addressing Hazards

35 total points possible

- A Job Safety Analysis (JSA) exists for each key job
- A formal site-wide risk assessment has been performed
- Plant layouts are used to show where different hazard types exist
- All levels of employees have helped identify workplace hazards
- Safety policies and checklists have been created as needed
- A monthly safety audit is conducted in each work area
- Behavior-based hazard assessments are part of the monthly audit

	LOW Degree					HIGH Degree						
											
	0	1	2	3	4	5	0	1	2	3	4	5
A Job Safety Analysis (JSA) exists for each key job	0	1	2	3	4	5	0	1	2	3	4	5
A formal site-wide risk assessment has been performed	0	1	2	3	4	5	0	1	2	3	4	5
Plant layouts are used to show where different hazard types exist	0	1	2	3	4	5	0	1	2	3	4	5
All levels of employees have helped identify workplace hazards	0	1	2	3	4	5	0	1	2	3	4	5
Safety policies and checklists have been created as needed	0	1	2	3	4	5	0	1	2	3	4	5
A monthly safety audit is conducted in each work area	0	1	2	3	4	5	0	1	2	3	4	5
Behavior-based hazard assessments are part of the monthly audit	0	1	2	3	4	5	0	1	2	3	4	5

Safety Training

35 total points possible

- A site-wide safety training curriculum has been defined
- Monthly safety training is provided and documented
- JSAs are reviewed regularly at pre-job meetings
- Safety training is practice oriented to a high degree
- Safety certifications have been defined
- Certification attainment is linked to pay increases
- A safety training plan is part of the annual planning process

	LOW Degree					HIGH Degree						
											
	0	1	2	3	4	5	0	1	2	3	4	5
A site-wide safety training curriculum has been defined	0	1	2	3	4	5	0	1	2	3	4	5
Monthly safety training is provided and documented	0	1	2	3	4	5	0	1	2	3	4	5
JSAs are reviewed regularly at pre-job meetings	0	1	2	3	4	5	0	1	2	3	4	5
Safety training is practice oriented to a high degree	0	1	2	3	4	5	0	1	2	3	4	5
Safety certifications have been defined	0	1	2	3	4	5	0	1	2	3	4	5
Certification attainment is linked to pay increases	0	1	2	3	4	5	0	1	2	3	4	5
A safety training plan is part of the annual planning process	0	1	2	3	4	5	0	1	2	3	4	5

Safety Leadership*25 total points possible*

	LOW Degree					HIGH Degree
					
Safety time requirements are built into each leader's job description	1	2	3	4	5	
Each process leader conducts regular safety meetings	1	2	3	4	5	<input type="text"/>
A plant safety committee exists and meets regularly	1	2	3	4	5	
Evidence of consistent safety improvement over time exists	1	2	3	4	5	
Safety results are part of each leader's performance assessment	1	2	3	4	5	

Safety Recognition*25 total points possible*

	LOW Degree					HIGH Degree	
						
Employees are formally recognized for their safety success	0	1	2	3	4	5	
A formal safety recognition plan and process exists	0	1	2	3	4	5	<input type="text"/>
All people who work accident free for a year are rewarded	0	1	2	3	4	5	
Progressive recognition is provided for accident free strings	0	1	2	3	4	5	
Profit sharing is tied to safety performance goals and success	0	1	2	3	4	5	

Safety Improvement*20 total points possible*

	LOW Degree					HIGH Degree	
						
Safety projects are captured in the site's central project database	0	1	2	3	4	5	
Employees from all levels help to make safety improvements	0	1	2	3	4	5	<input type="text"/>
Accident investigations are thorough and lead to root causes	0	1	2	3	4	5	
Formal process improvement tools are used to develop projects	0	1	2	3	4	5	

Safety Results*60 total points possible*

	LOW Degree					HIGH Degree
					
Performance trends reflect improvement over time	0	6	12	18	20	
Improvement trends are consistent across work areas	0	6	12	18	20	<input type="text"/>
Performance levels compare favorably to best in class metrics	0	6	12	18	20	

Assessment Summary

Safety Measurement

Assessing Hazards

Safety Training

Safety Leadership

Safety Recognition

Safety Improvement

Safety Results

Total Audit Score

Out of 240 possible points