

## SAFETY MANAGEMENT SYSTEMS - A self assessment tool for SMEs

### Self assessment Checklist

You can assess your own health and safety management system using the following self assessment checklist. By ticking the appropriate column on the right of the table you can give yourself a score for each element.

Once the form has been completed you can submit it via the email button for scoring.

By repeating this exercise after you have made improvements to your safety management system you can check your progress over time.

<b>Organisation:</b>		<b>Name:</b>	
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<b>Email:</b>		<b>Date:</b>	
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### POLICY

		Fully Met	Part Met	Not Met
1.	The company has a clear, written policy for health and safety at work, signed, dated and communicated to all employees?			
2.	The Directors regard health and safety of employees as an important business objective?			
3.	The Directors are committed to continuous improvement in health and safety (reducing the number of injuries, cases of work-related ill health, absences from work and accidental loss)?			
4.	A named Director or Senior Manager has been given overall responsibility for implementing our health and safety policy?			
5.	Our policy commits the Directors to preparing regular health and safety improvement plans and regularly reviewing the operation of our health and safety policy?			
6.	Our policy encourages the involvement of employees and safety representatives in the health and safety effort?			
7.	Our policy includes a commitment to ensuring that all employees are competent to do their jobs safely and without risks to health?			

### ORGANISING - CONTROL

		Fully Met	Part Met	Not Met
8.	In our company responsibilities for all aspects of health and safety have been defined and allocated to our managers, supervisors and team leaders?			
9.	Our managers, supervisors and team leaders accept their responsibilities for health and safety and have the time and resources to fulfil them?			
10.	Our managers, supervisors and team leaders know what they have to do to fulfil their responsibilities and how they will be held accountable?			
11.	We have identified the people responsible for particular health and safety jobs including those requiring special expertise (e.g. our health and safety advisor)?			

**ORGANISING – COMPETENCE**

		Fully Met	Part Met	Not Met
12.	We have assessed the experience, knowledge and skills needed to carry out all tasks safely?			
13.	We have a system for ensuring that all our employees, including managers, supervisors and temporary staff, are adequately instructed and trained?			
14.	We have a system for ensuring that people doing particularly hazardous work have the necessary training, experience and other qualities to carry out the work safely?			
15.	We have arrangements for gaining access to specialist advice and help when we need it?			
16.	We have systems for ensuring that competence needs are identified and met whenever we take on new employees, promote or transfer people or when people take on new health and safety responsibilities e.g. when we restructure or reorganise?			

**ORGANISING – COOPERATION**

		Fully Met	Part Met	Not Met
17.	We consult our employees and employee safety representatives on all issues that affect health and safety at work?			
18.	We have an active health and safety committee that is chaired by the appropriate Director or Senior Manager and on which employees from all departments are represented?			
19.	We involve the workforce in preparing health and safety improvement plans, reviewing our health and safety performance, undertaking risk assessments, preparing safety-related rules and procedures, investigating incidents and problem solving?			
20.	We involve the workforce in preparing health and safety improvement plans, reviewing our health and safety performance, undertaking risk assessments, preparing safety-related rules and procedures, investigating incidents and problem solving?			
21.	We have arrangements for cooperating and coordinating with contractors and employment agencies whose employees work on our site on health and safety matters?			

**ORGANISING – COMMUNICATION**

		Fully Met	Part Met	Not Met
22.	We discuss health and safety regularly and health and safety is on the agenda of management meetings and briefings?			
23.	We provide clear information about the hazards and risks and about the risk control measures and safe systems of work to people working on our site (which is easily accessible in the relevant work area)			
24.	Our directors, managers and supervisors are open and approachable on health and safety issues and encourage their staff to discuss health and safety matters?			

25.	Our Directors, Managers and Team Leaders communicate their commitment to health and safety through their behaviour and by always setting a good example?			
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## PLANNING AND IMPLEMENTING

		Fully Met	Part Met	Not Met
26.	We have a system for identifying hazards, assessing risks and deciding how they can be eliminated or controlled?			
27.	We have a system for planning and scheduling health and safety improvement measures and for prioritising their implementation depending on the nature and level of risk?			
28.	We have arrangements for agreeing measurable health and safety improvement targets with our managers and supervisors?			
29.	Our arrangements for purchasing premises, plant, equipment and raw materials and for supplying our products take health and safety into account at the appropriate stage, before implementation of the plan or activity?			
30.	We take proper account of health and safety issues when we design processes, equipment, procedures, systems of work and tasks?			
31.	We have health and safety rules and procedures covering the significant risks that arise in our day-to-day work activities including normal production, foreseeable abnormal situations and maintenance work?			
32.	We have procedures for dealing with serious and imminent dangers and emergencies?			
33.	We set standards against which we can measure our health and safety performance?			

## MEASURING PERFORMANCE

		Fully Met	Part Met	Not Met
34.	We have arrangements for monitoring progress with the implementation of our health and safety improvement plans and for measuring the extent to which the targets and objectives set under those plans have been achieved?			
35.	We have arrangements for active monitoring that involve checking to ensure that our control measures are working properly, our health and safety rules and procedures are being followed and the health and safety standards we have set for ourselves are being met?			
36.	We have arrangements for reporting and investigating accidents, incidents, near misses and hazardous situations?			
37.	Where the arrangements in 2 and 3 above show that controls have not worked properly, our health and safety rules or procedures have not been followed correctly or our safety standards have not been met we have systems for identifying <i>why</i> performance was substandard.			
38.	We have arrangements for dealing with situations that have created risk with priority being given where the risks are greatest.			
39.	We have arrangements for analysing the causes of any potentially serious events so as to identify the underlying root causes including causes arising from shortcomings in our safety management system and safety culture.			

## AUDIT AND REVIEW – LEARNING FROM EXPERIENCE

		Fully Met	Part Met	Not Met
40.	We have regular audits of our safety management system carried out by competent external auditors or competent auditors employed by our company who are independent of the department they are auditing?			
41.	We use the information from performance monitoring and audits to review the operation of our safety management system and our safety performance?			
42.	We regularly review how well we have met the objectives in our health and safety improvement plans and whether we have met them in the agreed timescales?			
43.	We analyse the information from performance measurement and use it to identify future improvement targets and to identify particular causes of accident, ill health or poor control of risk to target for future risk reduction effort.			
44.	We benchmark the performance of our safety management system against that of other businesses in the same industrial sector and/or to monitor our own overall improvement over time?			

*This self assessment checklist is based upon the HSE document PABIAC STRATEGIC OBJECTIVE 2: SAFETY MANAGEMENT SYSTEMS. A self assessment tool for SMEs.*