

BASIC RISK CONTROL PROGRAM CHECKLIST

= Yes or satisfactory = No or unsatisfactory

Management Program

- Has your company issued a written document, signed by the chief executive, that states the commitment of company to control injuries and damage to property?
- Does your program assign responsibility and accountability for management and supervisory risk control performance, including compliance with laws and regulations?

Accident Investigation and Claims Management

- Are all accidents reported and investigated (using written procedures) to determine facts and to identify causes (basic and management) for injury or property damage accidents?
- Are there assigned personnel accountable for regular contact with employees while off work due to injuries?
- Does your company have an Early Return To Work program, including transitional work, to get injured employees back to work?

Inspections/Maintenance

- Are regular plant/department inspections made by supervisors, with written reports of hazards found/corrective actions taken?
- Do records and/or inspection forms note critical items -- chains, cables, brakes, etc. for regular inspection schedule.
- Does your company have a lockout/tagout program and is it included in inspection procedures.

Environmental Health/Ergonomics

- Are there potential industrial hygiene exposures (chemical, biological, noise, radiation, etc.) in the workplace and, if so, have monitoring surveys been conducted?
- Does your company have a written hazard communication program in place to inventory, label, and inform employees of the hazards of workplace chemicals?
- Is there a plan for recognition and evaluation of ergonomic exposures in work practices?

Personal Protection

- Has a hazard assessment been completed to determine need for personal protective equipment?
- Have policy/procedures been established for proper use where job requires, including fit testing, when required?

Training/Meetings

- Is accident prevention and employee safety included as a major subject during new employee orientation?
- Has hazard communication, hearing conservation, confined space entry and other training, where required, been provided on schedule?
- Are planned employee/management safety committee meetings held on a regular schedule?

Emergency Response

- Does your company have a first aid facility with a daily inventory of equipment and supplies.
- If professional emergency medical services are not available within 3 minutes, are there certified first aid attendants or industrial EMT's available during all operating hours?
- Have supervisors been trained in basic first aid?
- Are telephone numbers posted and are there written procedures for handling serious cases (ambulance, hospitals, doctors, etc.)?
- Is the local fire department familiar with facility?

Records and Risk Management Information

- Are OSHA injury records current and maintained according to law?
- Is there a central file for all accident investigation reports, for all formal plant inspection reports and for corrective actions completed?

The information in this document was obtained from sources we believe to be reliable, but the document does not address every acceptable or possible safety procedure or regulation applicable to your business. Abnormal or unusual situations may warrant development of different or additional procedures. Keep in mind that we cannot and do not in any way undertake to provide you with legal advice, any assurance of regulatory compliance, nor to assume your legal obligations to your employees or others. Those things remain your responsibilities.