

EVALUATION SHEETS

FOR

SAFETY & LOSS PREVENTION PROGRAM

APPRAISAL

LOCATION Erie 16th Street

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GAF CORPORATION
SAFETY & SECURITY DEPARTMENT

Revised 9/1/76

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EVALUATION

OF

SAFETY & LOSS PREVENTION PROGRAM

NOTE: In rating each program element P (POOR), F (FAIR), G (GOOD), E (EXCELLENT), all of the criteria that compose the specific grade must exist and consistently be met to receive the specific rating. Unless all the criteria are met, the next lower (poorer) rating category must be assigned. Goals and any comments relative to a specific item should be included in the space provided for GOALS. Circle the appropriate rating after each item.

1. ORGANIZATION, PLANNING AND ADMINISTRATION

RATING

1. 1 Motivation by Plant Manager

P (F) G E

GOALS: Spend more time on safety.

1. 2 Participation and Motivation by All Managers and Supervisors Reporting to the Plant Manager

P F (G) E

GOALS:

1. 3 Safety Personnel - Adequacy and Professional Development

P F (G) E

GOALS: 25% of time not spent on safety.

1. 4 Communications between Plant Manager and Safety Coordinator

P F (G) E

GOALS:

1. 5 Safety Coordinator's Communications and Contacts with Line and Staff

P F (G) E

GOALS:

1. 6 Distribution of Safety Literature

P F G E

GOALS: Distribute more literature to
all employees.

1. 7 Plant Manager's Safety Committee Organization
Activity and Follow Through

P F G E

GOALS

1. 8 Employee and/or Union Participation in
Safety Program

P F G E

GOALS:

1. 9 Service Groups - Organization and Training of Fire
and Emergency Control Units, (Fire Brigade, Rescue
Squad)

P F G E

GOALS: Monthly training needed to move up
to "G".

1. 10 Emergency Preparedness

P F G E

GOALS: Write up shut-down procedures.

1. 11 First Aid

P F G E

GOALS:

1. 12 Advance Planning of Overall Safety Activities

P F G E

GOALS: More follow-up to get projects
completed.

1. 13 Appraisal and Upgrading of Safety Program

P F G E

GOALS: Expand use of accident analysis
summaries.

2. ACCIDENT INVESTIGATION, REPORTING AND ANALYSIS

2. 1 Maintaining Accident and Injury Records and Submission of Reports

P F G E

GOALS:

2. 2 Medical and Workmen's Compensation Injury and Illness Records

P F G E

GOALS: Can go to "G" category by starting medical card file on employees.

2. 3 Accident Investigation and Reporting by Safety Coordinator

P F G E

GOALS:

2. 4 Accident Investigation and Reporting by First Line Supervisors

P F G E

GOALS: Safety co-ordinator to review proper completion of Supervisor's Report of Accident forms with supervisors.

2. 5 Accident Analysis

P F G E

GOALS: Annual analysis now made; upgrade to "G" category by making quarterly analysis.

2. 6 Utilization of Accident Analysis Information

P F G E

GOALS: To "G" category by going to distribution on a semi-annual analysis.

2. 7 Periodic and Special Studies - Problem Areas

P F G E

GOALS:

2. 8 Recording and Reporting Liability Cases Other Than Automobile

P F G E

GOALS:

2. 9 Recording and Reporting Damage to Company Property Through Fire or Other Causes

P F G E

GOALS:

3. CONTROL OF HAZARDS

3. 1 Development, Use and Revision of Plant Safety Standards

P F G E

GOALS: Supervisors to use SPI's at departmental safety meetings.

3. 2 Personal Protective Equipment

P F G E

GOALS:

3. 3 Control of Internal Environment (Ventilation, Illumination, Heat, Noise, Dust, Toxic Chemicals) and Other Industrial Hygiene Exposures

P F G E

GOALS:

3. 4 Housekeeping, Sanitation, and General Storage of Materials

P F G E

GOALS:

3. 5 Material Handling

P F G E

GOALS:

3. 6 Storage and Use of Flammable, Explosive, Toxic and Corrosive Materials

P F G E

GOALS: Material Data Sheets not distributed.

3. 7 General Maintenance of Equipment and Physical Conditions (Including Guarding)

P F G E

GOALS: Institute inspection procedure for hand and power tools.

3. 8 Inspection Activity by Supervisory Personnel

P F G E

GOALS:

3. 9 Inspection and Advisory Action by Safety Coordinator P F G E

GOALS: Safety Supervisor to complete safety inspection report.

3. 10 Inspection by Committee P F G E

GOALS:

4. TRAINING

4. 1 On-the-Job Safety Training and Observation of Foremen by Their Immediate Supervision P F G E

GOALS:

4. 2 Safety Training and Stimulation of Foremen Newly Appointed or Transferred P F G E

GOALS: Guidelines to be given to all supervisors.

4. 3 Plant Management's Safety Training of Present Middle Management Personnel P F G E

GOALS:

4. 4 Plant Management's Training of New Middle Management Personnel P F G E

GOALS:

4. 5 Indoctrination of New Employees P F G E

GOALS: Use Safety Orientation check-off list.

4. 6 Safety Training by Foremen of Line Employees (New and Transferred) P F G E

GOALS: Have new or transferred employees given safety orientation before taking over new job.

4. 7 Safety Training for Selected Plant Operations (Industrial Trucks, Crane Operations, Processing and Machine Operations, Handling of Toxic Substances, etc.)

P F G E

GOALS:

4. 8 Applicable Governmental Standards, Safety Manuals, and Reference Materials

P F G E

GOALS: New formal reference library.

4. 9 Departmental Safety Meetings and/or Worker oriented Safety Meetings

P F G E

GOALS:

4. 10 Development, Revision and Use of Job Hazard Analysis (Including Process Instructions and Standard Practice Instructions)

P F G E

GOALS:

5. MOTIVATION AND COMMUNICATION

5. 1 Communication Between Department Supervisors and Safety Coordinator

P F G E

GOALS:

5. 2 Developing and Maintaining Favorable Departmental Safety Climate

P F G E

GOALS:

5. 3 General Safety Promotion

P F G E

GOALS: More use of films.

5. 4 Distribution of Safety Literature

P F G E

GOALS: Distribute more safety literature.

5. 5 Off-the-Job Safety Activities

P F G E

GOALS: