

Instructions for using FRC East Safe Site Score Assessment Checklist

The purpose of this checklist is to provide a robust method to assess the overall safety posture of Application Area Safe Sites throughout Fleet Readiness Center East.

The checklist is divided into five primary categories. The maximum overall score for each safe site is one hundred (100). Scores shall be assessed and posted monthly in each Safe Site.

Step One:

Identify individuals from each safe site to perform the monthly assessment and complete the checklist.

Individuals assigned should be familiar with the particulars of the items contained within the five categories to ensure an accurate assessment of each safe site.

Safe Site Leads are primarily responsible for the accuracy of the assessment.

Step Two:

Complete assessment checklist. Answering "YES" to an item within the checklist is verifying that the item has been reviewed and inspected. Answer "NO" for any item that is found to be inoperable, out of specification, broken, etc. Annotate "N/A" for all checklist items which do not apply to your particular Safe Site.

Step Three:

For items which were answered "NO", ensure "lock out/tag out" procedure is completed to mitigate any hazard which may exist from the identified deficiency. Document deficiency on Safe Site Safety Concern Board.

Submission of a work order, 4235, or "lock out/tag out" is not sufficient to answer the checklist item "YES".

As deficiencies are rectified, those affected items will be satisfied on the next monthly assessment and the Safe Site Safety Score will prove commensurate with rectification of the documented deficiencies.

Step Four:

Calculate final score from completed checklist.

For example, if we had 30 (thirty) YES answers, 5 (five) NO answers, and 6 (six) N/A answers.

Count the number of "YES" answers. This number is "A". In the above example, we had 30 (thirty) "YES" answers.

Count the number of "NO" answers. This number is "B". In the above example, we had 5 (five) "NO" answers.

Add "A"+"B". In the above example $30+5 = 35$.

Divide "A" by the sum of "A"+ "B". In this example $30/35 = 0.857$

Multiply the result by 100. $.857 \times 100 = 85.7$.

Round up to the nearest whole number. 85.7 rounds up to 86.

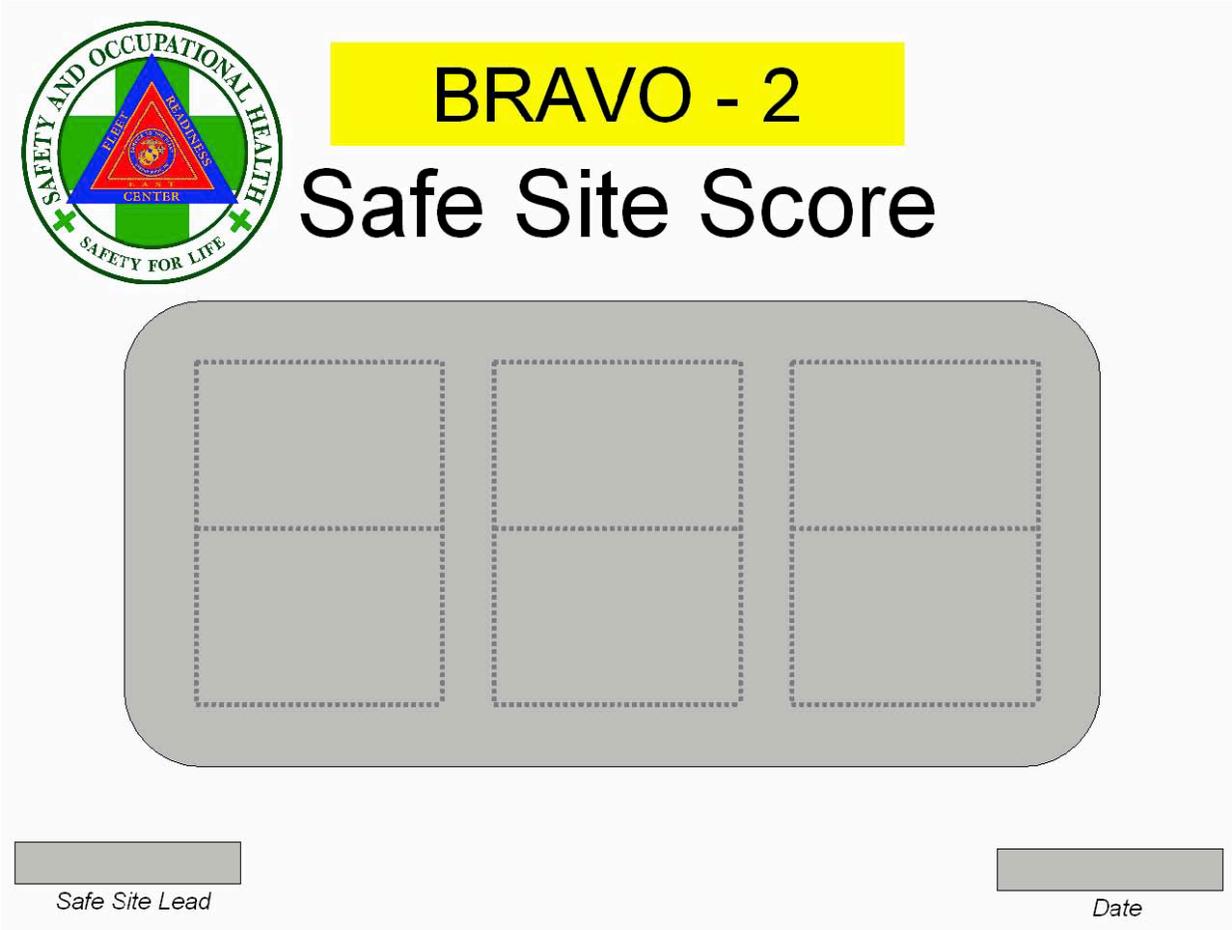
This is your final score.

Step Five:

Annotate your final score of the Safe Site Score Placard.

Using a dark colored marker, outline the final score on the shaded gray area of the placard.

Write in the date in the applicable block.



The image shows a template for a Safe Site Score Placard. On the left is the logo for the Safety and Occupational Health Center, featuring a green cross with a red triangle in the center containing a caduceus. The text around the logo reads "SAFETY AND OCCUPATIONAL HEALTH CENTER" and "SAFETY FOR LIFE". To the right of the logo is a yellow rectangular box containing the text "BRAVO - 2". Below this is the text "Safe Site Score" in a large, bold, black font. Underneath the text is a large, rounded gray rectangle with a dashed border, divided into three vertical sections. At the bottom left of the placard is a small gray box labeled "Safe Site Lead". At the bottom right is another small gray box labeled "Date".

Write in the Safe Site Lead in the applicable block.

Fill in your Safe Site Designation.

Print and Post.

Step Six:

Forward your monthly Safe Site Score to the VPP coordinator for insertion into the monthly tracking database.

Forward your monthly completed checklist to the FRC East Safety Office for retention.

Safe Site Safety Score Assessment Checklist

Each Safe Site shall use the following checklist for determining the appropriate and applicable scoring level. If certain criteria within this checklist are not applicable to a Safe Site, N/A shall be checked for that particular item. N/A items will not be utilized in the determination of the Safe Site Safety Score. While the Safe Site Lead is responsible for the accurate assessment of all areas within the Safe Site, included shop supervisors or other designees may have responsibility for sections of this assessment checklist.

| Item | Description | Compliant | Not Compliant | N/A |
|--|--|-----------|---------------|-----|
| Personnel Safety | | | | |
| Injury reporting | Are injuries being reported in a timely manner in accordance with our policy? This should include all injuries that have occurred within the last month. | | | |
| Mishap investigation | Timely would indicate that the mishap investigation was initiated within 24 hours of the mishap. Are mishap investigations being performed in a timely manner and with active participation by all applicable parties? Look at all mishaps that have occurred within the last month. | | | |
| JHA records | Do employees know where to find JHA, IH, and SHA within their shop and safe site? | | | |
| PPE | Are employees wearing required PPE? Random spot check shall be performed monthly. | | | |
| Fall protection | Is fall protection available for all required tasks. Workstands, ladders, step stools? | | | |
| AED | Is AED inspected as required? AEDs are inspected monthly. Verify monthly inspection is documented on SIDE A of the attached card. | | | |
| Eye wash stations | Inspected as required, including ensuring protective cups are properly aligned and flow is adequate when operated? Activate weekly for a minimum of 3 minutes and until all contaminants (color/sediments) are visually clear. | | | |
| Emergency showers | Ensure flow is adequate. Activate weekly for a minimum of 3 minutes and until all contaminants (color/sediments) are visually clear. | | | |
| Mandatory General safety training | Have employees participated in their mandatory safety training? | | | |
| Hazard material/hazardous waste treatment and storage | Is Hazard Material properly stored, maintained, and disposed of? | | | |
| Medical Surveillance | Are there any medical surveillance "no-shows" for this area? | | | |
| Unsafe conditions - knowledge of process to report or identify | Do employees know how to report an unsafe condition? Random check shall be conducted to assess. | | | |
| Required Safety Documentation | | | | |
| Signage | Is PPE signage posted? Ensure signage is not blocking windows on doors? | | | |
| Evacuation Plans | Verify Posting | | | |
| Fire Bill | Verify Posting | | | |
| Emergency procedures with grid locations | Verify Posting | | | |
| Safety Goals and Metrics posted | Shall include Safe Site Score from previous month near the safety concern board. | | | |

| | | | | |
|--|---|--|--|--|
| MSDS - first aid procedures | Do employees know how to access MSDS and first aid procedures. Random spot check shall be conducted to assess. | | | |
| Labeling of safety equipment | Is safety equipment properly labeled? | | | |
| Exits unlocked | Are emergency exits unlocked and obstruction free? | | | |
| Fire Safety and Prevention | | | | |
| Fire extinguishers | Inspected | | | |
| Exit signs (size, line of site, illuminated) | Inspected | | | |
| Sprinklers | Missing covers, improper clearance | | | |
| Egress path | Unobstructed and clearly marked | | | |
| Circuit panels unobstructed | Unobstructed. Nothing in the red markings in front of circuit panels | | | |
| Fire Marshall reported discrepancies | Are there any unresolved fire Marshall discrepancies within the safe site. Review monthly report for discrepancies relevant to your applicable safe site. | | | |
| Electrical outlet covers | Check outlet covers to make sure they are properly installed and free from cracks or missing pieces. | | | |
| GFCI tested | Test and reset monthly. Forward completed forms to the Safety Office. | | | |
| Personnel Heaters | UL Listed and tip over protection works as required. | | | |
| Weight Handling Equipment Safety | | | | |
| Bridge Crane Operators Monthly Checklist | Verify monthly inspection is performed | | | |
| Unusual Crane Occurrence documentation | Have all UCO been resolved. Monthly report will be provided by 6.3. Review report to determine if any Weight Handling devices in your area have unresolved maintenance discrepancies or UCOs. | | | |
| Mobile man lifts | Pre op cards inspected, harnesses being used properly, personnel trained | | | |
| Slings and straps | Inspections are up to date. | | | |
| Training | Have WHE employees received training? | | | |
| Tooling and Equipment Safety | | | | |
| Tool condition | Are there damaged, unsafe tools within safe site? Razor blades? Knives without locks? | | | |
| Tool storage does not represent a hazard | Is tool storage safe? | | | |
| Guarding | Is all required guarding installed and in proper working condition? | | | |
| Grounding | Is equipment properly grounded? Are ground point inspected? | | | |
| Workstand condition | Are work stands in good condition? | | | |
| Pre-op cards | Are pre-op cards up to date and accurate? | | | |
| Licenses | Do employees have proper and required licenses for equipment in safe site | | | |
| Totals | | | | |

Safe Site Number: _____

Signature: _____

Safe Site Score $A/(A+B) \times 100$ (Round up to next whole number)

A

B

FRC East 5100/14 (JAN 2011)