
	<div style="text-align: right; background-color: #0070C0; color: white; padding: 2px;">FIELD AUDIT FORM - HARD CRAFTS - 2020</div> <p>Audit Type: <b>Hard Crafts</b>  12/19/2019 Section Count: <b>28</b></p>	
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Description :

<b>1. MANAGEMENT SYSTEM</b>	<b>Total Questions: 13</b>
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<b>1.1. - Management involvement in safety programs</b>
<input type="radio"/> Below Average <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> Excellent

<b>1.2. - Field verification of management involvement in safety programs (X)</b>
<input type="radio"/> Below Average <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> Excellent

<b>1.3. - Written safety policy (commitment statement)</b>
<input type="radio"/> Below Average <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> Excellent

<b>1.4. - Safety policy communicated to and understood by all employees (X)</b>
<input type="radio"/> Below Average <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> Excellent

<b>1.5. - Documented management review program (review/ revision/ recertification)</b>
<input type="radio"/> Below Average <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> Excellent

<b>1.6. - Written procedures for employee participation (X)</b>
<input type="radio"/> Below Average <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> Excellent

<b>1.7. - Safety handbook for employees (i.e. quick reference guide, pocket book, mobile apps) (X)</b>
<input type="radio"/> Below Average <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> Excellent

**1.8. - Annual safety goals set for continuous improvement**

- Below Average
- Average
- Above Average
- Excellent

**1.9. - Management system to capture lead/ lagging KPI (examples of how to manage continuous improvement, near miss, first aids, behavioral based safety)**

- Below Average
- Average
- Above Average
- Excellent

**1.10. - Company safety recognition program in place (X)**

- Below Average
- Average
- Above Average
- Excellent

**1.11. - Life critical policy identified/ communicated/ enforced (applicable to services provided) (X)**

- Below Average
- Average
- Above Average
- Excellent

**1.12. - JSAs, JEPs, etc. (X)**

- Below Average
- Average
- Above Average
- Excellent

**1.13. - Subcontractor management process documented and implemented**

- Below Average
- Average
- Above Average
- Excellent

**2. SAFETY TRAINING EDUCATION**

Total Questions: 5

**2.1. - Written new hire orientation (X)**

- Below Average
- Average
- Above Average
- Excellent

**2.2. - Toolbox talks/ safety meetings (X)**

- Below Average
- Average
- Above Average
- Excellent

**2.3. - Craft specific safety training for all employees (X)**

- Below Average
- Average
- Above Average
- Excellent

**2.4. - Short service program (X)**

- Below Average
- Average
- Above Average
- Excellent

**2.5. - Supervisor/ skills training (X)**

- Below Average
- Average
- Above Average
- Excellent

**3. HAZARD COMMUNICATION PROGRAM**

Total Questions: 4

**3.1. - Written program in place**

- Below Average
- Average
- Above Average
- Excellent

**3.2. - Safety data sheets available (X - field verify only)**

- Below Average
- Average
- Above Average
- Excellent

**3.3. - Policy/ procedure to notify client of new chemicals brought on site**

- Below Average
- Average
- Above Average
- Excellent

**3.4. - Hazardous material training conducted and documented (benzene, H2S, lead awareness, etc.) (X)**

- Below Average
- Average
- Above Average
- Excellent

**4. PROCESS SAFETY MANAGEMENT**

Total Questions: 4

**4.1. - Written program/ compliance (X)**

- Below Average
- Average
- Above Average
- Excellent

**4.2. - Training certified and documented/ records (X)**

- Below Average
- Average
- Above Average
- Excellent

**4.3. - Procedures to advise employer of unique hazards (X)**

- Below Average
- Average
- Above Average
- Excellent

**4.4. - Management of change process (X)**

- Below Average
- Average
- Above Average
- Excellent

**5. RESPIRATORY PROTECTION PROGRAM**

Total Questions: 6

**5.1. - Written respiratory protection program**

- Below Average
- Average
- Above Average
- Excellent

**5.2. - Respiratory protection training records (X)**

- Below Average
- Average
- Above Average
- Excellent

**5.3. - Fit testing conducted/ documented (X)**

- Below Average
- Average
- Above Average
- Excellent

**5.4. - Maintenance, cleaning, and storage of respiratory protective equipment (X)**

- Below Average
- Average
- Above Average
- Excellent

**5.5. - Medical clearance for respirator use (X)**

- Below Average
- Average
- Above Average
- Excellent

**5.6. - Breathing air quality management (CoA) (X)**

- Below Average
- Average
- Above Average
- Excellent

**6. EMERGENCY EVACUATION PLAN**

Total Questions: 5

**6.1. - Written procedure - company specific (X)**

- Below Average
- Average
- Above Average
- Excellent

**6.2. - Included in orientation (X)**

- Yes
- No

**6.3. - Periodic training (X)**

- Yes
- No

**6.4. - Off-site emergency assembly area identified (X - field verify only)**

- Yes
- No

**6.5. - Mock drills conducted/ documented (X)**

- Below Average
- Average
- Above Average
- Excellent

**7. SUBSTANCE ABUSE CONTROL PROGRAM**

Total Questions: 2

**7.1. - Management policy statement regarding illegal drugs, substances, contraband, and unauthorized items which includes: description of how policy will be enforced and how violators will be treated, procedures for searches and inspections, pre-hire screening procedure, random testing (% tested annually, testing for cause, and post incident testing)**

- Below Average
- Average
- Above Average
- Excellent

**7.2. - Employee assistance program (X)**

- Below Average
- Average
- Above Average
- Excellent

**8. WORKSITE EVALUATION PROGRAM**

Total Questions: 4

**8.1. - Written plan/ procedure format for conducting safety audits/ inspections and frequency of audits (construction: weekly, general industry: quarterly) (X)**

- Below Average
- Average
- Above Average
- Excellent

**8.2. - Field assessment (X)**

- Below Average
- Average
- Above Average
- Excellent

**8.3. - All results documented**

- Below Average
- Average
- Above Average
- Excellent

**8.4. - Corrective action tracked and documented to completion and communicated to employees (X)**

- Below Average
- Average
- Above Average
- Excellent

**9. BEHAVIORAL BASED SAFETY (Observations, Tracking, and Trending)**

Total Questions: 4

**9.1. - Written program in place**

- Below Average
- Average
- Above Average
- Excellent

**9.2. - Employee participation documented, tracked, communicated (X)**

- Below Average
- Average
- Above Average
- Excellent

**9.3. - Employee feedback communicated (X)**

- Below Average
- Average
- Above Average
- Excellent

**9.4. - Management involvement and review**

- Below Average
- Average
- Above Average
- Excellent

**10. INCIDENT INVESTIGATIONS**

Total Questions: 5

**10.1. - Supervisor's incident report/ near-miss incident**

- Below Average
- Average
- Above Average
- Excellent

**10.2. - Formal incident investigation format (root cause, corrective action, contributing factors)**

- Below Average
- Average
- Above Average
- Excellent

**10.3. - Serious injury, fatality/ catastrophe procedure**

- Below Average
- Average
- Above Average
- Excellent

**10.4. - Incident communicated throughout company (X)**

- Below Average
- Average
- Above Average
- Excellent

**10.5. - Management system for tracking findings to completion(X)**

- Below Average
- Average
- Above Average
- Excellent

**11. MEDICAL/ FIRST AID PROGRAM**

Total Questions: 4

**11.1. - Written first-aid/ medical program (X)**

- Below Average
- Average
- Above Average
- Excellent

**11.2. - Qualified personnel (first-aid card minimum)/ CPR**

- Below Average
- Average
- Above Average
- Excellent

**11.3. - Offsite medical facilities identified and available**

- Yes
- No

**11.4. - Emergency notification process (X)**

- Below Average
- Average
- Above Average
- Excellent

**12. OWNER WORK PERMITS TRAINING**

Total Questions: 4

**12.1. - Safe work/ system entry training (X)**

- Yes
- No

**12.2. - Hot work training (X)**

- Yes
- No

**12.3. - Confined space entry/ physical entry training (X)**

- Yes
- No

**12.4. - Lock-out/ tag-out program in place training (X)**

- Yes
- No

**13. HOUSEKEEPING**

Total Questions: 3

**13.1. - Work areas, passageways, stairs, office spaces, field trailers kept clean (X - field verify only)**

- Below Average
- Average
- Above Average
- Excellent

**13.2. - Scrap and debris removed at regular intervals (X - field verify only)**

- Below Average
- Average
- Above Average
- Excellent

**13.3. - Waste containers identified (X - field verify only)**

- Below Average
- Average
- Above Average
- Excellent

**14. FIRE EXTINGUISHER PROGRAM**

Total Questions: 4

**14.1. - Fire protection program developed**

- Below Average
- Average
- Above Average
- Excellent

**14.2. - Fire extinguishers provided (X)**

- Yes
- No

**14.3. - Fire extinguisher training conducted/ documented (X)**

- Below Average
- Average
- Above Average
- Excellent

**14.4. - Fire extinguisher inspection conducted/ documented (X)**

- Yes
- No

**15. ENVIRONMENTAL MANAGEMENT**

Total Questions: 6

**15.1. - Written environmental policy statement**

- Below Average
- Average
- Above Average
- Excellent

**15.2. - Spill prevention plan and response plan**

- Below Average
- Average
- Above Average
- Excellent

**15.3. - Environmental risk assessment**

- Below Average
- Average
- Above Average
- Excellent

**15.4. - Communication of site environmental concerns**

- Below Average
- Average
- Above Average
- Excellent



**15.5. - Notification to client of leak or upset and process to notify**

- Below Average
- Average
- Above Average
- Excellent

**15.6. - Waste reduction and recycling (X)**

- Below Average
- Average
- Above Average
- Excellent

**16. TOOLS/ EQUIPMENT INSPECTIONS AND TRAINING**

Total Questions: 6

**16.1. - Written inspection program (X)**

- Yes
- No

**16.2. - Specific tool/ equipment training matrix (X)**

- Below Average
- Average
- Above Average
- Excellent

**16.3. - Tools/ equipment are maintained in safe condition (X - field verify only)**

- Below Average
- Average
- Above Average
- Excellent

**16.4. - All power operated tools properly guarded (X - field verify only)**

- Below Average
- Average
- Above Average
- Excellent

**16.5. - Abrasive wheels and tools properly equipped and used (X - field verify only)**

- Below Average
- Average
- Above Average
- Excellent

**16.6. - Mobile equipment (power industrial trucks, man lifts, forklifts, JLGs) (X)**

- Below Average
- Average
- Above Average
- Excellent

**17. HOIST, RIGGING, AND BULL RIGGING**

Total Questions: 5

**17.1. - Wire rope/ chain/ slings, lifting equipment (come-alongs and chainfalls) inspection and training (X)**

- Below Average
- Average
- Above Average
- Excellent

**17.2. - Mobile overhead crane inspection (X)**

- Yes
- No

**17.3. - Crane and hoist signals posted and used (X)**

- Yes
- No

**17.4. - Lift zone protected (X)**

- Yes
- No

**17.5. - Rigger and signalman training**

- Below Average
- Average
- Above Average
- Excellent

**18. ELECTRICAL SAFETY TOOL INSPECTION**

Total Questions: 2

**18.1. - Written assured grounding program/ GFCI (X)**

- Below Average
- Average
- Above Average
- Excellent

**18.2. - Electrical tools grounded or double insulated (to include cords) (X - field verify only)**

- Below Average
- Average
- Above Average
- Excellent

**19. SIGNS, SIGNALS, AND BARRICADES**

Total Questions: 6

**19.1. - Safety information signs available and used to warn against potential hazards or to caution against unsafe practices (X - field verify only)**

- Below Average
- Average
- Above Average
- Excellent

**19.2. - Safety instructions and directional signs posted where required (X - field verify only)**

- Below Average
- Average
- Above Average
- Excellent

**19.3. - Accident prevention tags available and used where required (X - field verify only)**

- Below Average
- Average
- Above Average
- Excellent

**19.4. - Flagmen used where required (X)**

- Yes
- No

**19.5. - Flagmen training**

- Yes
- No

**19.6. - Written barricade management program (X)**

- Below Average
- Average
- Above Average
- Excellent

**20. LPG/ COMPRESSED GASES/ FLAMMABLE LIQUIDS**

Total Questions: 6

**20.1. - Storage cabinets/ racks (location, spacing, separation, secured, labeling) (X)**

- Below Average
- Average
- Above Average
- Excellent

**20.2. - Warning signs/ identification (no smoking) (X)**

- Below Average
- Average
- Above Average
- Excellent

**20.3. - Transporting/ field use (X)**

- Below Average
- Average
- Above Average
- Excellent

**20.4. - Fire extinguisher (X)**

- Below Average
- Average
- Above Average
- Excellent

**20.5. - Grounding/ bonding (X)**

- Below Average
- Average
- Above Average
- Excellent

**20.6. - Drip pans (X)**

- Below Average
- Average
- Above Average
- Excellent

**21. PORTABLE LADDERS**

Total Questions: 5

**21.1. - Ladder program (X)**

- Below Average
- Average
- Above Average
- Excellent

**21.2. - Condition (X - field verify only)**

- Below Average
- Average
- Above Average
- Excellent

**21.3. - Labels (X - field verify only)**

- Below Average
- Average
- Above Average
- Excellent

**21.4. - Inspection (X)**

- Below Average
- Average
- Above Average
- Excellent

**21.5. - Training on proper placement and use/ documented (X)**

- Below Average
- Average
- Above Average
- Excellent

**22. SCAFFOLDS**

Total Questions: 5

**22.1. - Written program in place**

- Below Average
- Average
- Above Average
- Excellent

**22.2. - Training - user, builder, competent person (X)**

- Below Average
- Average
- Above Average
- Excellent

**22.3. - Inspection system/ program (X)**

- Below Average
- Average
- Above Average
- Excellent

**22.4. - Advanced training**

- Below Average
- Average
- Above Average
- Excellent

**22.5. - Records and documentation (X)**

- Below Average
- Average
- Above Average
- Excellent

**23. WORK AT ELEVATED HEIGHTS**

Total Questions: 5

**23.1. - Written program in place**

- Below Average
- Average
- Above Average
- Excellent

**23.2. - Training**

- Below Average
- Average
- Above Average
- Excellent

**23.3. - Inspection of equipment**

- Below Average
- Average
- Above Average
- Excellent

**23.4. - Retractable devices inspected and documented (harness) (X)**

- Below Average
- Average
- Above Average
- Excellent

**23.5. - Fall protection for erector/ dismantler/ user (X)**

- Below Average
- Average
- Above Average
- Excellent

**24. EXCAVATION**

Total Questions: 4

**24.1. - Written program in place (X)**

- Yes
- No

**24.2. - Pre-dig procedures (excavation permit), competent person identified**

- Below Average
- Average
- Above Average
- Excellent

**24.3. - Daily inspections by competent person (X - field verify only)**

- Below Average
- Average
- Above Average
- Excellent

**24.4. - Sloped by classification, A/B/C, or supporting system determined and utilized according to standard, trenching requirements, bracing, other safeguards according to standards and barricades utilized (X)**

- Below Average
- Average
- Above Average
- Excellent

**25. INDUSTRIAL HYGIENE PROGRAM**

Total Questions: 11

<b>25.1. - Written program in place (X)</b>
<input type="radio"/> Below Average <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> Excellent
<b>25.2. - Exposure assessment (X)</b>
<input type="radio"/> Below Average <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> Excellent
<b>25.3. - Periodic monitoring (X)</b>
<input type="radio"/> Below Average <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> Excellent
<b>25.4. - Employee communication (X)</b>
<input type="radio"/> Below Average <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> Excellent
<b>25.5. - Biological monitoring</b>
<input type="radio"/> Below Average <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> Excellent
<b>25.6. - Heat stress program (X)</b>
<input type="radio"/> Below Average <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> Excellent
<b>25.7. - High noise area and operations identified (X)</b>
<input type="radio"/> Below Average <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> Excellent
<b>25.8. - Hearing protection and records training (X)</b>
<input type="radio"/> Below Average <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> Excellent
<b>25.9. - Noise monitoring (X)</b>
<input type="radio"/> Below Average <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> Excellent

**25.10. - PPE assessment/ evaluation matrix**

- Below Average
- Average
- Above Average
- Excellent

**25.11. - Fatigue management**

- Below Average
- Average
- Above Average
- Excellent

**26. WORKFORCE DEVELOPMENT AND TALENT MANAGEMENT**

Total Questions: 7

**26.1. - Formal written skills verification program**

- Below Average
- Average
- Above Average
- Excellent

**26.2. - Formal craft training (X)**

- Below Average
- Average
- Above Average
- Excellent

**26.3. - Craft written assessments (X)**

- Below Average
- Average
- Above Average
- Excellent

**26.4. - Skills upgrade training (X)**

- Below Average
- Average
- Above Average
- Excellent

**26.5. - Performance verification (X)**

- Below Average
- Average
- Above Average
- Excellent

**26.6. - Benefits and improvements (X)**

- Below Average
- Average
- Above Average
- Excellent

**26.7. - Outreach (recruitment of new craftsman, veteran outreach)**

- Below Average
- Average
- Above Average
- Excellent

**27. BEST PRACTICES AND YEAR TO YEAR IMPROVEMENT**

Total Questions: 7

**27.1. - Are best practice(s) fully implemented at site (X)**

- Below Average
- Average
- Above Average
- Excellent

**27.2. - Does best practice impact safety culture?**

- Below Average
- Average
- Above Average
- Excellent

**27.3. - Year to year improvement in site statistics (X)**

- Below Average
- Average
- Above Average
- Excellent

**27.4. - Active participation in HBR**

- Below Average
- Average
- Above Average
- Excellent

**27.5. - Management commitment in evaluation**

- Below Average
- Average
- Above Average
- Excellent

**27.6. - Owner/ client involvement**

- Below Average
- Average
- Above Average
- Excellent

**27.7. - Opening presentation**

- Below Average
- Average
- Above Average
- Excellent

**28. COMMENTS SECTIONS (Evaluation Team Only)**

Total Questions: 3

**28.1. - List the top 3 best practices identified by the team:**

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**28.2. - Team members participating in evaluation:**

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**28.3. - Additional comments**

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