

# **SAFETY CHECKLIST**

## **SAFETY PROGRAM**

**Date:** \_\_\_\_\_

**Org:** \_\_\_\_\_

**Insp:** \_\_\_\_\_

### **Safety Climate**

Is safety climate conducive to accident prevention? (first impressions of management and personnel attitudes, working areas, safety priorities) ( )

\_\_\_\_\_  
Top Management Safety Background? (Education, training, experience) ( )

\_\_\_\_\_  
Management safety policies, goals, objectives stated clearly and regularly?

- Visibly displayed (bulletin boards, signs, etc.)? ( )
- Written safety program? ( )
- Reviewed regularly, by whom? \_\_\_\_\_ ( )
- Safety personnel involved in determining content? ( )
- Are all relevant safety programs covered? ( )
- How are new personnel indoctrinated concerning safety? (Orientation class, check-in form, handout, safety questionnaire, lectures) ( )

Dedicated safety director? ( )

- Appropriate experience, training, education? (safety, flying) ( )
- Reports directly to top management on matters of safety? ( )
- Based on total number of staff is Safety Office adequately manned? ( )
- Relations with other departments? ( )
- Involvement with management plans, policies, directives? ( )
- Other duties which detract from primary responsibilities? ( )
- Monitoring of activities, work areas, facilities, equipment? ( )

### **Safety Program**

Safety standards and regulations? ( )

Occupational Safety and Health Programs

- Fire Prevention ( )
- Head Protection ( )
- Personal Protective Clothing ( )
- Foot Protection ( )
- Hearing Conservation ( )
- Sight Conservation ( )
- First Aid/CPR ( )
- Back Injury Prevention ( )
- Hazardous Material Control ( )
- Respiratory Protection ( )
- Electrical Protection ( )

## Safety Program (cont.)

- Premishap plans and policies? \_\_\_\_\_ ( )
- Accident prevention, education and training? ( )
- Accident investigation and reporting? ( )
- Use and training in personal protective equipment? ( )
- Hazard identification during periodic inspections? ( )
- Documentation and correction of hazards? ( )

## Hazard Identification

- Is reporting of detected hazards encouraged? ( )
- Program and procedures well publicized? ( )
- Is there internal system for documenting unsafe or unhealthful working conditions? ( )
  - Are forms readily available? ( )
  - Are forms easy to use? ( )
  - Are safety hazards records in OSH Deficiency Log or equivalent? ( )
  - How many received? Numbered? Logged? ( )
  - Hazards investigated? By whom? How? ( )
  - Does log reflect current status of corrective action? ( )
  - Is information passed to top management? ( )
  - Is there feedback to originator and affected personnel? ( )
  - Results disseminated? ( )
  - Periodic in-house inspections conducted? ( )
  - How documented? ( )

## Dissemination of Safety Information

- Written Safety Standard Operating Procedures (SOP)? \_\_\_\_\_ ( )
- What type of information? \_\_\_\_\_ ( )
- How disseminated? \_\_\_\_\_ ( )
- How often? \_\_\_\_\_ ( )
- Lectures? ( )
- Safety Standdowns? \_\_\_\_\_ ( )
- Read and Initial Boards? ( )
- Safety periodicals readily available? ( )

## Safety Reporting

- Hazard, Injuries and accidents investigated and reported? ( )
- How many reports for injuries/death past 12 months? \_\_\_\_\_ ( )
- How many reports for material/property damage past 12 months? \_\_\_\_\_ ( )
- Near mid-air collision reports? \_\_\_\_\_ ( )
- Bird Strike reports? \_\_\_\_\_ ( )

