

Safety and Health Program Assessment Worksheet

HIOSH Form 33

Employer		Date
Site Location		
Address		
Person(s) Conducting Assessment		

NOTE: Companies, who would like to participate in the Hawaii Voluntary Protection Program (HVPP) or the HIOSH Inspection Exemption and Recognition Program (Chapter 160, Part IV), are evaluated on all items.

Legend: 0 = No; 1 = No, Needs major improvement; 2 = Yes, Needs minor improvement; 3 = Yes; NA = Not Applicable; NE = Not Evaluated

Hazard Anticipation and Detection

	0	1	2	3	NA	NE
1. A comprehensive, baseline hazard survey has been conducted within the past five (5) years.						
Comments:						
2. Effective safety and health self-inspections are performed regularly.						
Comments:						
3. Effective surveillance of established hazard controls is conducted.						
Comments:						
4. An effective hazard reporting system exists.						
Comments:						
5. Change analysis is performed whenever a change in facilities, equipment, materials, or processes occurs.						
Comments:						

6. Accidents are investigated for root causes.						
Comments:						
7. Material Safety Data Sheets are used to reveal potential hazards associated with chemical products in the workplace.						
Comments:						
8. Effective job hazard analysis is performed.						
Comments:						
9. Expert hazard analysis is performed.						
Comments:						
10. Incidents are investigated for root causes.						
Comments:						

Hazard Prevention and Control

	0	1	2	3	NA	NE
11. Feasible engineering controls are in place.						
Comments:						
12. Effective safety and health rules and work practices are in place.						
Comments:						

13. Applicable HIOSH-mandated programs are effectively in place.						
Comments:						
14. Personal protective equipment is effectively used.						
Comments:						
15. Housekeeping is properly maintained.						
Comments:						
16. The organization is properly prepared for emergency situations.						
Comments:						
17. The organization has an effective plan for providing competent emergency medical care to employees and others present at the site.						
Comments:						
18. Effective preventive maintenance is performed.						
Comments:						
19. An effective procedure for tracking hazard correction is in place.						
Comments:						

Planning and Evaluation

0 1 2 3 NA NE

20. Workplace injury/illness data are effectively analyzed.						
Comments:						
21. Hazard incidence data are effectively analyzed.						
Comments:						
22. A safety and health goal and supporting objectives exist.						
Comments:						
23. An action plan designed to accomplish the organization's safety and health objectives is in place.						
Comments:						
24. A review of in-place HIOSH-mandated programs is conducted at least annually.						
Comments:						
25. A review of the overall safety and health management system is conducted at least annually.						
Comments:						

Administration and Supervision

0 1 2 3 NA NE

26. Safety and health programs tasks are each specifically assigned to a person or position (first line supervisor, foreman, etc.) for performance or coordination.						
Comments:						

27. Each assignment of safety and health responsibility is clearly communicated.						
Comments:						
28. An accountability mechanism is included with each assignment of safety and health responsibility.						
Comments:						
29. Individuals with assigned safety and health responsibilities have the necessary knowledge, skills, and timely information to perform their duties.						
Comments:						
30. Individuals with assigned safety and health responsibilities have the authority to perform their duties.						
Comments:						
31. Individuals with assigned safety and health responsibilities have the resources to perform their duties.						
Comments:						
32. Organizational policies promote the performance of safety and health responsibilities.						
Comments:						
33. Organizational policies result in correction of non-performance of safety and health responsibilities.						
Comments:						

Safety and Health Training

0 1 2 3 NA NE

34. Employees receive appropriate safety and health training.						
Comments:						
35. New employee orientation includes applicable safety and health information.						
Comments:						
36. Supervisors receive appropriate safety and health training.						
Comments:						
37. Supervisors receive training that covers the supervisory aspects of their safety and health responsibilities.						
Comments:						
38. Safety and health training is provided to managers.						
Comments:						
39. Relevant safety and health aspects are integrated into management training.						
Comments:						

Management Leadership

0 1 2 3 NA NE

40. Top management policy establishes clear priority for safety and health.						
Comments:						

41. Top management considers safety and health to be a line rather than a staff function.						
Comments:						
42. Top management provides competent safety and health staff support to line managers and supervisors.						
Comments:						
43. Managers personally follow safety and health rules.						
Comments:						
44. Managers delegate the authority necessary for personnel to carry out their assigned safety and health responsibilities effectively.						
Comments:						
45. Managers allocate the resources needed to properly support the organization's safety and health system.						
Comments:						
46. Managers assure that appropriate safety and health training is provided.						
Comments:						
47. Managers support fair and effective policies that promote safety and health performance.						
Comments:						

48. Top management is involved in the planning and evaluation of safety and health performance.						
Comments:						
49. Top management values employee involvement and participation in safety and health issues.						
Comments:						

Employee Participation

	0	1	2	3	NA	NE
50. There is an effective process to involve employees in safety and health issues.						
Comments:						
51. Employees are involved in organizational decision making in regard to safety and health policy.						
Comments:						
52. Employees are involved in organizational decision making in regard to the allocation of safety and health resources.						
Comments:						
53. Employees are involved in organizational decision making in regard to safety and health training.						
Comments:						
54. Employees participate in hazard detection activities.						
Comments:						

55. Employees participate in hazard prevention and control activities.						
Comments:						
56. Employees participate in the safety and health training of co-workers.						
Comments:						
57. Employees participate in safety and health planning activities.						
Comments:						
58. Employees participate in the evaluation of safety and health performance.						
Comments:						

Revised Form 33, October, 2000