



Monday Morning Checklist

- Identify our SIC Code
- Identify our TRIR
- Search company records to assess where the greatest likelihood of an accident may lie
- Review the *Safety and Health Program Check-up* with management
- What are the top cited citations in our category?
- Review all inspection forms to make sure they cover all requirements
- Make sure inspections are scheduled properly and that they are done according to schedule
- Create or purchase a comprehensive safety auditing tool and set up a schedule for doing it
- Make sure that deficiencies on audits and inspections are corrected in a timely manner
- Identify required written programs
- What written Programs are in place?
- Identify required training
- What training programs are in place?
- Is documentation of training complete
- Have competent persons been identified?
- Have qualified persons been identified?
- Have authorized persons been identified?
- Perform risk analyses for key jobs/processes
- Identify jobs for JSA's
- Make a list of completed JSA's and a review schedule
- Put an accident investigation toolkit in place