



CITY OF PHILADELPHIA RISK MANAGEMENT DIVISION
Safety Directive #A-15 Revision #1 February 20, 2006

Title: Evaluating the Safety and Health Program

Purpose

The Purpose of this Directive is to assist and provide a format for individual Departments to evaluate their Safety and Health Programs to ensure the basic components are in place and focused on the prevention of injuries to City employees.

Citywide Audits

The Safety and Loss Prevention Unit of Risk Management will periodically conduct audits to evaluate overall and individual Safety and Health Programs in Departments. Risk Management's goal is to conduct an audit for each department's overall Safety and Health program at least once every three to five years. Departments with large numbers of employees, high-risk exposures, or high injury incidence &/or severity rates may be audited every two to three years.

Internal Departmental Audits

On a regular basis but at least annually each Department must evaluate the components of their Safety and Health Program. The following can serve as a guide.

Program Elements

In order to obtain a satisfactory rating in the *Program Element Review* section below, all three of the following criteria must be met: 1) a complete written program; 2) an implemented, active or working program; and 3) communication of the program and its elements to affected employees (via distribution, training, etc.)

*****The designated Safety Coordinator will (internally) review the following components on a regular basis but at least annually.***

ACCIDENT ILLNESS AND PREVENTION PROGRAM AUDIT

Department / Agency: _____ Date: _____

Participants in the AIPP audit: _____

AIPP audit conducted by: _____

Overall Rating of Safety Program:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
-----------------------------------	---------------------------------------	---

Rating of Basic Program Elements (A – O):	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
---	---------------------------------------	---

Rating of Work Environmental Procedures (P):	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
--	---------------------------------------	---

1. Accident and Illness Prevention Service Provider Review: A Self-Insured Employer must employ or otherwise make available qualified Accident and Illness Prevention personnel.

- A. Number of Agency Qualified Provider(s): _____
- a. Please provide name(s) and title(s) of Qualified Provider(s).
 - b. Attach a copy of Qualified Provider credentials/qualifications; i.e. certificates, degree, etc.
- B. Number of Contracted Qualified Service Provider(s): _____
- a. Please provide name(s) and company name of Qualified Provider(s).
 - b. Attach a copy of Qualified Provider credentials/qualifications; i.e. certificates, degree, etc.

2. Accident and Illness Prevention Program Effectiveness Review: The method used to determine the effectiveness of the A&IP Program and an understanding of how that information is to be used.

Departmental program effectiveness performed and provided
by _____ . **The Method chosen is** _____ .

3. Program Element Review: (Basic Required Program Elements)

A. Safety Program Policy Statement: A written statement that contains the employer's philosophy regarding accident and illness prevention. This statement is signed by the Commissioner or head Administrator and is communicated to all employees within the organization.

Safety Program Element Rating: Satisfactory Unsatisfactory

Comments:

B. Safety Program Coordinator Designated: Individual(s) appointed by the employer to coordinate the functions of the Accident & Illness Prevention Program by location or on a central basis. Assignment of the Safety Program Administrator should be documented and made part of the designated individuals duties and responsibilities (job description).

Safety Program Element Rating: Satisfactory Unsatisfactory

Comments:

C. Safety Program Responsibility Assignments: Assignment of safety program responsibilities, as they pertain to employees and staff, (includes contracted providers retained and responsible for certain program elements). The individual, position and/or title of the position, and the assignment of individual or position responsibilities should be documented.

Safety Program Element Rating: Satisfactory Unsatisfactory

Comments:

D. Hazard Identification Methods: A written procedure for the conduct of hazard identification, control assessments and for providing recommendations or suggestions for the purpose of eliminating or reducing occupational incidents (accidents, injuries, illnesses, and near misses). Activities may include, but not be limited to: providing solutions, explanations, resources, reference materials and referrals.

Safety Program Element Rating: Satisfactory Unsatisfactory

Comments:

E. Industrial/Occupational Health Services: A written policy that provides for services that include an initial consultation concerning the physical, mental, and emotional well-being of employees in relation to their job and working environment. These consultations may produce recommendations designed to identify, control, and/or eliminate health hazards.

Safety Program Element Rating: Satisfactory Unsatisfactory

Comments:

F. Industrial Hygiene Services: A written policy providing for services that include surveys and consultations concerning suspected chemical, physical or biological exposures. These surveys and consultations *may* produce recommendations designed to control and/or prevent identified exposures.

Safety Program Element Rating: Satisfactory Unsatisfactory

Comments:

--



G. Accident and Illness Prevention Program Training: Documented training of employees which enable the organization and it's employees to enhance knowledge, skills, attitudes and motivations concerning health and safety procedures relating to operations, processes, and specific work environments. Included (if applicable) is training for management/labor safety committee members regarding their roles and responsibilities.

Safety Program Element Rating: **Satisfactory** **Unsatisfactory**

Comments:

--



H. Emergency Action Plan: A written plan designed to provide a quick and pre-planned response to emergencies, or unexpected (disastrous) events that include, but are not limited to: fires, floods, gas leaks, and ordered evacuation. The plan must include an accountability procedure once evacuation has occurred.

Safety Program Element Rating: **Satisfactory** **Unsatisfactory**

Comments:

--



I. Employee Safety Suggestion Program: A documented program whereby employees can offer recommendations that are expected to improve the overall Accident & Illness Prevention Program or improve related operating conditions.

Information regarding program communicated to all employees: YES NO

Safety Program Element Rating: Satisfactory Unsatisfactory

Comments:

J. Employee Involvement Methods: A documented program which describes how employees are able to participate in Accident & Illness Prevention Program projects and activities, including assumption of certain program responsibilities, either on an assigned or voluntary basis.

Safety Committee Formed (50% union/labor and 50% management): YES NO __%Union: __%Mgmt

Training for Committee Members Conducted: YES NO

Safety Committee Meeting Held: YES NO

Safety Program Element Rating: Satisfactory Unsatisfactory

Comments:

K. Safety Rules and Enforcement Procedure: A written document that provides for enforcement of safety rules and regulations pertaining to the workplace, safe job performance behaviors and practices. Rules may be a result of legislative mandates and/or policies developed by the employer for periodic site and task application(s).

Safety Program Element Rating: Satisfactory Unsatisfactory

Comments:

L. Accident Investigation and Reporting: A written procedure explaining and providing for the timely investigation of accidents, analysis of causes(s), completion of required reporting and recording, and a system for monitoring this information.

Safety Program Element Rating: Satisfactory Unsatisfactory

Comments:

M. Availability of First-Aid & CPR: A written program explaining how immediate care to an injured or suddenly ill employee is to be provided. This program includes on-site services, as well as, those provided by the medical community.

Safety Program Element Rating: Satisfactory Unsatisfactory

Comments:

N. Program Evaluation Methods: Documentation of the methods(s) used for assuring the quality of the Accident & Illness Prevention Program. Different than effectiveness measures, this element would involve actual review and critique of the program for the purpose of determining the strength and weaknesses of it's elements, as well as program areas that may require revision.

Safety Program Element Rating: Satisfactory Unsatisfactory

Comments:



O. Program Goals and Objectives: A documented procedure explaining how Accident & Illness Prevention Program goals and objectives are set and monitored.

Safety Program Element Rating: **Satisfactory** **Unsatisfactory**

Comments:



P. Worksite Environmental Procedures: The following is a list of program elements that are required if the hazards and need for such a program exist within the workplace. Agencies should be assessing their worksites for these types of exposures. If present, all agencies/departments must develop programs that meet their needs. The extent of the program should be based on the type of work settings and degree of hazard.

1. Electrical and Machine Guarding:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
2. Personal Protective Equipment:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
3. Hearing Conservation Program:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
4. Vision Conservation Program:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
5. Lockout/Tag-Out Program:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
6. Hazardous Material (R-2-K) and Waste Program:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
7. Confined Space Entry Program:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>

8. Fire Prevention & Protection Program:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
9. Bloodborne Pathogens Exposure Control Program:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
10. Pre-Operational Process Review Procedure:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
11. Substance Abuse Awareness & Prevention Program:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
12. Fall Protection Program:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
13. Walking/Working Surfaces:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
14. Scaffolding:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
15. Respiratory Protection Program:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
16. Powered Industrial Trucks:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
17. Excavation/Trench Safety:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
18. Asbestos Exposure Prevention and Protection:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
19. Lead Exposure Prevention and Protection:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
20. Tuberculosis Exposure Control Program:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
21. Workplace Violence Prevention	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
22. Ergonomics:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
23. Fleet Safety:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
24. Heat Stress Prevention:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
25. Cold Stress Prevention:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
26. Ladder Safety:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
27. Servicing multi-piece and single-piece Rim Wheels:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
28. Diving:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
29. Lab Safety/Chemical Hygiene Plan:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
30. Welding and Hot Work:	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	N/A <input type="checkbox"/>
31. Other – Other specific hazards as identified:			

Comments for section P:

1: Electrical and Machine guarding:

2: Personal Protective Equipment:

3: Hearing Conservation Program:

4: Vision Conservation Program:

5: Lock-out / Tag-Out Program:

6: Hazardous Materials (R-2-K) and Waste Program:

7: Confined Space Program:

8: Fire Prevention & Protection Program:

9: Bloodborne Pathogens Exposure Control Program:

10: Pre-Operational Process Review Procedure:

11: Substance Abuse Awareness and Prevention Program:

12: Fall Protection Program:

13: Walking/Working Surfaces:

14: Scaffolding:

15: Respiratory Protection Program:

16: Powered Industrial Trucks:

17: Excavation/Trench Safety:

18: Asbestos Exposure Prevention and Protection:

19: Lead Exposure Prevention and Protection:

20: Tuberculosis Exposure Control Program:

21: Workplace Violence Prevention:

22: Ergonomics:

23: Fleet Safety:

24: Heat Stress Prevention:

25: Cold Stress Prevention:

26: Ladder Safety:

27: Servicing Multi-piece and Single-piece Rim Wheels:

28: Diving:

29: **Lab Safety/ Chemical Hygiene Plan:**

30: **Welding and Hot Work:**

31. **Other:**

Overall Program Comments and Conclusions:

OTHER COMMENTS AND NOTES:

Responsibilities

Risk Management

- To provide training to Safety Coordinators in the annual review process.
- To provide oversight in the Safety and Health review and evaluation process by conducting audits in selected Departments on an annual basis.

City Departments Safety Coordinator

- Using the above table as a guide, evaluate (on an annual basis) their Department's Safety and Health Program.

Evaluating the Safety and Health Program

January 20, 2013

Page 13 of 14

- Cooperate with Risk Management in any audit process conducted for overall or individual Safety and Health Programs within their Department.