

# Tips for Completing a Safety and Health Management System Annual Evaluation

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

## COLLECT INFORMATION

- ✓ Review the Occupational Safety and Health Administration's (OSHA) suggested [annual evaluation format](#), or reach out to your OSHA Voluntary Protection Programs (VPP) Regional Manager for a region-based format
- ✓ Break the evaluation into manageable sections:
  - Consider assigning each VPP sub-element, as identified in OSHA's [Site-Based Participation Evaluation Report](#), to a specific set of personnel (e.g., Predictive/Preventive Maintenance sub-element to facilities and equipment maintenance personnel)
  - Think about how you are going to keep track of each assigned section
- ✓ Communicate roles and responsibilities to assigned personnel
- ✓ Instruct assigned personnel to take action for their assignments:
  - Review safety & health (S&H) documents
  - Interview employees
  - Make site safety and health program observations
- ✓ Inform assigned personnel to review:
  - Status of current S&H 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, significant events, and success stories
- ✓ Provide responses to [Process Safety Management Supplement A](#), if your organization falls under the [OSHA PSM standard](#)

### Example Best Practice Excerpt

Wheel Bearing Packer  
at Altus Air Force Base



Images courtesy of Altus Air Force Base

This equipment reduces repetitive motion and ergonomic strain to the employees by eliminating the need to manually pack grease into the wheel bearing. Since implementing the wheel bearing packer, we have completed this task more efficiently, saving production man-hours, in addition to significantly reducing a hazard.

## COMBINE COLLECTED INFORMATION

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

### Example Annual Evaluation Excerpt

#### Section D, 4. Safety and Health Training, b. Supervisors

**Description** – Supervisors take the Supervisor’s Safety Course in the Army Learning Management System, which delivers training. This training course instructs supervisors on the mandatory safety training topics they must give their employees and what information to cover in those courses. It also covers supervisory safety and health responsibilities, such as self-safety inspections, conducting JHAs, and emergency preparedness and response, for example. The training matrix mandates supervisors complete the Supervisor Safety Course within 30 days of starting their position. Presently, only 51% of current supervisors have taken the course.

**Effectiveness** – Based on our evaluation of this element, we find the element is *minimally effective* due to the fact only 51% of the current supervisors have taken the course. Training requirements expect a total training completion percentage greater than 94%.

**Goal for Improvement** – At least 94% of current supervisors will complete this course by the target date listed. 100% of new supervisors from this date forward will complete this course within the 30-day requirement.

**Owner(s)** – Department Heads will ensure all supervisors complete course by the target date. Training Managers will report quarterly on the current completion percentages in relation to this goal.

**Target Date for Completion** – 15 May 2019

## REVIEW THE FINAL ANNUAL EVALUATION

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

### VPP participants:

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

### VPP pursuers:

Complete at least one annual 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/>.

