
 <div style="text-align: right; background-color: #008080; color: white; padding: 2px;">FIELD AUDIT FORM - SOFT CRAFTS - 2020</div> <p>Audit Type: Soft Crafts 12/19/2019 Section Count: 28</p>	
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Description :

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

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

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

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

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

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

1.7. - Safety handbook for employees (i.e. quick reference guide, pocket book, mobile apps) (X)
<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)
<input type="radio"/> Yes <input type="radio"/> No

6.4. - Off-site emergency assembly area identified (X - field verify only)
<input type="radio"/> Yes <input type="radio"/> No

6.5. - Mock drills conducted/ documented (X)
<input type="radio"/> Below Average <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> Excellent

7. SUBSTANCE ABUSE CONTROL PROGRAM	Total Questions: 2
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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)
<input type="radio"/> Below Average <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> Excellent

7.2. - Employee assistance program (X)
<input type="radio"/> Below Average <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> Excellent

8. WORKSITE EVALUATION PROGRAM	Total Questions: 4
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8.1. - Written plan/ procedure format for conducting safety audits/ inspections and frequency of audits (construction: weekly, general industry: quarterly) (X)
<input type="radio"/> Below Average <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> Excellent

8.2. - Field assessment (X)
<input type="radio"/> Below Average <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> Excellent

8.3. - All results documented
<input type="radio"/> Below Average <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> Excellent

8.4. - Corrective action tracked and documented to completion and communicated to employees (X)
<input type="radio"/> Below Average <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> 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

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

28.2. - Team members participating in evaluation:

28.3. - Additional comments
