

# CHECKLIST

## FOSTERING A SAFETY CULTURE



Over the last few years, a growing number of employers have shed the harmful misconceptions that occupational safety programs are only necessary for certain industries or specific departments within an organization and that their sole benefit is injury prevention. Instead, most employers now recognize that successful organizations must promote safety in every aspect of their operations. Doing so comes with many advantages, including boosted staff morale, increased stakeholder trust and loyalty, higher productivity and efficiency levels, greater cost savings and bolstered regulatory compliance. As such, employers should consider the guidelines in this checklist to help reinforce a culture of workplace safety.

LEADERSHIP INVOLVEMENT	YES	NO	COMMENTS
Is organizational leadership actively involved in promoting injury prevention and encouraging employees to be diligent in recognizing and responding to job-related hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the organization address occupational safety in its mission and vision statements?	<input type="checkbox"/>	<input type="checkbox"/>	
Does management host routine workplace safety training sessions and orientations to educate employees about the risks they may face on the job and how to properly mitigate them?	<input type="checkbox"/>	<input type="checkbox"/>	
Do supervisors perform regular check-ins to ensure employees are following occupational safety policies and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	
Do supervisors take all reports regarding unaddressed safety hazards and near-miss incidents seriously?	<input type="checkbox"/>	<input type="checkbox"/>	
Does organizational leadership conduct thorough investigations following workplace accidents and injuries to determine the root cause(s) and adjust safety practices as needed to prevent future incidents?	<input type="checkbox"/>	<input type="checkbox"/>	

EMPLOYEE EDUCATION AND ENGAGEMENT	YES	NO	COMMENTS
Are employees required to attend daily meetings or “toolbox talks” with their supervisors, where they can openly discuss any ongoing occupational safety concerns?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all workplace safety training sessions and orientations customized to employees’ specific job tasks and exposures? Does this education address human factors, behavior-based safety and emergency response measures?	<input type="checkbox"/>	<input type="checkbox"/>	
Are occupational safety policies and procedures updated on a regular basis and effectively communicated to employees?	<input type="checkbox"/>	<input type="checkbox"/>	

This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, state or local standards. Consult your licenced commercial property and casualty representative at Horst Insurance or legal counsel to address possible compliance requirements. © 2025 Zywave, Inc. All rights reserved.

Are employees encouraged to report job-related hazards, near-miss incidents and accidents without fear of retaliation?	<input type="checkbox"/>	<input type="checkbox"/>	
Do employees have easy access to a range of written occupational safety resources, such as job-specific safety manuals, flyers, OSHA programs and safety data sheets (SDS)? Are language preferences and literacy levels considered during the development and distribution of all resources?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there plenty of safety signage posted on-site to remind employees of workplace safety hazards and mitigation strategies (e.g., a “Caution: Watch Your Step” sign near stairways or a “Hard Hats Required” sign in areas prone to falling or flying objects)?	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees rewarded or otherwise recognized for demonstrating a consistent commitment to injury prevention (e.g., public acknowledgement, certificates, gift cards or additional paid time off)?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a return-to-work program in place to support injured employees through the treatment and rehabilitation processes and help them safely ease back into their roles upon recovery?	<input type="checkbox"/>	<input type="checkbox"/>	

REGULATORY COMPLIANCE	YES	NO	COMMENTS
Is there a designated individual or safety committee responsible for ensuring organizational compliance with all relevant local, state and federal workplace safety legislation?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the organization comply with all applicable OSHA standards? Key topics to address include the following: <ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Housekeeping</li> <li>• Ergonomics</li> <li>• Machinery and equipment usage</li> <li>• Hazard communication, chemical handling and SDSs</li> <li>• Fire and electrical safety</li> <li>• Fall protection</li> <li>• Lockout/tagout</li> <li>• Emergency preparedness</li> <li>• Injury reporting</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the organization have an appropriate workers’ compensation program in place that meets state-specific requirements?	<input type="checkbox"/>	<input type="checkbox"/>	

Contact us today for additional workplace safety resources and risk management guidance.