LEADERSHIP AND ADMINISTRATION

TOTAL POSSIBLE POINTS = 515

AUDIT MEASUREMENT

1.1	GENERAL POLICY (70 points)	YES / NO	Score
*	1.1.1. Does the organization at the corporate or local level have a general policy statement* reflecting management's positive attitude and commitment to safety & health/loss control? (XO - 30)		
*	1.1.2. Is the general policy statement signed by chief executive? (XO - 15)		
**	1.1.3. Does the general policy statement include: (2/12 max) • Personal injury? • Property Damage? • Occupational health? • Fire ? • Security? • Compliance with legislation ?		
***	1.1.4. Is this policy: (3/15) • Contained in some manual? • Posted* in various locations? • Included as part of the rule booklets? • Referred to all management training programs? • Used in other way? (Describe)		

| **** | 1.3.3. How frequently does an executive above department head level make a safety & health/loss control tour of his/her area of responsibility?
Every 3 months (45)
• Every 6 months (25)
• Yearly (10)
• Not done (0) | | |

1.4	PRESENTATION AT MANAGEMENT MEETINGS (60 Points)	YES / NO	SCORE
**	1.4.1. How frequently are general meetings held with all levels of management in which safety & health/loss control is a significant part of the agenda? • Every month (60) • Every 2 months (30) • Every 3 months (15) • Every 6 months (10) • Not done (0)		
1.5	MANAGEMENT REFERENCE MANUAL (10 Points)	yes / no	score
***	1.5.1. Is there a safety and health/loss control reference manual that offers guidance to management on matters of safety & health program policy, administration or • practices? (X0-10)		

1.6	INDIVIDUAL RESPONSIBILITY FOR SAFETY AND HEALTH/LOSS CONTROL (70 Points)	YES / NO	SCORE
*	1.6.1. Are safety & health/loss control responsibilities clearly defined in every manager's job description? (XO - 20)		
*	1.6.1.1. Do manager's job description include relevant legislated requirements? (XO -20)		
**	1.6.2. Is the manager provided with a copy of his job description? (XO - 20)		

*	1.6.3. Have employees been informed of their responsibility to report hazards to their immediate supervisor? (XO - 5)		
*	1.6.4. Is there a written procedure ✶ for dealing with the reported hazards? (XO - 5)		
1.7	ESTABLISHMENT OF ANNUAL SAFETY & HEALTH/LOSS CONTROL OBJECTIVES (25 Points)	yes / no	score
***	1.7.1. Are annual safety & health/loss control objectives* established for the • organization? (XO - 25)		
1.8	JOINT SAFETY & HEALTH COMMITTEES AND/OR SAFETY & HEALTH REPRESENTATIVES? (50 Points)	YES / NO	SCORE
*	1.8.1. Does the organization have a joint safety & health committee? (XO - 10)		
*	1.8.2. Is there an internal written procedure* for receiving & considering recommendations from the joint safety & health committee? (XO - 10)		
****	1.8.3. Has one person been designated to report to the joint safety & health committee on action to be taken by management on recommendations? (XO - 5)		

*	1.8.3.1. Is there a follow-up procedure* to ensure implementation of accepted joint safety & health committee recommendations? (XO - 5)		
*	1.8.4. Is there an internal written procedure* to handle requests from and provide information to employees, their representative and any committee on safety & health hazards? (X0-10)		
*	1.8.4.1. Is there an internal written procedure* to provide employees, their representative & any safety & health committee with required information (e.g., air sampling results, exposure records, orders made under current legislation, records in similar industries, updates on new program activities & progress made? (X0 - 10)		
1.9	REFUSAL TO WORK ON GROUNDS OF SAFETY & HEALTH HAZARDS (35 Points)	yes / no	score
*	1.9.1. Is there an internal written procedure* for handling refusal to work situations? (XO - 20)		
*	1.9.2. Are all levels of management and any others designated by legislation aware of refusal to work procedures? (XO-15)		
1.10	REFERENCE LIBRARY (45 Points)	yes / no	score

****	1.10.1. How many current safety & health equipment supply catalogs does the organization have?
	       • At least 10 (20)
	       • ☐ 7 to 9 (15)
	       • ☐ 4 to 6 (10)
	       • ☐ 1 to 3 (5)
	       • None (0)	

*	1.10.2. Does the organization have copies of all relevant legislation and related standards? (PJ - 25)	
	TOTAL POINTS SCORED for LEADERSHIP & ADMINISTRATION = TOTAL POSSIBLE POINTS = 515 Percentage Score for LEADERSHIP & ADMINISTRATION = Total points scored divided by total possible points multiplied by 100. Figure nearest 1/10 of 1 %.	