

## SHARP Self-Assessment Checklist

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This SHARP self-evaluation checklist is meant to provide an overview of effective safety and health management techniques that are evaluated in the SHARP process. It is not meant to be all-inclusive. VOSH Consultation will thoroughly evaluate each of these items and more to determine if your site qualifies to participate in SHARP.

### **Management Leadership and Employee Participation:**

- Consider safety and health to be a line rather than a staff function;
- Management personally follows safety and health rules, leading by example;
- Delegate authority to those with assigned responsibilities;
- Allocate resources to support the safety and health systems;
- Ensure that appropriate safety and health training is provided;
- Support fair and effective policies that promote safety and health performance;
- Place value on employee involvement and participation in safety and health issues
- Develop effective means to involve employees in safety and health issues;
- Organizational decision made regarding safety and health policy;
- Organizational decision made regarding safety and health resource allocation;
- Organizational decision made regarding safety and health training;
- Set and evaluate goals and objectives for safety and health;
- Action plan to accomplish goals;
- Comprehensive review of safety and health management system;
- Safety assigned to individuals or positions;
- Clearly communicate to those responsible;
- Have an accountability mechanism in place for each assignment of responsibility;
- Ensure persons with safety responsibilities have the authority and resources to do the job;
- Enforcement and correction of non-performance of safety and health responsibilities

### **Work Site Analysis:**

- Baseline hazard surveys of safety and health conditions;
- Regular self-inspections covering the entire facility;
- Conduct surveillance of established hazard controls;
- Hazard reporting;
- Change analysis of new or changed facilities, equipment, materials or processes;
- Accident investigation to determine root causes;
- Understand MSDS usage relating to potential chemical hazards in the workplace;
- Conduct job-hazard-analysis, job safety- analysis or phase hazard analysis;
- Have expert hazard analysis conducted periodically;
- Incident investigation to determine root cause



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- Workplace injury/illness analysis;
- Hazard incidence analysis;

## **Hazard Prevention and Control:**

- Feasible engineering controls where possible;
- Effective safety and health rules in place and understood by the workforce;
- All applicable OSHA mandated programs;
- PPE usage procedures;
- Good housekeeping procedures;
- Emergency action plans;
- Emergency medical plans;
- Effective preventive maintenance procedures;
- Tracking procedures for hazard correction
- Thorough review of OSHA mandated programs.
- Hazard detection activities;
- Hazard prevention and control activities;
- Ensure company policies promote performance of safety and health responsibilities;

## **Safety and Health Training:**

- Appropriate safety and health training for employees;
- Initial orientation that covers applicable safety and health information;
- Appropriate safety and health training for supervisors;
- Supervisory training covering supervisory aspects of safety and health responsibilities;
- Appropriate safety and health training for managers;
- Management training that covers relevant safety and health management aspects.

