

# How to Interpret Your Score

Chippewa Valley Technical College wants to be your first call for safety training and consultation services.

Please mail or fax a copy of your assessment to Steven Senor, CVTC Occupational Health and Safety Trainer for results and recommendations. Steven will follow-up with you regarding your safety assessment and possible plans for partnership with CVTC.

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### Please complete the information below:

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_



# Your Safety Trainer

## Steven Senor

Steven Senor is an instructor and program coordinator with Chippewa Valley Technical College (CVTC). He and his family have lived in the Chippewa Valley since 1996.



Prior to joining CVTC in August 2005, Steven worked 14 years with ConAgra Foods, first as a corporate safety manager in California, then as a regional safety manager located out of Menomonie, Wisconsin. In total, Mr. Senor's background includes over 33 years of teaching and adult education.

Steven's experience includes providing emergency preparedness and response training and services, incident command, and fire safety. Steven is an authorized MSHA and OSHA trainer, and is a certified American Red Cross First Aid – CPR instructor.

Mr. Senor's educational background includes a master's degree in Risk Control from the University of Wisconsin-Stout (UW-Stout) ( 2004) and an educational specialist (Ed S.) degree, also from UW-Stout (2009).

Steven is a board member with the Western Wisconsin Safety Council and chair for the Dunn County Local Emergency Preparedness Committee. Steven has taught classes for the UW-Stout Risk Control program and CVTC, and has presented numerous seminars and training programs in safety and health for various professional organizations and councils.



# Safety Services

Your Partner to Profitability



## The First Step Assessment

### How well 'grounded' is your company's approach to safety and risk management?

Do you rely on short-term "quick fixes" or do you take a more systematic approach? How committed is your organization to the principles and practices of safety and loss control? This survey can help you evaluate your company's position. You will then have a better idea of how the elements of safety and risk management can be integrated into a system of operational performance.

**Directions:** Please consider each question; be open and honest. Check the box only if the answer is 'yes'. Think in general terms; do not look for absolutes or 'always' answers. Leave the box blank if the answer is 'no' or does not apply. Leave the box blank if you do not understand the question or terminology used. Within each section, add two points for every numbered 'yes' answer, then subtract one point for each alphabetized 'yes' answer. Score each section separately, then transfer the total to the Summary Scoring Section.

### Section 1 The Position of Safety or Risk Control if Yes

1. Does your facility have a dedicated safety position (FTE head count) assigned? .....
2. Is safety a primary or lead responsibility for the person assigned to this position? .....
3. Does the safety person report directly to the senior manager of the facility or company? .....
4. Is there a dedicated safety budget? .....
5. Do managers and supervisors support decisions and direction from the safety resource? ..... 
  - a. Is the safety person solely responsible for meeting the facility's safety goals? .....
  - b. Are safety resources applied only after a crisis or accident occurs? .....

**Score Section 1:** (add two points each for 1-5, then subtract 1 point each for a-b)..... \_\_\_\_\_

### Section 2 Management Commitment if Yes

1. Does the company apply basic risk control principles? .....
2. Is a written safety mission or policy communicated to employees? .....
3. Is there high-visibility, daily attention to safety? .....
4. Do managers and supervisors perceive accidents as preventable? .....
5. Is safety viewed as a resource for helping to achieve business goals and objectives? ..... 
  - a. Is safety perceived as a 'nuisance' or 'necessary evil'? .....
  - b. Does management bypass safety in its operational planning? .....
  - c. Are safety programs or plans only initiated when a crisis or problem occurs? .....

**Score Section 2:** (add two points each for 1-5, then subtract 1 point each for a-c) ..... \_\_\_\_\_

**Section 3 Safety Programs and Processes** ☒ if Yes

1. Is there an accident prevention/loss reduction process in place?.....☐
2. Are the written programs and procedures specific to the facility or company?.....☐
3. Are written safe practices or procedures (such as job safety analyses) in place?.....☐
4. Is the safety manual updated and revised regularly?.....☐
5. Do employees participate in developing and updating the safety programs?.....☐
  - a. Is the safety manual a 'boilerplate' that could be used by any other company?.....☐
  - b. Are safety rules established and enforced only after an accident occurs?.....☐
  - c. Is the emphasis of the safety program on promoting campaigns, contests, and slogans?.....☐

**Score Section 3:** (add two points each for 1-5, then subtract 1 point each for a-c)..... \_\_\_\_\_

**Section 4 Accountability and Performance Appraisal** ☒ if Yes

1. Are safety objectives included in management performance evaluations?.....☐
2. Is the line supervisor considered the key to the safety process?.....☐
3. Do supervisors perform safety functions as a regular part of their jobs?.....☐
4. Are safety objectives quantifiable and results oriented?.....☐
5. Is a CBA-ROI considered on proposed safety projects or initiatives?.....☐
  - a. Do line managers and supervisors consider safety someone else's responsibility?.....☐
  - b. Is safety considered a separate function, unconnected to quality and production?.....☐
  - c. Are accidents or losses expected as a part of doing business?.....☐

**Score Section 4:** (add two points each for 1-5, then subtract 1 point each for a-c)..... \_\_\_\_\_

**Section 5 Regulatory Compliance** ☒ if Yes

1. Does compliance reach beyond minimum regulatory standards?.....☐
2. Are regular (at least monthly) audits and safety inspections conducted?.....☐
3. Are safety hazards or problems corrected when found?.....☐
4. Are there efforts to address ergonomic issues or concerns?.....☐
5. Are walk-through inspections conducted with managers or supervisors?.....☐
  - a. Has the facility been cited for regulatory violations within the past three years?.....☐
  - b. Is regulatory compliance based on meeting only the minimum standards?.....☐
  - c. Do the same safety violations continually show up on safety audits?.....☐

**Score Section 5:** (add two points each for 1-5, then subtract 1 point each for a-c)..... \_\_\_\_\_

**Section 6 Safety Training** ☒ if Yes

1. Does safety training include practical, hands-on learning?.....☐
2. Is employee performance evaluated in the training sessions?.....☐
3. Do supervisors and managers attend the safety training?.....☐
4. Is employee attendance and participation documented?.....☐
5. Has there been an emergency evacuation drill conducted within the last year?.....☐
  - a. Do safety training sessions often result in complaint forums?.....☐
  - b. Is it acceptable for employees to skip the training if they are too busy or unavailable?.....☐
  - c. Is the training conducted without competency or performance measurement?.....☐

**Score Section 6:** (add two points each for 1-5, then subtract 1 point each for a-c)..... \_\_\_\_\_

**Section 7 Employee Involvement and Accountability** ☒ if Yes

1. Do employees consider safety their personal responsibility?.....☐
2. Do employees participate in developing safety goals?.....☐
3. Are employees chosen as champions or project leaders on safety initiatives?.....☐
4. Is there a system to follow up with employee concerns or suggestions?.....☐
5. Do employees complete a safety orientation prior to starting their assigned tasks?.....☐
  - a. Do safety committees exist that have no authority to make changes?.....☐
  - b. Do employees perceive safety as only management's responsibility?.....☐
  - c. Is there generally little or inconsistent follow-up on safety concerns or findings?.....☐

**Score Section 7:** (add two points each for 1-5, then subtract 1 point each for a-c)..... \_\_\_\_\_

**Section 8 Evaluating Performance and Success** ☒ if Yes

1. Is there a system for evaluating the safety process?.....☐
2. Is the facility's safety record favorable compared with others in the same field?.....☐
3. Are there specific accident prevention efforts in response to areas of high losses?.....☐
4. Is there a method to identify and reduce accidents by frequently injured employees?.....☐
5. Is there a way to compare statistical results with your safety objectives?.....☐
  - a. Are unsafe acts or conditions condoned/ignored in order to achieve production needs?...☐
  - b. When accidents occur, are solutions applied without first identifying the problems?.....☐
  - c. Are lost-time rates used as the benchmark for evaluating/comparing safety performance?.....☐
  - d. Is a "zero accident goal" the only measure of success for your safety program?.....☐

**Score Section 8:** (add two points each for 1-5, and subtract 1 point each for a-d)..... \_\_\_\_\_

**Section 9 Accident Causes and Response** ☒ if Yes

1. Is there a formal process to analyze incidents after they occur?.....☐
2. Are both management and employees involved in the incident analysis process?.....☐
3. Is a corrective action plan developed following every accident?.....☐
4. Is a process also used to analyze close calls or property damage?.....☐
5. Does the incident analysis search for multiple, "root" causes?.....☐
  - a. Does the incident analysis look to assign fault or blame?.....☐
  - b. Is the focus of the incident analysis to fix the problem, then resume business as usual?.....☐
  - c. Has an accident reoccurred because the same conditions or acts were never corrected?.....☐

**Score, Section 9:** (add two points each for 1-5, then subtract 1 point each for a-c)..... \_\_\_\_\_

**Section 10 Workers' Compensation & Accident Prevention** ☒ if Yes

1. Do safety goals include evaluating incident rates and workers' compensation costs?.....☐
2. Have safety goals been identified and communicated to all employees?.....☐
3. Are regular file review meetings held with the insurance carrier/third party administrator?.....☐
4. Is there an established program in place to transition injured employees back to work?.....☐
5. Is workers' compensation viewed as a controllable cost?.....☐
  - a. Have workers compensation premiums and incident rates increased recently?.....☐
  - b. Is there a high degree of legal intervention on workers' compensation cases?.....☐
  - c. Do employees perceive WC as a benefit or entitlement?.....☐

**Score Section 10:** (add two points each for 1-5, then subtract 1 point each for a-c)..... \_\_\_\_\_

**Summary Scoring Section**

Take your subtotals from each of the ten sections and transfer the scores below, then total your score.

Section	Net Score	Possible
Section 1..... The Position of Safety and Risk Control.....	_____	10
Section 2..... Management Commitment.....	_____	10
Section 3..... Safety Programs and Processes.....	_____	10
Section 4..... Accountability and Performance Appraisal.....	_____	10
Section 5..... Regulatory Compliance.....	_____	10
Section 6..... Safety Training.....	_____	10
Section 7..... Employee Involvement and Accountability.....	_____	10
Section 8..... Evaluating Performance and Success.....	_____	10
Section 9..... Accident Causes and Response.....	_____	10
Section 10..... Workers' Compensation and Accident Prevention.....	_____	10
<b>Total Score....</b>	_____	100