

# Tips for Completing an Annual Self-Evaluation

Complete an annual self-evaluation to assess the effectiveness of your safety management system (SMS). Every organization approaches annual self-evaluations differently. Use the tips in this handout to help you plan and execute your own evaluation.

## COLLECT INFORMATION

- ✓ Review OSHA's suggested [annual self-evaluation format](#), or reach out to your OSHA VPP Regional Manager for a region-based format
- ✓ Break the self-evaluation into manageable tasks
  - Think about how you are going to assign and keep track of each task
  - Consider assigning each VPP sub-element to a specific set of personnel (e.g., OSHA Recordkeeping sub-element to the OSHA recordkeeper; Predictive/Preventive Maintenance sub-element to facilities and equipment maintenance personnel)
- ✓ Communicate roles and responsibilities to assigned employees
- ✓ Instruct assigned employees to take action for their assignments:
  - Review S&H documents
  - Interview employees
  - Make site observations
- ✓ Inform assigned employees to review:
  - Status of current goals and objectives
  - Strengths and weaknesses
  - Potential improvements
  - Employee knowledge at all levels
  - Injury and illness data
  - Success stories and best practices
  - Potential new or revised goals and objectives
- ✓ Write a narrative description to support each VPP sub-element, using the gathered information
- ✓ Gather pictures to show best practices, improvements, events, and success stories
- ✓ Communicate roles and responsibilities to assigned employees

### Example Annual Self-Evaluation Excerpt

#### Wheel Bearing Packer



This equipment reduces repetitive motion and ergonomic strain to the employees by eliminating the manual method of packing grease into the wheel bearing. We completed this task more efficiently, saving production man-hours.



These images show an annual self-evaluation excerpt (from the best practices and success stories section) using a combination of images and narrative.

Images courtesy of Altus AFB.

- ✓ Instruct assigned employees to take action for their assignments:
  - Review S&H documents
  - Interview employees
  - Make site observations

#### COMBINE COLLECTED INFORMATION

- ✓ Designate one person to collect, review, and format all submitted assignments
- ✓ Incorporate the assignments into the self-evaluation form

Provide responses to [Process Safety Management Supplement A](#), if your organization falls under the [OSHA PSM standard](#)

#### REVIEW THE FINAL ANNUAL SELF-EVALUATION

- ✓ Review the comprehensive annual self-evaluation (some organizations use their S&H committee to do this)
- ✓ Revise or create new organizational S&H goals and objectives, based on annual self-evaluation findings
- ✓ Communicate your goals and objectives to the workforce



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#### **VPP participants:**

Submit an annual self-evaluation to your OSHA Regional VPP Manager by February 15 each year

#### **VPP pursuers:**

Complete at least one annual self-evaluation before applying for OSHA recognition – attach it to your OSHA VPP application

For additional information on the SMCX's services, please visit the SMCX-hosted website at: <https://www.smscx.org/>.