



Evaluation of Health and Safety Programs.

The evaluation of employers' health and safety programs is an integral part of any inspection. In order to assist you in conducting a thorough evaluation, the following information is provided.

Health and Safety Program Elements.

There are four basic elements that every worksite should have in place to protect employees from occupational hazards. This four-point workplace program is designed to recognize and promote effective health and safety management as the best means of ensuring a safe and healthful workplace.

The four major elements are:

- (1) Management commitment and employee involvement.
- (2) Worksite analysis
- (3) Hazard prevention and control
- (4) Health and safety training

It must be stressed that a good written health and safety program does not necessarily constitute a good program. Effective implementation of the health and safety program must be focused on during the evaluation. Among the areas to be reviewed during the inspection are: formal training efforts, means of communication, avenues for employee participation, enforcement procedures, and disciplinary measures.

Some basic questions to ask during employer and employee interviews include:

Are objectives clearly stated?

Is the program comprehensive?

Are basic safety rules specified?

Are disciplinary measures enforced when rules are not followed?

Are there rules for housekeeping and general maintenance?

Is personal protective equipment provided and used?

Are the means of investigating accidents specified and followed?

Are training sessions held?

Is employee participation encouraged?

Are there specified methods of employee participation?

Are employees provided sufficient time to discuss health and safety issues?

Are meetings scheduled on a regular basis for employees and company representatives to exchange information and are records of the meetings kept?

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