**Safety Culture Checklist**

Year: **\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
|  | **Safety Culture Indicator** | **Present?** | **Date** |
| **REPORTING** | A hazard reporting system is in place, and all employees have been trained on it |  |  |
| Most employees report most issues when they arise |  |  |
| A list of mandatorily reportable and voluntarily reportable types of issues has been created, distributed, and made easily available |  |  |
| Employees have at least several ways to report issues, such as through a primary system, email, text messages, offline, etc. |  |  |
| When employees report safety concerns, they usually report them same day as the issue occurs, or the following day |  |  |
| **BEHAVIORS** | Audits/inspections are carried out on a consistent basis |  |  |
| There are few issues with root causes related to employees not following prescribed procedures, checklists, etc. |  |  |
| Many tasks have checklists that are actually used when employees perform those tasks |  |  |
| No manager forms a silo that are counter to the safety program or alienating to certain employees |  |  |
| There is a complete, emergency response plan, it has been communicated to employees, and can easily be accessed |  |  |
| **MANAGEMENT** | More than 90% of issues and corrective actions are consistently completed by their due dates |  |  |
| Our accountable executive actively behaves in a way that shows support of the SMS |  |  |
| There is a safety budget that is adequate to manage safety and provide quality tools |  |  |
| Employees receive consistent feedback from management regarding their safety behavior, such as praise or criticism for their actions |  |  |
| Most employees personally know the safety manager |  |  |

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| --- | --- | --- | --- |
| **PROMOTION** | When changes are made that affect safety operations, these changes are almost always communicated to relevant roles/employees |  |  |
| Safety meetings are held frequently, and consistently |  |  |
| Most employee receive hazard identification training |  |  |
| All employees receive initial and recurring SMS training |  |  |
| We use employee surveys or other forms of feedback to assess how employees feel about the safety program |  |  |
| **CUSTOM** |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**TOTAL: /**

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_

## Other Safety Culture Factors

You may consider adding any of the following to the “Custom” section above:

* Multi-language support for safety policies, procedures, checklists, and training
* High reporters are formally recognized by the company
* Stable workforce (low turnover)
* Any additional safety culture factors that you feel are directly relevant to your SMS

## Tips on Using This Checklist

We encourage using this checklist on a yearly basis and check off items as you achieve them during the year. Marking the date is helpful when reviewing.

By using this checklist on a yearly basis, you can track overall safety culture year by year. Secondly, you can track individual safety culture factors in your company on a year by year basis. Ideally, you will steady improvement over time.

Lastly, remember that this checklist is only as useful as your honesty about your safety program. It is likely that even programs with very good safety cultures will have several nagging deficiencies. It is very unlikely that your safety program will have all items checked off. The goal should not be to check all items off, but rather to **understand where your program does and does not perform well, and improve areas that underperform.**