

STATE LOSS PREVENTION SAFETY AUDIT

1. Is there a written, operational safety plan? Has it been modified to fit the specific needs at this location? Have employees been given a copy? Does the audit level head have a written, signed policy statement expressing management's philosophy and goals concerning loss prevention and safety? Are all employees made aware of the policy? How are they notified?

FINDINGS:

RECOMMENDATIONS:

2. Is there a written document that clearly defines safety responsibilities for all managers, supervisors, and employees? Have all employees been given a copy?

FINDINGS:

RECOMMENDATIONS:

3. Is there a written inspection program to identify unsafe conditions or acts and the recommended corrective action and date? Is corrective action taken within 30 days? Is there a written program to ensure the security of each work site against theft, vandalism, procedures for locking buildings, and implementing safeguards to prevent unauthorized access? Is corrective action taken?

FINDINGS:

RECOMMENDATIONS:

4. Have Job Safety Analyses been developed to review methods and identify hazards? Are Job Safety Analyses used in the accident investigation process? Have they been posted in the work area?

FINDINGS:

RECOMMENDATIONS:

5. Is there an accident/incident investigation procedure? Does the report identify the actual causes and contributing factors to prevent recurrences? Has the accident [incident investigation been accomplished by the immediate supervisor? Are accidents reviewed?

By the safety officer or safety committee? Does the agency administrator review accidents, incidents, and recommendations from the safety officer or safety committee? Is action taken and is the action effective?

FINDINGS:

RECOMMENDATIONS:

6. Are records maintained that indicate when safety meetings were held, who was present, who conducted the meeting, and what specific subject(s) was discussed? Does the agency administrator or manager attend one or more safety meetings during the year? Does the agency administrator or manager follow up on suggestions made by the employees?

FINDINGS:

RECOMMENDATIONS:

7. Are there written safety rules developed by the agency and provided to employees in writing regarding employee responsibilities? Are safety rules reinforced in safety meetings? Is there a written emergency preparedness plan that addresses all probable emergency situations?

FINDINGS:

RECOMMENDATIONS:

8. Does the agency train employees to perform their required task in a safe and efficient manner? Are supervisors trained in conducting safety meetings, inspections, accident investigations, Job Safety Analysis, and leadership skills? Is there a trained person assigned the safety responsibility? What type of training has the person received?

FINDINGS:

RECOMMENDATIONS:

9. Does the agency keep injury reports, inspection reports, hazard control logs, accident investigations, and minutes of safety meetings, training records, and job safety analysis sheets for at least one year? Has an audit team or designated audit personnel been reviewing the records and been conducting annual self-audits?

FINDINGS:

RECOMMENDATIONS:

10. Is there an approved first aid program in operation including appropriate provision for emergency medical care, hospitals, physicians, and ambulance services? Are first aid kits appropriate for your work environment? Does the agency have a written Blood borne Pathogens Program? Are the names of all employees who hold a first aid certificate posted on the bulletin board?

FINDINGS:

RECOMMENDATIONS:

11. Is there a written program to inspect and eliminate safety and fire hazards from state owned or operated grounds and facilities? Do records indicate an adequate number of training drills, such as fire drills, work shut downs, and emergency tests being conducted in each area in accordance with the emergency preparedness plan? Has there been a Fire Marshall inspection and have recommendations been corrected?

FINDINGS:

RECOMMENDATIONS:

12. Does the agency have a written hazard control program or a posted hazard control log that establishes a method of recognizing, evaluating, and controlling hazards? Is there a written hazardous materials and wastes program including policies and procedures for handling, storing, using, and disposing of hazardous materials from receipt through use, and hazardous waste from generation to final disposal? Is there training and appropriate monitoring of personnel who manage or regularly come into contact with hazardous wastes? Are there procedures to follow in the use of Personal Protective Equipment and direction to get assistance? Are Material Safety Data Sheets reviewed with the employee, maintained in the work area, or made available to the employee?

FINDINGS:

RECOMMENDATIONS:

13. Does the agency have a Substance Abuse Awareness Program? Does the agency have a Drug Free Workplace Policy or Substance Abuse Policy? Is the policy provided in writing to each employee? Does the agency have an Employee Assistance Program available to its employees?

FINDINGS:

RECOMMENDATIONS:

14. Does the agency have a written American With Disabilities Act Program?

FINDINGS:

RECOMMENDATIONS: There are no recommendations at this time.

15. Does the agency have a written Violence in the Workplace Program? Has the agency appointed a Workplace Violence Assessment Team to analyze and evaluate existing or potential hazards? Has the agency implemented training and instruction on general, job-specific and worksite-specific safety and security measures? Has the agency provided a mechanism for reporting threats or assaults at the workplace?

FINDINGS:

RECOMMENDATIONS:

STATE LOSS PREVENTION DRIVER SAFETY AUDIT

1. Has the agency administrator or manager implemented a Driver Safety Program?

FINDINGS:

RECOMMENDATIONS:

2. Has the agency administrator or manager assigned the responsibility for monitoring the program?

FINDINGS:

RECOMMENDATIONS:

3. Are State vehicles inspected against a written checklist to assure they are in a safe operating condition? Is corrective action taken to repair or correct problems?

FINDINGS:

RECOMMENDATIONS:

4. Are the employees driving records checked and monitored annually using the Office of Motor Vehicles records? Is there a list of authorized drivers? Has a D-054 (Authorization and Driving History Form) been filled out, reviewed and signed by the Employee and the agency head?

FINDINGS:

RECOMMENDATIONS:

5. Is there a policy to manage an employee identified as a high risk driver including administrative review or action?

FINDINGS:

RECOMMENDATIONS:

6. Does management provide defensive driving training (sponsored by the Office of Risk Management) for employees that drive on state business?

FINDINGS:

RECOMMENDATIONS:

7. Are all accidents in state and personal vehicles investigated using D-041?

FINDINGS:

RECOMMENDATIONS:

STATE LOSS PREVENTION EQUIPMENT MANAGEMENT AUDIT

1. Has the agency implemented an equipment management/boiler machinery program to control the risk of fixed and portable equipment?

FINDINGS:

RECOMMENDATIONS:

2. Is there written criteria, which includes characteristic of equipment function, maintenance requirements, and equipment history, used to identify equipment to be included in the program?

FINDINGS:

RECOMMENDATIONS:

3. Is there a current, accurate, unique inventory kept of all equipment in the program, regardless of the equipment's purpose?

FINDINGS:

RECOMMENDATIONS:

4. Does management have written equipment-testing procedures and user-training programs designed to manage the risk associated with equipment use and to respond to training needs, associated with equipment problems?

FINDINGS:

RECOMMENDATIONS:

5. Is orientation and training provided to individuals who use and/or maintain the equipment?

FINDINGS:

RECOMMENDATIONS:

6. Is there a procedure for corrective action when a problem is identified and are they corrected in a timely manner? How are scheduled and unscheduled maintenance repairs handled?

FINDINGS:

RECOMMENDATIONS:

7. Are there work procedures to follow in the use of personal protective equipment and direction to get assistance if needed?

FINDINGS:

RECOMMENDATIONS:

- S. Is there a confined space entry program? Is there a Lock-Out Tag-Out procedure for the agency?

FINDINGS:

RECOMMENDATIONS:

9. Are the operator certificates for the boiler operations (high-low pressure vessels) current?

FINDINGS:

RECOMMENDATIONS:

10. Is the agency complying with the Roofing Inspection Program?

FINDINGS:

RECOMMENDATIONS:

11. Does the agency have an Electrical Maintenance Program?

FINDINGS:

RECOMMENDATIONS:

STATE LOSS PREVENTION WATER VESSEL AUDIT

1 Has the agency implemented a Water Vessel Safety Program?

FINDINGS:

RECOMMENDATIONS:

2. Has the agency administrator or manager assigned the responsibility for monitoring the program? Who is the person responsible and in what city are they located?

FINDINGS:

RECOMMENDATIONS:

3 Are the vessels inspected against a written checklist to assure safe operating conditions? Is there a written preventative maintenance program? Is corrective action taken in a timely manner? Are vessels properly equipped with the required safety equipment?

FINDINGS:

RECOMMENDATIONS:

4. Is the employee's operator record checked and monitored using the Department of Wildlife and Fisheries records? Is there a list of authorized operators?

FINDINGS:

RECOMMENDATIONS:

5. Is there a policy to manage an employee identified as a high- risk operator to include administrative review and/or action?

FINDINGS:

RECOMMENDATIONS:

6. Does management provide training using the United States Coast Guard and Department of Wildlife and Fisheries guidelines?

FINDINGS:

RECOMMENDATIONS:

7. Are accidents investigated using the Department of Wildlife and Fisheries Boating Accident Report (WF-A-BAIR 003)?

FINDINGS:

RECOMMENDATIONS:

STATE LOSS PREVENTION BONDS AND CRIME AUDIT

1. Has the agency administrator or manager developed and implemented a Bonds and Crime Program to minimize the potential for financial property losses?

FINDINGS:

RECOMMENDATIONS:

2. Has the agency administrator or manager assigned the responsibility for monitoring the program? Who is the person and in what city are they located?

FINDINGS:

RECOMMENDATIONS:

3. Have only authorized, bonded and trained employees been assigned to duties covered under the policy?

FINDINGS:

RECOMMENDATIONS:

4. Is there an investigation procedure to investigate and correct all incidents in which all state assets and property are mishandled or lost?

FINDINGS:

RECOMMENDATIONS:

5. Are procedures reviewed and prompt corrective action taken after a loss?

FINDINGS:

RECOMMENDATIONS:

6. Are all records maintained to document all aspects of the fiscal control program? Does the agency have an effective key control program?

FINDINGS:

RECOMMENDATIONS:

7. Has the internal and legislative audit been conducted and recommendations followed?

FINDINGS:

RECOMMENDATIONS:

