

Assessment Tool

Environmental health and safety issues impact each Department in Quality Electric. Actions you may take to create and maintain a safe work environment and reduce your environmental footprint can materially impact your department. The steps to a sustainable environmental health and safety program include committed management, engaged employees, feasible business strategy, gap analysis and plan, and integration of environmental health and safety practices into the core values and daily activities of Quality Electric.

The following questions should help you develop or expand on an environmental health and safety strategy. Starting, running, and growing an environmental health and safety sustainable program takes significant time, resources, and financial commitment. The more "yes" answers you select, the more prepared your department should be to improve your health and safety performance and reduce your environmental footprint. If you need assistance in interpreting the questions or findings, please contact the Safety Department at Quality Electric.

Instructions

This tool has been created in Excel to accept your responses and automatically calculate and graph your results. To enter your responses, simply select a Yes or No **GREEN** cell, enter an "x" and hit "enter." In the event you want to go back and change your response, select the cell, enter the new response and hit "enter." You can delete the questions that are not relevant to your department and add questions that are pertinent.

A. Management Commitment and Employee Involvement

How can your department integrate EH&S into the day-to-day business operations?

	YES	NO
1. Are employees aware of their Supervisor's commitment to health, safety, and environmental protection?		
2. Does management communicate their commitment to the safety and health program?		
3. Have program goals and expectations been established and communicated to all employees?		
4. Are there dedicated EH&S staff, committed and working in the department?		
5. Is EH&S performance included in the employee's personal development and evaluation process?		
6. Is there a safety budget to address outstanding financial outlays for EH&S matters?		
7. Are employees encouraged to report health and safety concerns?		
8. Do workers have access to safety and health information?		
9. Are workers involved in all aspects of the safety and health program?		
10. Are employees held accountable for not following work rules designed to promote safety?		
MANAGEMENT COMMITMENT AND EMPLOYEE INVOLVEMENT TOTALS		

B. Worksite Analysis

Is there an ongoing process to identify and prioritize hazards?

	YES	NO
1. Are there procedures in place to manage health and safety hazards and environmental impacts?		
2. Are there systems in place to identify and keep current with legal and other requirements?		
3. Have Job Hazard Analysis (JHAs) been completed and are they up-to-date?		
4. Have PPE Hazard Assessments been completed and are they up-to-date?		
5. Is proper clothing attire being worn?		
6. Are spill kits fully stocked?		
7. Are self-inspections being conducted to identify new hazards and are existing hazards being tracked to resolution?		
8. Are hazards being evaluated for severity of outcome, likelihood of occurrence, and the number of workers exposed?		
9. Are hazards associated with emergency and non-routine work being evaluated?		
10. Are employees reporting practices and conditions that look dangerous or out of place?		
WORKSITE ANALYSIS TOTALS		

C. Hazard Prevention and Control

Is there an ongoing process to correct and prevent hazards from reoccurring?

	YES	NO
1. Are safe work procedures set-up based on the analysis of the work environment?		
2. Where feasible, are hazards being engineered out of the work environment?		
3. Is personal protective equipment (PPE) being used and maintained properly?		
4. Are Preventive Maintenance programs established and functioning?		
5. Is an up-to-date emergency plan in place and routinely tested during table top and field drills?		
6. Are medical personnel readily available for advice and consultation?		
7. Are emergency medical procedure in place?		
8. Are routine walk-throughs of the worksite conducted?		
9. Are root-cause incident investigations being conducted?		
10. Are EH&S issues resolved in a timely manner?		
HAZARD PREVENTION AND CONTROL TOTALS		

D. Training for Employees, Supervisors, and Managers

Does the staff know about the hazards in their work environment and how to control them?

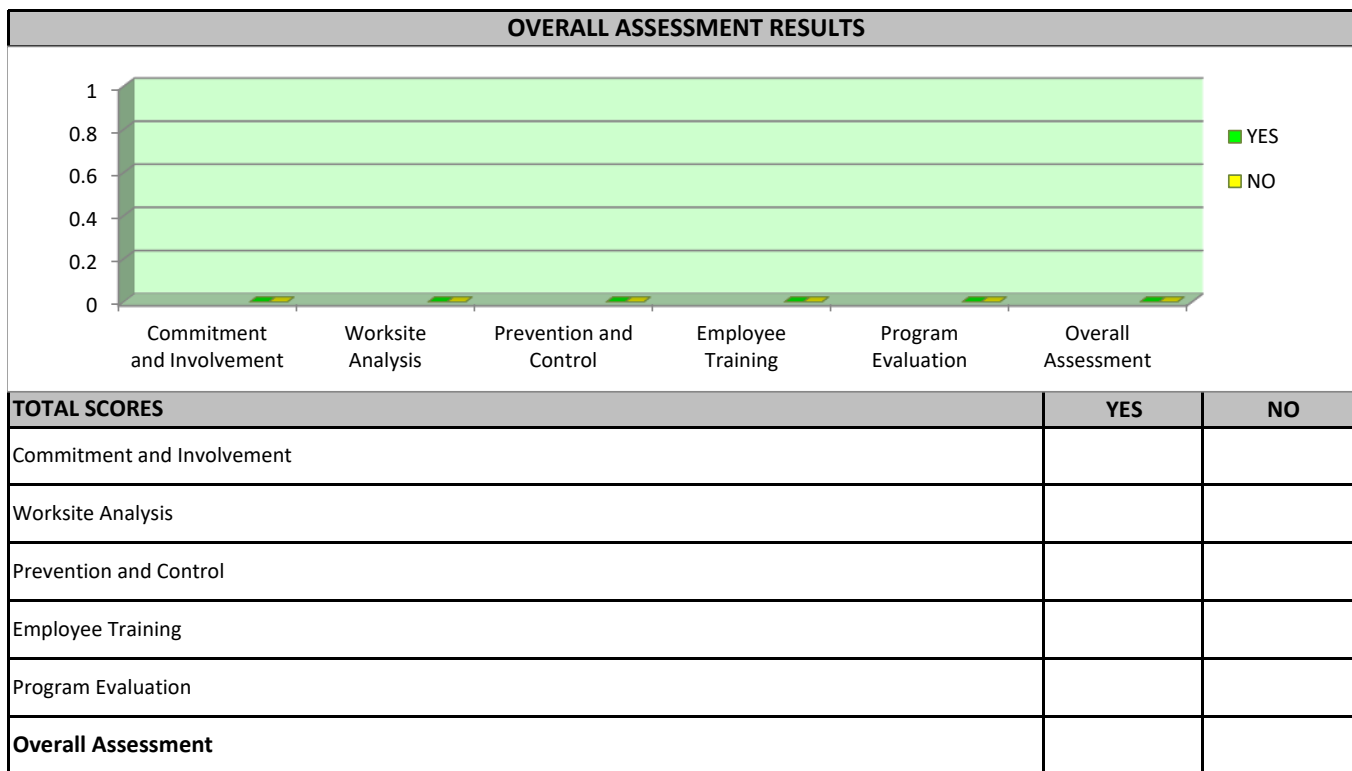
	YES	NO
1. Do the employees have a basic understanding of the program's structure, plans, and procedures?		
2. Are the employees being trained on their roles and responsibilities in the safety and health program?		
3. Are workers being trained on hazard identification, hazard analysis, and controls?		
4. Is training being done when work procedures or personnel change?		
5. Is training being provided in a language and at a literacy level that all workers can understand?		
6. Is training being documented to verify that training was conducted and the employee understood the training and his or her role and responsibility?		
7. Are individuals trained in emergency preparedness (e.g., spill kits) and response?		
8. Are lessons learned communicated to employees and affected parties?		
9. Do supervisors understand all the hazards faced by their employees and how to reinforce training?		
10. Does Administration understand their responsibilities and how to hold subordinates accountable?		
TRAINING FOR EMPLOYEES, SUPERVISORS, AND MANAGERS TOTALS		

E. Program Evaluation and Improvement

Is there a process in place to evaluate hazards and track metrics to identify whether the program is effective?

	YES	NO
1. Have metrics been established to indicate whether the program is effective?		
2. Has a baseline been completed of the overall program followed by periodic reviews to identify hazards and opportunities for improvement?		
3. Are injuries, illnesses, incidents, hazards, and concerns being reported?		
4. Are injury and illness records being reviewed to identify trends (lagging indicator)?		
5. Are the number of hazards identified decreasing during inspection walk-arounds (leading indicator)?		
6. Is management conducting safety walk-arounds on a frequent basis (leading indicator)?		
7. Are maintenance activities conforming to planned preventive maintenance schedules (leading indicator)?		
8. Have objectives and targets been established to address high risk EH&S practices and conditions?		
9. Have the program's core elements been fully and effectively implemented?		
10. When issues are identified, is prompt action taken to correct the problem and prevent recurrence?		
PROGRAM EVALUATION AND IMPROVEMENT TOTALS		

SAFETY SCORE CARD



One Approach to Interpreting Your Department's Overall Results

- 40-50:** Your department is well on its way to reducing your health, safety, and environmental risks. Review each category and see what you can do to address your “no” answers. Use the Action Plan Worksheet to identify and record your next steps. Contact the QEI Safety Office if you need assistance.
- 30-39:** Your department has some work to do in order to reduce your risk profile. Look at the categories and see where you selected the most “no” answers. Consider what your department can do to make those responses “yes.” Use the Action Plan to identify and record your next steps. The QEI Safety Office may be able you further translate your ideas into a plan for a successful risk reduction strategy.
- 29 and below:** Review each category to determine where to concentrate your department's efforts. Do you need to be more prepared before taking on more initiatives? Do you need to focus on a different programs? Use the Action Plan Worksheet to identify and record your next steps. The QEI Safety Office may provide the structured assistance needed to transform your ideas into a successful plan.

