



The Ultimate
SHARP
Audit

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A comprehensive audit to help your organization meet the requirements of OSHA's Safety and Health Achievement Recognition Program (SHARP).

PREVIEW

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The Ultimate SHARP Audit

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PREVIEW

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CONTENTS

Introduction	1
I. Hazard Anticipation and Detection.....	4
II. Hazard Prevention and Control	32
III. Planning and Evaluation.....	54
IV. Administration and Supervision	71
V. Safety and Health Training	91
VI. Management Leadership.....	103
VII. Employee Participation.....	123
Company Notes.....	143

PREVIEW

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INTRODUCTION

This Safety and Health Program Assessment Audit is a tool to assess and evaluate the effectiveness of a company's safety management system. It includes an extensive worksheet to aid in the evaluation process.

This evaluation tool parallels the safety management system evaluation conducted by OSHA consultants as a part of the OSHA's Safety and Health Achievement Recognition Program (SHARP). Companies working toward SHARP must have a full analysis and evaluation of all 58 elements in this audit.

All completed audit items should have some justification and recommendations under the comment section for questions rated as 0 and 1. All completed assessments should be included and referenced in the report sent to the employer.

Categories

The audit is divided into the following seven categories:

- I. Hazard Anticipation and Detection
- II. Hazard Prevention and Control
- III. Planning and Evaluation
- IV. Administration and Supervision
- V. Safety and Health Training
- VI. Management Leadership
- VII. Employee Participation

Elements

Each of the 58 elements in this audit is listed as a survey question under the appropriate category. These elements mirror the 58 metrics OSHA considers as building blocks to effective safety and health management systems.

Please note the terms element and metric are used interchangeably throughout the text. All 58 elements are positive statements which the evaluator agrees with varying degrees of continuity. To successfully complete the audit, an evaluator must give each element a rating based upon specified and defined attributes.

Attributes

In this audit, an evaluator will have to rate each of the 58 elements based on the attributes listed for each element. An attribute is a specific fact or perception that helps justify the rating given to an element. Each element is worded as a positive statement. All rating attributes listed below the element either support/confirm or oppose/negate the statement. Each attribute gives added weight to the rating for the element.

Circle the plus (+) if the attribute is present or minus (-) if it is not next to each attribute listed below an element. Attributes are found in observations and measurement, interviews, and reviews of documentation.

How to Rate an Element

Each element has six possible ratings, as described in the following table.

<i>Rating</i>	<i>Description</i>
0	There is no discernable or meaningful indication the element is even partially in place.
1	Some portion or aspect is present, although major improvement is needed.
2	The element is largely in place, with only minor improvement needed.
3	The element is completely in place.
NE	Not Evaluated: Recognizes comprehensive evaluations can be incremental.
NA	Not Applicable: Justification must be included in the comments section as to why the item is NA.

For each element, a scoring guide is provided with the various attributes that must be evaluated to give the element an accurate rating. The following table shows how attributes are used to determine ratings.

Rating Description

0	No confirming (+) attributes. Eliminated by a single confirming (+) attribute.
1	Requires a few negating (-) attributes and one or more confirming (+) attributes.
2	Requires multiple confirming (+) attributes and a few negating (-) attributes.
3	No negating (-) attributes. Eliminated by a single negating (-) attribute.

In reality, there is a very small gap between the zero (0) rating and the one (1) rating and between the two (2) rating and the three (3) rating.

However, there is a large gap between the one (1) rating and the two (2) rating. That gap is the difference between mostly no (-) and mostly yes (+).

Comments Section

The comment section is used to recommend how to improve a specific element and to write a justification for an NA rating. Ratings that are indicated as “0” or “1” should include a recommendation for improvement. Use the company notes section at the back of the audit for more detailed responses and other relevant information.

Additional Suggestions

- Look for things that are done well and reinforce these things with personnel for their good efforts.
- The more you can encourage small positive steps, the greater chance significant positive change will follow and the greater the opportunity for long-term improvement.
- Finally, consider networking with another SHARP company. Networking among SHARP companies is encouraged and has proven to be beneficial to both those companies being mentored as well as to those companies doing the mentoring.

I. HAZARD ANTICIPATION AND DETECTION

1. A comprehensive, baseline hazard survey has been conducted within the past five (5) years.

ATTRIBUTES	Yes (+)	No (-)
a. Surveys are conducted frequently enough to timely and effectively address hazards.		
b. Surveys are performed by competent and qualified individuals who can effectively and thoroughly understand the hazards of the industry.		
c. The survey results in an updated hazard list or survey report (action plan).		
d. The survey results in effective controls for hazards found.		
e. The survey drives immediate corrective action on items found.		
f. The survey tries to include outside personnel to help prevent tunnel vision and maintain objectiveness.		
g. The survey was completed by a certified specialist.		
h. The survey identified all serious hazards associated with the facility and resulted in appropriate hazard control programs.		
Total:		

SCORING GUIDE

Rating	Attribute Total
0	None of the above attributes are present.
1	Between 1 and 4 attributes are present.
2	Between 5 and 7 attributes are present.
3	All of the above 8 attributes are present.

COMMENTS

CONSIDERATIONS AND CLARIFICATIONS

- The baseline hazard survey should be documented in a written report as a requirement for a rating of "3" on this metric.
- Qualified persons such as OSHA evaluators, private evaluators, insurance loss control specialists, or appropriately trained and experienced employees of the organization should conduct the baseline hazard survey.
- The word "comprehensive," used here, does not mean perfect or all-inclusive. It does mean that major operations, especially high-risk operations, during all shifts are included in the baseline survey. It also means hazard categories normally associated with the type of business are addressed in the survey.
- The 5-year time-frame, although a common planning horizon, is somewhat arbitrary. The evaluator will question the validity of your baseline hazard survey, even one conducted during the previous five years, if subsequent changes in the organization appear to nullify the survey's relevance or accuracy. Due to the rapid change that occurs

in most organizations, a baseline hazard survey older than five years will usually not be accepted without justification.

- No comprehensive baseline survey is effective unless each identified hazard is immediately corrected or appropriately scheduled for correction in the organization's action plan for safety and health.
- Deficiencies found in this metric may also indicate problems in these metrics: 22, 23, and 54.

PREVIEW