OPERATIONS INSIDER

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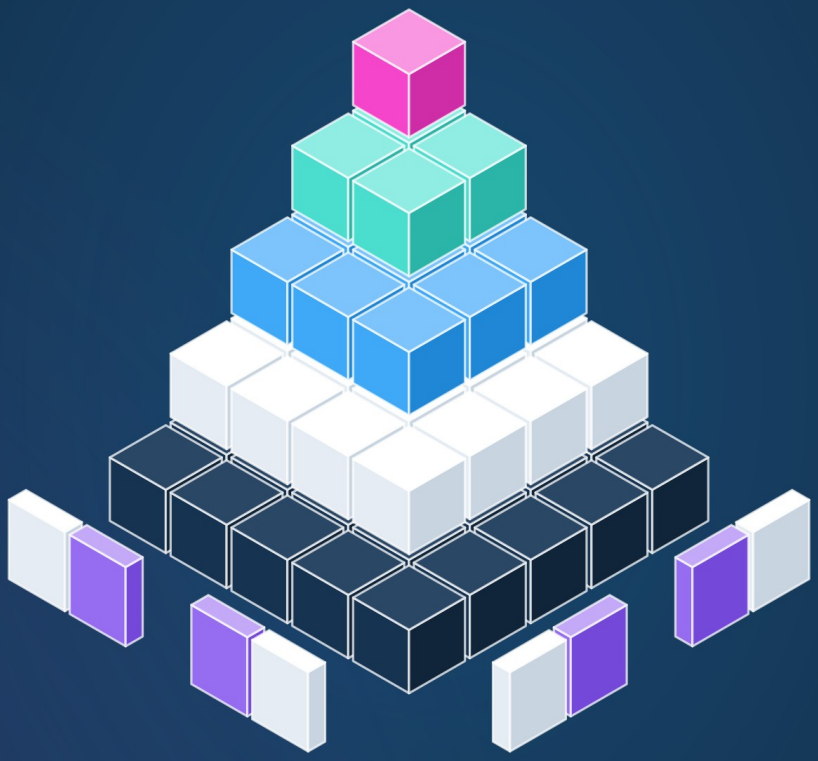
OCCUPATIONAL SAFETY AND HEALTH QUICK START CHECKLIST

Score one plant or area in one hour, with records you can point at.



SEE. ASSESS. ACT. LEARN.

START HERE

How to Use This Check

One plant or one area, one hour with the area manager, a supervisor and an employee of the area, twenty-five statements, one number.

01 LOOK	02 SCORE	03 ACT
Go to the area and open the real records: the hazard assessment, the action list, the reports of the last three months and the board.	Score each statement from 0 to 4. Without a record, a board or a device you can point at, the score is 2 or lower.	Pick the weakest block and agree one action with an owner and a date before you leave.

The Scoring Scale

POINTS	MEANING
0	Not in place.
1	Happens occasionally, depends on individuals.
2	Partly in place, not consistent across areas or shifts.
3	Mostly in place and visible in the records.
4	Consistently in place, visible, reviewed and improved.

WHAT THIS CHECK IS

A management check of how safety is organized and led. It is not a legal compliance audit and not a technical inspection. This material is management guidance. It does not replace the competent safety professional on site, the assessments and inspections required by law in your country or the documentation of the machine manufacturer. Legal duties, limit values and inspection intervals differ by country: clarify them with your safety professional and the local regulations.

Before You Start

- **Scope:** one plant or one area with its own manager, including maintenance, logistics and contractors who work there.
- **Evidence:** hazard assessment, action list, reports, instruction records, the last investigation and the monthly figures.
- **Tone:** you check the system, not the people. Ask what makes the safe way difficult, not who broke a rule.

THE CHECK

01 Leadership and Reporting

NO.	CHECK	SCORE 0 TO 4
01	Every manager and supervisor has written safety tasks for the own area, and they are part of the regular review with the plant manager.	
02	Near misses and unsafe conditions are reported by employees of all areas and shifts, and the number of reports per month is known.	
03	Every report gets an answer to the person who reported it within one week, and the answer is visible on the area board.	
04	Reports and accidents are discussed without looking for a guilty person, and employees confirm this when asked.	
05	Safety is the first topic of the daily shop floor meeting, with events of the last day and open actions.	

02 Hazards and Measures

NO.	CHECK	SCORE 0 TO 4
06	For every area a written hazard assessment exists that lists activities, hazards, a rating and the measures, and it is not older than the last change of the work.	
07	The people who do the work took part in the assessment, including maintenance, cleaning and fault clearing.	
08	Risks are rated with one scale for severity and likelihood across the plant, and the high risks of each area are known by name.	
09	Measures follow the order of effectiveness: for every high risk it is documented why elimination, substitution or an engineering measure was or was not possible.	
10	Every measure has an owner and a date, is checked for effectiveness after completion, and overdue measures are escalated.	

THE CHECK

03 Machines, Traffic and Workplaces

NO.	CHECK	SCORE 0 TO 4
11	Guards and protective devices are complete and working, are checked at the start of the shift, and a bypassed device stops the machine until it is fixed.	
12	For maintenance, cleaning and fault clearing a written procedure for isolating energy and securing against restart exists per machine and is used with personal locks.	
13	Routes for pedestrians and vehicles are separated or clearly marked, crossings are secured, and the traffic plan is posted.	
14	Racks, ramps, cranes, slings and ladders are inspected at fixed intervals with a record, and damaged equipment is taken out of use at once.	
15	Hazardous substances, noise areas and heavy manual handling are listed per workplace with the agreed measures, and the list was reviewed with the safety professional in the last twelve months.	

04 People, Contractors and Emergencies

NO.	CHECK	SCORE 0 TO 4
16	New and transferred employees are instructed at the workplace before they start, and the instruction is recorded with date and signature.	
17	Short safety briefings take place at a fixed rhythm with a plan of topics, and attendance is recorded.	
18	Managers and supervisors do safety walks to a plan, talk with people at the workplace and record findings with actions.	
19	Contractors are briefed before work starts, and special work such as hot work, work at height or in confined spaces needs a written clearance.	
20	An alarm plan, trained first aiders on every shift, marked escape routes and at least one drill per year are in place, and the last drill has a written review.	

THE CHECK

05 Learning and Key Figures

NO.	CHECK	SCORE 0 TO 4
21	Every lost time accident and every event with high potential is investigated within a few days with the people involved, down to causes in the system.	
22	Investigations end with measures on the workplace, the equipment or the organization, not only with instruction or a reminder.	
23	Findings from one area are passed on to all areas with similar work, and the transfer is checked.	
24	Accident frequency, lost days, near-miss reports and actions on time are reported monthly with a trend and a target.	
25	The plant management reviews safety every month in a fixed round with decisions, owners and dates.	

Your Result

BLOCK	POINTS	OUT OF
01 Leadership and Reporting		20
02 Hazards and Measures		20
03 Machines, Traffic and Workplaces		20
04 People, Contractors and Emergencies		20
05 Learning and Key Figures		20
TOTAL		100

YOUR RESULT

Read the Number

The total tells you how much of your safety depends on luck and on individuals. The weakest block tells you where to start.

TOTAL	WHAT IT MEANS	WHAT TO DO FIRST
0 to 39	Reactive. Safety happens after accidents, hazards are known to individuals only.	Open a simple way to report. Assess one area with the people who work there.
40 to 59	Organized. Assessments and rules exist, but measures rely on instruction and protective equipment.	Rate the risks. Move the high risks up the order of effectiveness.
60 to 79	Managed. Risks are rated, measures are tracked, managers do safety walks.	Investigate events with high potential. Transfer findings to all areas.
80 to 100	Learning. Reports are frequent, causes are fixed in the system, figures steer.	Hold the level. Include contractors and every change of work.

Your Three Priorities

NO.	WHAT TO IMPROVE	FIRST ACTION	OWNER	DUE

THE RULE FOR EVERY ACTION

Owner and date, or it did not happen. Repeat the check after six months and compare the blocks, not the feeling.

What to Do Next

NEXT STEP	WHAT YOU GET
OCCUPATIONAL SAFETY AND HEALTH STARTER KIT	The guide for the first 30 days in one area, plus the hazard and action workbook in Excel with risk matrix, action plan, event log and key figures.
OCCUPATIONAL SAFETY AND HEALTH EXCELLENCE BUNDLE	The full playbook, a two-day workshop pack, eight templates, the Excel system with instruction plan, safety walks, event register, contractor clearance and audit, and a workshop deck.

Both are available at operationsinsider.com.