

THE
ULTIMATE
SAFETY TRAINING
PROGRAM
AUDIT

**A Comprehensive Audit
To help your
Organization meet
Consensus standards in
ANSI/ASSE Z490.1-2001
Criteria for Accepted
Practices in Safety,
Health,
& Environmental
Training**



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Introduction

The Ultimate Safety Training Program Audit contains over 200 critical points of measurement addressing standard requirements and explanatory information contained within the following five program sections described in ANSI/AIHA Z490.1-2001, American National Standard Criteria for Accepted Practices in Safety, Health, and Environmental Training:

- Section 3. Training Program Administration and Management
- Section 4. Training Development
- Section 5. Training Delivery
- Section 6. Training Evaluation
- Section 7. Documentation and Record Keeping

For more information on purchasing the consensus standard visit the ANSI website (www.ansi.org) or the ASSE website (www.asse.org).

Purpose

The purpose of this audit is to measure the degree to which the employer is using accepted practices for occupational health and safety education and training.

Instructions

Familiarize yourself with the five criteria for analysis below. Read and evaluate each audit question against the criteria. The five criteria is indicated along the left side of each audit question. Use the 0-5 point rating system described on the next page to rate each of the criteria, and to arrive at an average score for the question. High or low ratings should include justification in the comments area.

Analysis Categories

Analyze each of the following five categories to develop a justification for the rating.

1. **Knowledge.** Analyze what employees are thinking by conducting surveys and interviews. Do employees have full knowledge, positive attitudes? High trust and low fear indicate effectiveness. Thoughts are the most direct leading indicator of the effectiveness of a training program.
2. **Behaviors.** Observe both employee and manager behaviors and activities. Are they consistent and appropriate? Do they reflect effective safety education and training? Behaviors constitute the next most direct leading indicator of a training program.
3. **Conditions.** Inspect the workplace for hazards that might indicate the effectiveness of training. The absence of hazards indicates effectiveness. Behaviors cause conditions in the workplace, hence, they are the next most direct leading indicator of a training program.
4. **Standards.** Analyze policies, plans, programs, budgets, processes, procedures, appraisals, job descriptions, rules. Are they informative and directive? Are they clearly and concisely communicated?
5. **Results.** Analyze training records that validate knowledge, skills and abilities (KSAs) are effectively applied in the workplace. Continually improving results indicate effectiveness

Use the following five numeric ratings to evaluate each of the five criteria above.

Enter a numeric (0, 1, 3, 5) score next to the letter (K, B, C, S, R) to the left of each audit question. Circle one of the five category ratings to the left arrive at a comprehensive score for the audit question. (0, 1, 3, 5). Use the following guidelines for your ratings.

Rating Scale and Criteria

0 = Not Present: Analysis indicates the condition, behavior, or action described in this statement does not exist or occur.

1 = Partially Met: Analysis indicates the condition, behavior, or action is partially met. Application is most likely too inadequate to be effective. Workplace conditions, if applicable, indicate improvement is needed in this area. Employees lack adequate knowledge, express generally negative attitudes. Mistrust may exist between management and labor. Employees and managers fail to adequately comply or fulfill their accountabilities. Safety policies and standards may not be clear, concise, fair, informative and directive. Results in this area are inconsistent, negative, and does not reflect continual improvement.

3 = Mostly Met: Analysis indicates the condition, behavior, or action described is adequate, but there is still room for improvement. Workplace conditions, if applicable, indicate compliance in this area. Employees have adequate knowledge, express generally positive attitudes. Some degree of trust between management and labor exists. Employees and managers comply with standards. Leadership is adequate in this area. Safety policies and standards are in place and are generally clear, concise, fair, informative and directive. Results in this area are consistently positive, but may not reflect continual improvement.

5 = Fully Met: Analysis indicates the condition, behavior, or action described is fully met and effectively applied. There is room for continuous improvement, but workplace conditions and behaviors, indicate effective application. (Employees have full knowledge and express positive attitudes. Employees and managers not only comply, but exceed expectations. Effective leadership is emphasized and exercised. Safety policies and standards are clear, concise, fair, informative and directive, communicate commitment to everyone. Results in this area reflect continual improvement is occurring. This area is fully integrated into line management. Supervisors and managers demonstrate safety leadership by example. Working safely is considered a non-negotiable production/service value.

Section 3.0 Training Program Administration and Management	
0 1 3 5 K ____ B ____ C ____ S ____ R ____	3.0.1 Is the safety training program integrated into an overall safety management system (SMS)? Comments: _____ _____ _____
0 1 3 5 K ____ B ____ C ____ S ____ R ____	3.0.2 Does the safety training program address responsibility and accountability for the training program? Comments: _____ _____ _____
0 1 3 5 K ____ B ____ C ____ S ____ R ____	3.0.3 Does the training program identify and allocate adequate resources to the trainer and trainee? Comments: _____ _____ _____
0 1 3 5 K ____ B ____ C ____ S ____ R ____	3.0.4 Does the training program include an effective course design process? Comments: _____ _____ _____
0 1 3 5 K ____ B ____ C ____ S ____ R ____	3.0.5 Does the training program include an effective course development process? Comments: _____ _____ _____

0 1 3 5 K ____ B ____ C ____ S ____ R ____	3.0.6 Does the written training plan program describe effective and appropriate course presentation methods and techniques? Comments: _____ _____ _____
0 1 3 5 K ____ B ____ C ____ S ____ R ____	3.0.7 Does the training program describe appropriate and effective delivery strategies? Comments: _____ _____ _____
0 1 3 5 K ____ B ____ C ____ S ____ R ____	3.0.8 Does the training program address appropriate training program evaluation strategies? Comments: _____ _____ _____
0 1 3 5 K ____ B ____ C ____ S ____ R ____	3.0.9 Is the training program is managed to assure quality, consistency and continuous improvement? Comments: _____ _____ _____
3.1 Responsibility and Accountability.	
0 1 3 5 K ____ B ____ C ____ S ____ R ____	3.1.1 Is personnel responsibility and accountability for each element of the training program clearly defined? Comments: _____ _____ _____

		3.2 Training Program Elements
0 1 3 5 K _____ B _____ C _____ S _____ R _____	3.2.1 Does the training program include a needs assessment procedure? Comments: _____ _____ _____	
0 1 3 5 K _____ B _____ C _____ S _____ R _____	3.2.2 Does the training program include a procedure to develop learning objectives for each course? Comments: _____ _____ _____	
0 1 3 5 K _____ B _____ C _____ S _____ R _____	3.2.3 Does the training program include a process to develop course content and format? Comments: _____ _____ _____	
0 1 3 5 K _____ B _____ C _____ S _____ R _____	3.2.4 Does the training program include a process to develop resource materials? Comments: _____ _____ _____	
0 1 3 5 K _____ B _____ C _____ S _____ R _____	3.2.5 Does the training program include criteria for course completion? Comments: _____ _____ _____	
0 1 3 5 K _____ B _____ C _____ S _____ R _____	3.2.6 Is training delivered by competent trainers? Comments: _____ _____ _____	

0 1 3 5 K ____ B ____ C ____ S ____ R ____	3.2.6 Is training delivered in a suitable training environment? Comments: _____ _____ _____
0 1 3 5 K ____ B ____ C ____ S ____ R ____	3.2.7 Is a continuous improvement system designed and implemented to improve the training program? Comments: _____ _____ _____
0 1 3 5 K ____ B ____ C ____ S ____ R ____	3.2.8 Does the training program include adequate training documentation and recordkeeping? Comments: _____ _____ _____
0 1 3 5 K ____ B ____ C ____ S ____ R ____	3.2.9 Does the training program include a written plan that documents how training elements will be accomplished? Comments: _____ _____ _____
0 1 3 5 K ____ B ____ C ____ S ____ R ____	3.2.10 Does the training program include a written plan that documents who will accomplish training elements? Comments: _____ _____ _____
3.3 Resource Management and Administration	
0 1 3 5 K ____ B ____ C ____ S ____ R ____	3.3.1 Are adequate training program management and administrative personnel assigned and supported? Comments: _____ _____ _____

0 1 3 5 K ____ B ____ C ____ S ____ R ____	3.3.2 Is adequate funding available to support all elements of the training program? Comments: _____ _____ _____
0 1 3 5 K ____ B ____ C ____ S ____ R ____	3.3.3 Are federal, state, and/or local agency requirements met? Comments: _____ _____ _____
0 1 3 5 K ____ B ____ C ____ S ____ R ____	3.3.4 Is the technical expertise of course developers and trainers sufficient to develop and deliver effective training? Comments: _____ _____ _____
0 1 3 5 K ____ B ____ C ____ S ____ R ____	3.3.5 Are information references sufficient for the development and delivery of training and for follow-up reference by trainees? Comments: _____ _____ _____
0 1 3 5 K ____ B ____ C ____ S ____ R ____	3.3.6 Are suitable facilities (classrooms, workstations) available for all training events? Comments: _____ _____ _____
0 1 3 5 K ____ B ____ C ____ S ____ R ____	3.3.7 Are suitable audio/visual equipment, job aids, practice equipments and personal protective equipment available to be used as needed for each training event? Comments: _____ _____ _____