

County:
Date:

**Annual
MACo on Track Safety Program Evaluation Profile**

Elements of Safety Program

Yes No Comments

Elements of Safety Program	Yes	No	Comments
Management Leadership and Employee Participation			
A. Management Support			
1. Does at least one Commissioner attend the Safety Committee meeting?			
2. Do elected officials and department heads attend safety trainings?			
3. Do department heads allow employees to attend safety training?			
B. Employee Support			
1. Do employees from all departments attend safety trainings?			
2. Do employees recognize hazards and report them?			
C. Viable Safety Committee			
1. Have a minimum of 4 meetings, one per quarter			
2. Have documentation of the minutes, agenda, and attendance			
3. Majority of committee members attend 75% of the time			
4. Have Safety Committee activities that assist the employer in fact findings			
D. Contractor Safety			
1. Check to see if contractors have Certificates of Insurance			
2. Check to see if the independent contractor is exempt			
Workplace Analysis			
A. Job Safety Analysis (JSA)			
1. Identify the High-Risk Tasks			
2. Complete a JSA using the provided form			
3. Complete or review a JSA when an incident/near-miss occurs involving a task			

County:
Date:

**Annual
MACo on Track Safety Program Evaluation Profile**

Elements of Safety Program	Yes	No	Comments
B. Workplace Inspections			
1. Annual inspections and documentation of findings with department head/supervisor participation			
2. Tracking system to document corrective actions (Excel spreadsheet)			
Incident/Near-Miss and Trend Analysis			
1. Documentation of incident investigation/near-miss investigation with detailed findings and recommendations for solutions			
2. Committee review of the investigation form and recommendation for prevention			
3. Committee review of trend analysis and identifying areas of concern			
Hazard Prevention and Controls			
1. Documentation of pre-trip Inspections of heavy equipment and county vehicles			
2. Documentation of scheduled maintenance of equipment			
3. Documentation of reporting system for identifying hazards			
Emergency Response			
A. Emergency Preparedness			
1. Written Emergency Preparedness Plan/review annually			
2. Completed at least one drill (fire, earthquake, shooter) annually			
B. CPR/First Aid Certified/AED Plan			
1. Have employees that are CPR First Aid Certified			
2. Registered AED and written plan if applicable			
Mandatory Written Programs			
A. Hazard Communication Program			
1. Written program that includes Global Harmonization			
2. Review annually and revise as needed			
3. Annual training			

County:
Date:

Annual
MACo on Track Safety Program Evaluation Profile

Elements of Safety Program	Yes	No	
B. Bloodborne Pathogen Program			
1. Written program			
2. Review annually and revise as needed			
3. Annual training			
C. Lockout/Tagout Written Program			
1. Written program			
2. Review annually and revise as needed			
3. Annual training			
D. Respirator Program if applicable			
1. Written program			
2. Review and revise as needed			
3. Annual Training			
E. Hearing Conservation			
1. Written program		x	To be determined
2. Review and revise as needed		x	
3. Annual Training		x	
Training			
1. Documentation of training - attendance sheets with subjects, dates, and name of instructor or DVD			
2. Orientation Training for New Employees			
Return-to-Work Program			
1. Written policy			
2. Initial training and additional training as needed			
Record Keeping			
1. Completing the OSHA Log 300			
2. Posting the OSHA Summary (Form 300A) in February			

County:

Annual

Date:

MACo on Track Safety Program Evaluation Profile

Goals:

1 _____

2 _____

3 _____

4 _____

Comments: