

# NJSBAIG ANNUAL SAFETY SELF-AUDIT SCORE SHEET

District:

Date Completed:

A. MANAGEMENT LEADERSHIP ELEMENT	Score
A1. Safety Manual	
A2. School Board Policy	
A3. District Safety Coordinator	
A4. Safety Committee	
Total this element:	
<b>B. EMPLOYEE INVOLVEMENT</b>	
B1. Safety Awareness	
Total this element:	
<b>C. HAZARD IDENTIFICATION &amp; ASSESSMENT</b>	
C1. Loss Run Review	
C2. Self Inspection	
C3. PEOSHA-300 Log	
Total this element:	
<b>D. HAZARD PREVENTION &amp; CONTROL</b>	
D1. Engineering Control	
D2. Administrative Control	
D3. Personal Protective Equipment	
D4. Accident Reporting	
D5. Accident Investigation	
D6. Non-Routine Activity Planning	
Total this element:	

E. TRAINING & INFORMATION	Score
E1. Safety Program/Policy Awareness	
E2. Employee Job Hazard Training	
E3. Evacuation Procedures Training	
Total this element:	
<b>F. EVALUATION OF SYSTEM EFFECTIVENESS</b>	
F1. Benchmarking	
F2. NJSBAIG Safety Audit:	
Total this element	
<b>G. EMERGENCY RESPONSE</b>	
G1. Emergency Plans	
G2. Alarm System	
G3. Fire Extinguishers	
G4. Sprinkler System	
G5. First Aid/CPR	
Total this element:	
<b>H. LOSS CONTROL</b>	
H1. Managed Care for Injuries	
H2. Restricted Duty	
H3. Pre-Employment Screening	
Total this element:	
<b>Grand Total:</b>	

Targets for Improvement (i.e., A1, B1 or C3):

Completed By:

**NEW JERSEY SCHOOL BOARDS ASSOCIATION INSURANCE GROUP  
SAFETY AND LOSS CONTROL AUDIT**

This audit is set up to be completed as a self-analysis of your district's safety and loss control program. Read each description next to the element very carefully. Circle the paragraph that best describes your district's level of accomplishment within that element. If your district has all of a lower category covered but only part of the next, your rating for that element is the lower of the two categories.

Each element has the same weight score as any other element.

Poor	=	1
Fair	=	2
Good	=	3
Excellent	=	4

12/02/03

<u>Management Leadership</u>	<b>Poor</b>	<u>Fair</u>	<u>Good</u>	<u>Excellent</u>	<u>Score</u>
1. Safety Manual Page 5	Either a manual is non-existent or is out-of-date.	A written manual contains a general safety policy and specific safety rules for non-certified work areas.	In addition to <u>Fair</u> : Included are specific safety rules for both certified and non-certified work areas. The manual is specific with respect to organization, responsibilities, goals and objectives of program.	In addition to <u>Good</u> : Manual updated yearly. Emergency action plans, accident reporting/investigation, life safety policies and regulatory requirements must be covered.	
2. School Board Policy Page 6	No written School Board Policy exists.	In addition to <u>Poor</u> : A written School Board Policy exists, but is limited to maintenance of physical facilities and a statement of desire to keep people safe.	In addition to <u>Fair</u> : The policy recognizes the need for a safety organization and names a district level coordinator. The coordinator will be a district level administrator. A monthly district level meeting is required.	In addition to <u>Good</u> : The policy defines specific objectives and goals. Requires participation by certified and non-certified department/school managers, including the dissemination of monthly safety themes, maintenance and review of accident statistics and remediation of hazards.	
3. District Coordinator Page 7	No district coordinator is named.	In addition to <u>Poor</u> : A district coordinator is named, but is not a district level administrator.	A district level administrator is named as coordinator. Managerial responsibilities for either certified or non-certified personnel, but not both.	A district level administrator(s) is named that has managerial responsibility for both certified and non-certified personnel.	
TOTAL SCORE _____ District Name: _____					SUBTOTAL

<u>Management Leadership</u> (cont'd.)	<u>Poor</u>	<u>Fair</u>	<u>Good</u>	<u>Excellent</u>	<u>Score</u>
4. Safety Committee Page 9	District level safety committee meet as needed.	In addition to <u>Poor</u> : District level safety committee meets routinely. Minimum four times/year. Accident statistics and loss runs are reviewed and monthly safety themes are scheduled.	In addition to <u>Fair</u> : District level committee meets monthly on a regularly scheduled day. Safety programs are developed and hazard remediation addressed. An agenda is followed and minutes maintained.	In addition to <u>Good</u> : Minutes are published and distributed to all participants and school board members. Minutes are posted in all buildings of district.	
					SUBTOTAL

<u>Employee Involvement</u>	<u>Poor</u>	<u>Fair</u>	<u>Good</u>	<u>Excellent</u>	<u>Score</u>
1. Safety Awareness Page 10	Safety is not addressed to the certified staff. Non-certified staff receives safety information only as needed or required by regulation.	Once or twice/year in service training time used for safety. Certified staff receives safety information only as needed or as required by regulation.	All staff people are presented with a monthly safety theme and the theme is discussed during a staff meeting. Other safety related items are distributed or posted.	A safety awards program is on going. Separate safety meetings are held. Accident statistics relative to district goals are discussed and published.	
					SUBTOTAL

C. Hazard Identification	Poor	Fair	Good	Excellent	Score
1. Loss Run Review Page 11	Loss runs are filed.	Loss runs are reviewed for clerical errors.	In addition to <u>Fair</u> : Reviewed by business official. Comments solicited from certified and non-certified managers.	In addition to <u>Good</u> : Insurance agent or NJSBAIG loss control representative are part of review process. Comparison of data to Group is made. Presented at safety committee meeting.	
2. Self-Inspection Page 16	Custodial or maintenance staff perform on an on-going basis. No written report is issued or formal checklist utilized.	A checklist is used and documentation issued once/year. The checklist is based on the State physical facilities monitoring program.	In addition to <u>Fair</u> : The inspection is done at least four times a year.	In addition to <u>Good</u> : The self-inspection is completed monthly. The schedule of when and who will participate is set up ahead of time. Follow up of hazard remediation is done at safety committee.	
3. PEOSH-300 Log Page 20	The log is maintained in one central file for the district.	The log is maintained for each building in the district.	In addition to <u>Fair</u> : It is posted during the months of February, March & April in each building.	In addition to <u>Good</u> : An updated log is available in each building at all times. The PEOSH log is utilized as part of the safety organization's statistical review.	
SUBTOTAL					

<u>Hazard Prevention</u>	<u>Poor</u>	<u>Fair</u>	<u>Good</u>	<u>Excellent</u>	<u>Score</u>
1. Engineering Control Page 21	Some hazards discovered during "Hazard Identification" are eliminated.	In addition to <u>Poor</u> : All hazards found which are "safety sensitive" are given "expedite" status.	In addition to <u>Fair</u> : Hazard Prevention and Control is a concern when purchasing new equipment or constructing/altering facilities.	In addition to <u>Good</u> : A system of preventive maintenance for safety sensitive equipment is in place and actively managed.	
2. Administrative Control (signage) Page 21	Safety First or similar guidelines are posted.	In addition to <u>Poor</u> : Site-of-Hazard signs are used such as "Caution - Wet Floor".	In addition to <u>Fair</u> : Administrative controls are used whenever engineering controls are not feasible.	In addition to <u>Good</u> : Administrative controls are reviewed annually and replaced if found to be ineffective.	
3. Personal Protective Equipment (PPE) Page 22	PPE is available upon request.	In addition to <u>Poor</u> : PPE is required for performing certain jobs. Supervisors monitor the usage and provide on-the-spot training. Appropriate PPE is available at each location necessary.	In addition to <u>Fair</u> : Each job is evaluated for PPE requirements. The results of the evaluation are documented. This documentation is issued to all affected employees. Appropriate employees are trained in the proper usage of the PPE.	In addition to <u>Good</u> : Training is provided and documentation is maintained for each employee on proper PPE usage annually. All jobs are reviewed annually with respect to PPE requirements. Progressive disciplinary procedures are utilized with employees not conforming to requirements.	
4. Accident Reporting Page 22	No written directive.	A written directive, which instructs employee to report to nurse or supervisor.	In addition to <u>Fair</u> : Directive is communicated both verbally and in writing with employees yearly.	In addition to <u>Good</u> : Directive details what to do if accident occurs when nurse or supervisor is gone from building.	
					SUBTOTAL

D. Hazard Prevention (cont'd)	<u>Poor</u>	<u>Fair</u>	<u>Good</u>	<u>Excellent</u>	<u>Score</u>
5. Accident Investigation Page 24	The employee completes an accident report.	Employee completes an accident report. Supervisor reviews.	In addition to <u>Fair</u> : An accident investigation is conducted for lost time accidents. Root cause identified and preventative measures are taken.	In addition to <u>Good</u> : All accidents are investigated by supervisor.	
6. Non-Routine Activity Planning page 36	Non-routine activities such as field trips, club trips and special after-school recreational functions have no written plan.	A written plan of non-routine activities is required and safety is considered.	In addition to <u>Fair</u> : The plan is reviewed by the employee's supervisor and the superintendent. There is a community use of school facilities policy.	In addition to <u>Good</u> : The plan is reviewed yearly with input sought from other sources such as other employees, community experts or safety support personnel. The community use of schools policy requires appropriate indemnification.	
					SUBTOTAL

E. Training and Information	Poor	Fair	Good	Excellent	Score
1. Safety Program/ Policy Awareness Page 43	Employees have access to a Safety manual which contains the Program and the Policies.	In addition to <u>Poor</u> : Employees are aware of the safety program as defined in the safety audit manual.	In addition to <u>Fair</u> : All employees attend an annual retraining session.	In addition to <u>Good</u> : All new employees are trained within one month of hiring.	
2. Employee Job Hazard Training Page 43	Employees identifies physical hazards present in the workplace.	In addition to <u>Poor</u> : Employees are taught to identify physical hazards in the workplace.	In addition to <u>Fair</u> : Employee knows means to control on the job hazards.	In addition to <u>Good</u> : New jobs are evaluated for hazards and training conducted. Workplace inspections show that employees are using the required hazard controls and PPE.	
3. Evacuation Procedures Training Page 44	All employees are aware of evacuation procedures. Drills are done twice monthly	In addition to <u>Poor</u> : Certain employees are trained for head count, handicapped aid etc.	In addition to <u>Fair</u> : Alternate employees are trained for special tasks in case of absence of primary employee.	In addition to <u>Good</u> : The safety coordinator observes drills and alters the training as necessary with challenges to the system such as a teacher not accounted for.	
					SUBTOTAL

F. Evaluations of System	<u>Poor</u>	<u>Fair</u>	<u>Good</u>	<u>Excellent</u>	<u>Score</u>
1. Benchmarking Page 47	The number of accidents is used as the only indicator of achievement.	The number of lost time accidents is used for benchmarking.	Comparison of data between schools within district currently and in previous years.	Comparison of NJSBAIG averages to the district. Data reviewed at safety meetings.	
2. NJSBAIG Safety Audit Page 47	Audit is not done	In addition to Poor: Audit is done annually with no improvement targets set.	Audit is done annually and improvement targets are set.	Audit is reviewed throughout the year as improvements are made.	
					SUBTOTAL

G. Emergency Response	Poor	Fair	Good	Excellent	Score
1. Emergency Plans Page 48	None are available in writing	In addition to <u>Poor</u> : Building evacuation, inclement weather and fire fighting policy in writing for each building.	In addition to <u>Fair</u> : Catastrophic loss plan in writing. All plans are maintained by people responsible in their office. All vital employees are aware of plans.	In addition to <u>Good</u> : Plans are reviewed yearly and vital employees are trained. The review process and training of vital employees is documented. Board approves plans each year.	
2. Alarm System Page 49	Pull box system with no documented testing.	Pull box system with documented testing and properly located by exits.	In addition to <u>Fair</u> : Smoke and heat detection in high exposure areas.	In addition to <u>Good</u> : Documented testing of all alarm systems performed.	
3. Fire Extinguishers Page 59	Proper fire extinguisher type and location without yearly inspection and maintenance.	In addition to <u>Poor</u> : Yearly inspection and maintenance of extinguisher units by outside specialist. Locations marked clearly.	In addition to <u>Fair</u> : Monthly visual inspections with documentation.	In addition to <u>Good</u> : Documented yearly training of all key staff people in the use of fire extinguishers.	
4. Sprinkler System Page 59	Repairs are made if equipment is damaged.	In addition to <u>Poor</u> : Annual inspection and testing by contractor.	In addition to <u>Fair</u> : Monthly inspection to assure all control valves are locked open.	In addition to <u>Good</u> : Weekly visual check of system for damage. Weekly control valve inspections.	
5. First Aid/CPR Page 60	No permanent staff person with first aid training and current certification.	In addition to <u>Poor</u> : One staff person with first aid training and current certification.	In addition to <u>Fair</u> : One person at all times with first aid training and current certification. One person at all times with CPR training and current certification.	In addition to <u>Good</u> : All physical education staff have both first aid and CPR certification. A first aid trained individual assigned to cafeteria/playground duty at all student occupied times.	
					SUBTOTAL

H.	<u>Poor</u>	<u>Fair</u>	<u>Good</u>	<u>Excellent</u>	<u>Score</u>
1. Managed Care for Injuries Page 61	Documented notification of managed care system completed with new employees.	In addition to Poor: Yearly notification of managed care system is reviewed with employees at the beginning of academic year.	As part of that notification, managed care explained. Medical emergency treated anywhere. Other than medical emergency, managed care doctors only choice!	In addition to Good: Follow up with claimant to ensure person is getting best care available.	
2. Restricted Duty Page 61	District has no program. A belief that light duty may set a bad precedent.	Light duty program not documented, however, on a case-by-case basis some type of light duty is available.	Job descriptions including physical requirements are in writing. These are used for potential light duty assignments.	In addition to <u>Good</u> : Program is communicated yearly with managed care. Physicians are given light duty job descriptions. Light duty policy in writing. Proactive management involvement with light duty assignments.	
3. Pre-Employment Screening Page 62	No consideration during interview process.	Perform background and reference check.	Job description available with outline of physical requirements. "Any reason you can't do these things" is asked. Perform background check and consider health and attendance as part of this check.	In addition to <u>Good</u> : Pursue leads in interview with respect to physical problems. Specifically, ask previous employers about attendance and health of applicant. Communicate and follow up with supervisor concerning the special considerations required by applicant to perform job.	
<b>SUBTOTAL</b>					