



## **A. PLANNED INSPECTIONS (100)**

### **1. General Inspections (30)**

- 1.a. The conducting of 6 general inspections annually covering all structures and premises (10) yes/no \_\_\_\_\_
- 1.b. Written documentation of all general inspections (5) yes/no \_\_\_\_\_
- 1.c. Application of hazard classification (5) yes/no \_\_\_\_\_
- 1.d. An effective system of remedial follow-up. Submission of a progress report to a member of upper management at a frequency not less than every two weeks following the initial inspection. In addition, a final report on the status of incomplete items should be submitted to serve as a guide to uncorrected hazards for the next inspection. (10) yes/no \_\_\_\_\_

### **2. Critical parts Inspection (30)**

- 2.a. Evidence by record that an inventory or listing of all critical parts exists. Scoring should be based on the completeness of the program. (10) yes/no \_\_\_\_\_
- 2.b. Evidence by record that a system has been established to inspect all critical parts. Scoring would be influenced by Item 2.a. (10) yes/no \_\_\_\_\_
- 2.2. Evidence by record that an audit system exists to encourage compliance with the inspection program. (10) yes/no \_\_\_\_\_

### **3. Pre-use Equipment Check-outs (15)**

- 3.a. Evidence by record that a pre-use check-out form for use of operators on all mobile or materials handling equipment exists. (10) yes/no \_\_\_\_\_
- 3.b. Evidence by record that an audit system exists to encourage compliance with the check-out program (5) yes/no \_\_\_\_\_

### **4. System for Handling Conditions Reported Verbally (10)**

- 4.a. Evidence by record that a system exists for recording and follow-up of all conditions/hazards reported to any member of management by an employee. (10) yes/no \_\_\_\_\_

### **5. Inspection Performance Measured (15)**

- 5.a. Evidence by record that a system exists to measure the effectiveness of the general and critical parts program by organization, department, and division. (5) yes/no \_\_\_\_\_



- 5.b. Evidence that inspection program evaluation results are shared with members of management at all levels on not less than a quarterly basis. (10) yes/no \_\_\_\_\_

## **B. PROPER JOB ANALYSIS AND STANDARD JOB PROCEDURES (100)**

### **1. Management Directive (10)**

- 1.a. The existence of a directive or policy statement by a key executive officer communicating the importance of this program area and top management's desire to see it managed effectively.(10) yes/no \_\_\_\_\_

### **2. Critical Job Inventory (15)**

- 2.a. The completion of an organization-wide critical job inventory to identify jobs that should be analyzed and have a Standard Job Procedure (SJP) written.(15) yes/no \_\_\_\_\_

### **3. Proper Job Analysis and Standard Job Procedure Objective System (20)**

- 3.a. Realistic objectives established to complete a Job Procedure Objective (JPO) and Standard Job Procedure (SJP) on all critical jobs. (5) yes/no \_\_\_\_\_
- 3.b. The degree of objective achievement. (15) yes/no \_\_\_\_\_

### **4. The Level of PJA-SJP on Critical Jobs (40)**

- 4.a. The degree of PJA-SJP coverage that presently exists on critical jobs. yes/no \_\_\_\_\_
- 4.b. The degree of PJA-SJP update reviews on not less than an annual basis. yes/no \_\_\_\_\_

### **5. Program Effectiveness Evaluated (15)**

- 5.a. Program effectiveness evaluated on a timely basis by department, division, and organizations. (25) yes/no \_\_\_\_\_
- 5.b. Evaluation of program effectiveness communicated in report form to all levels of related management by department, division, organizations.(15) yes/no \_\_\_\_\_

## **C. ACCIDENT/INCIDENT INVESTIGATION (100)**

### **1. Proper Design of Form (10)**

- 1.a. The existence of a properly designed form . (Use form evaluation method as guide to scoring. (10) yes/no \_\_\_\_\_

### **2. Investigation of All Reported Accidents (30)**

- 2.a. Provision of organization's standard to include all injuries, illnesses, fire and general property damage on a properly designed form . (10) yes/no \_\_\_\_\_



- 2.b. Existence of a monthly check of emergency care center (first aid - medical) records, repair and replacement center records and fire loss control records to audit actual investigation rate. Scoring allocated as follows: 10 points for emergency care record audit, 5 points for repair and replacement center audit, and 5 points for fire loss control department record audit. (20) yes/no \_\_\_\_\_

### 3. Organized Remedial Action Follow-up System (20)

- 3.a. The existence of an organized system to assure that remedial action has been taken on all (HIPO) accidents. (10) yes/no \_\_\_\_\_
- 3.b. The frequency of organized follow-ups. Full score given for 6 annual audits or comprehensive Checks. (10) yes/no \_\_\_\_\_

### 4. Major Loss Announcements (10)

- 4.a. The prompt distribution of a major accident announcement of disabling or lost-time injuries or illness containing key relevant information to all department head and executive management level personnel. Scoring should be based on the percentage of required management receiving such notices. (5) yes/no \_\_\_\_\_
- 4.b. Similar announcement on all major fires  
Scoring same as 4.a. (2) yes/no \_\_\_\_\_
- 4.c. Similar announcement on all major general property damage accidents.  
Scoring same as 4.a. (3) yes/no \_\_\_\_\_

### 5. Executive Management Participation (20)

- 5.1. At-the-scene participation of department head level personnel in the investigation of all injuries or illnesses where permanent disability or death is involved. (24-hour basis). Scoring: Full credit given for existence of standard. (5) yes/no \_\_\_\_\_
- 5.b. At-the-scene participation of department head level, personnel in the investigation of all major property damage accidents that occur during normal work day period.(5) yes/no \_\_\_\_\_
- 5.c. Accident investigation review meeting conducted by an executive level manager following all disabling (lost time) injuries. Scoring based on evidence of accident review meeting frequency. (5) yes/no \_\_\_\_\_
- 5.d. Accident investigation review meeting conducted by an executive level manager following all major fires and general property damage accidents. Scoring based on evidence of accident review meeting frequency. (5) yes/no \_\_\_\_\_

### 6. Evaluation of Program Effectiveness (10)

- 6.a. Existence of a system to measure the percentage of accidents investigated by company, division and department. (4) yes/no \_\_\_\_\_



- 6.b. Existence of a system to measure the quality of accident investigation reports by company, division, and department. (3) yes/no \_\_\_\_\_
- 6.c. The proper distribution of information on the investigation report evaluations to chief operating executive, division and department head personnel. Scoring based on percentage of related personnel receiving evaluation. (3) yes/no \_\_\_\_\_