

# Assessing Your Progress In Building a Unit Safety Program 2022

Unit / Division

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To assist Environmental Health and Safety (EHS) and the University Safety & Loss Control Committee in providing tools and resources to assist units in developing a Safety Program, please answer as accurately as possible. The Unit Safety Program consists of nine elements. This checklist is a tool that can be used by unit administrators and unit safety committees to periodically assess the progress made towards implementing these elements and to help direct continuing efforts to improve their unit's safety program. If you have any questions or ideas that would improve this program add them to the comments section at the end or email them to [safety@uidaho.edu](mailto:safety@uidaho.edu)

The items listed below are considered essential to the establishment and maintenance of an effective unit safety program. A corresponding list of tools and resources that may be used for addressing each of these items can be found in the downloadable document [BUILDING A UNIT SAFETY PROGRAM](#) located on EHS's website located at:

<https://www.uidaho.edu/dfa/administrative-operations/ehs/safety-programs/occupational-safety/committees/forms>

### *Element 1: Policy and Procedures*

It is important that employees and students be aware of university and unit safety policies and procedures and that you have developed appropriate policies and procedures specific to your operations.

	TO DO	ESTIMATED PROGRESS				COMPLETED	N/A	
		1-25%	26-50%	51-75%	76-99%			
1.	<input type="checkbox"/>	Unit-specific safety policies and procedures have been developed						
2.	<input type="checkbox"/>	Unit personnel have been advised of existing safety policies and procedures						
3.	<input type="checkbox"/>	A unit safety audit has been conducted						
4.	<input type="checkbox"/>	Unit- specific safety procedures are reviewed annually and updates are communicated to all unit personnel						

### *Element 2: Safety Committees*

Unit safety committees are the centerpiece of a unit safety program. A functioning, trained and supported safety committee facilitates and guides safety throughout the unit.

	TO DO	ESTIMATED PROGRESS				COMPLETED	N/A	
		1-25%	26-50%	51-75%	76-99%			
1.	<input type="checkbox"/>	Unit Safety Committee(s) have been established						
2.	<input type="checkbox"/>	Unit Safety Committee (USC) members have completed the Unit Safety Committee Orientation from EHS						
3.	<input type="checkbox"/>	Unit Safety Committee meets at least once a semester						
4.	<input type="checkbox"/>	Unit personnel are aware of the safety committee and their representatives						

### Element 3: Job Hazard Analysis

A systematic review of job tasks to identify the hazards involved and the personal protective equipment and procedures that are required to perform these tasks safely and then using the results to train employees is one of the most effective ways to prevent accidents and injuries. Resources to help with this process are available online at: <https://www.uidaho.edu/dfa/administrative-operations/ehs/safety-programs/occupational-safety/job-hazard-analysis>

	TO DO	ESTIMATED PROGRESS				COMPLETED	N/A	
		1-25%	26-50%	51-75%	76-99%			
1.	<input type="checkbox"/>	Hazardous tasks performed by unit personnel have been identified						
2.	<input type="checkbox"/>	A Job Hazard Analysis (JHA) has been completed for identified hazardous tasks						
3.	<input type="checkbox"/>	Preventative measures have been taken						

### Element 4: Safety Training

Training is a key element in the ability to safely perform jobs, tasks, and other activities. Safety training needs to be identified for each employee and supervisors need to ensure this training is appropriately assigned and completed by the employees for which they are responsible in a timely manner.

	TO DO	ESTIMATED PROGRESS				COMPLETED	N/A	
		1-25%	26-50%	51-75%	76-99%			
1.	<input type="checkbox"/>	Unit safety training “Gatekeeper(s)” have been designated and trained						
2.	<input type="checkbox"/>	Unit personnel have been assigned and completed the university’s online safety orientation course, <i>Safety Matters</i>						
3.	<input type="checkbox"/>	Unit-specific safety orientation has been provided and documented for all unit personnel						
4.	<input type="checkbox"/>	Safety training templates have been completed for unit job descriptions						
5.	<input type="checkbox"/>	Safety training profiles have been completed for individual unit personnel						
6.	<input type="checkbox"/>	Unit personnel have completed required safety training						
7.	<input type="checkbox"/>	Designated personnel have completed appropriate “Train-the-Trainer” programs						

**Element 5: Accident Reporting and Investigation**

Although the purpose of a safety program is to reduce and, ideally, eliminate all accidents, when an accident does occur it needs to be reviewed and investigated. Not learning the cause of the accident so that it can be prevented in the future is really a second tragedy.

	TO DO	ESTIMATED PROGRESS				COMPLETED	N/A	
		1-25%	26-50%	51-75%	76-99%			
1.	<input type="checkbox"/>	Unit employees have been instructed in accident/incident reporting procedures						
2.	<input type="checkbox"/>	Accident are properly reported and documented						
3.	<input type="checkbox"/>	Incident/near-misses are properly reported and documented						
4.	<input type="checkbox"/>	Accidents, incidents and near-misses are routinely reviewed by the unit administrator and/or unit safety committee						
5.	<input type="checkbox"/>	Corrective action and/or trainings have been identified and implemented						

**Element 6: Inspections**

Inspection will assist in identifying safety deficiencies before they can cause an accident or injury. Once a safety deficiency has been identified, it needs to be corrected.

	TO DO	ESTIMATED PROGRESS				COMPLETED	N/A	
		1-25%	26-50%	51-75%	76-99%			
1.	<input type="checkbox"/>	USC members are familiar with internal safety inspections						
2.	<input type="checkbox"/>	Internal safety inspections are being performed on a regular basis						
3.	<input type="checkbox"/>	Discrepancies noted during the most recent annual Division of Building Safety inspection have been corrected						
4.	<input type="checkbox"/>	Steps have been taken to address similar discrepancies in all other areas						

**Element 7: Emergency Response Plans**

Development of an emergency response plan provides the opportunity to review and practice “what to do” before a real emergency happens. Unit personnel must be aware of this plan, know where it is, and what it contains.

	TO DO	ESTIMATED PROGRESS				COMPLETED	N/A	
		1-25%	26-50%	51-75%	76-99%			
1.	<input type="checkbox"/>	A unit emergency response plan has been completed						
2.	<input type="checkbox"/>	Unit personnel have been made aware of the unit emergency response plan						
3.	<input type="checkbox"/>	Unit personnel have been appropriately trained on the unit emergency response plan						
4.	<input type="checkbox"/>	Emergency response plan (particularly the contact list) is updated annually and updates are communicated to the unit						
5.	<input type="checkbox"/>	Unit personnel perform an annual exercise based on the unit safety plan						
6.	<input type="checkbox"/>	The updated emergency response plan is sent to Emergency Management						

### Element 8: Vehicle Safety and Use

One of the more dangerous activities an employee or student can be involved in is driving a vehicle. Employees and students who drive need to be identified, have the proper training and understand and follow university policies and procedures

	TO DO	ESTIMATED PROGRESS				COMPLETED	N/A	
		1-25%	26-50%	51-75%	76-99%			
1.	<input type="checkbox"/>	Unit personnel who drive U of I owned, rented, or leased vehicles have had a satisfactory driver license background check conducted every 3 years						
2.	<input type="checkbox"/>	Unit personnel who drive U of I owned, rented, or leased vehicles have completed the University's defensive driving course every 3 years						
3.	<input type="checkbox"/>	Unit personnel who drive U of I owned, rented, or leased vehicles have completed a Vehicle Use Agreement form						
4.	<input type="checkbox"/>	Annual inspections of unit vehicles have been performed and documented as required by APM 05.08						

### Element 9: Hazardous Materials Use

The proper use of hazardous materials will protect the user and the environment and ensures compliance with various legal requirements. A Laboratory Safety Plan template developed by Environmental Health and Safety is available at <https://www.uidaho.edu/dfa/administrative-operations/ehs/safety-programs/laboratory-safety>.

	TO DO	ESTIMATED PROGRESS				COMPLETED	N/A	
		1-25%	26-50%	51-75%	76-99%			
1.	<input type="checkbox"/>	Controls for limiting access/use of hazardous materials to authorized personnel are in place						
2.	<input type="checkbox"/>	All unit personnel who handle or supervise those who handle hazardous materials have received Hazard Communications training						
3.	<input type="checkbox"/>	Areas where biohazardous materials are being used or stored have been approved by the Biosafety Committee						
4.	<input type="checkbox"/>	Areas where radiation producing equipment or radioactive materials are used or stored has been approved by the Radiation Safety Committee						
5.	<input type="checkbox"/>	A Laboratory Safety Plan (Chemical Hygiene Plan) has been developed and implemented for all unit laboratories						
6.	<input type="checkbox"/>	Procedures are in place to ensure all unit personnel who are responsible for maintaining inventories of hazardous materials have properly labeled and accounted for all these materials, and arranged for the proper disposal of all hazardous waste materials, <i>prior</i> to ending their relationship with the university						

