

## Employee's Safety Review

Add this safety review to the employee's performance appraisal. A candid response to each question is encouraged. Include relevant comments as needed.

Circle One (Scoring 1 = Poor, 2 = Below Average, 3 = Average, 4 = Above Average, 5 = Outstanding)

|   |           |  |
|---|-----------|--|
| 1 | 1 2 3 4 5 | Does the employee demonstrate a desirable attitude toward safety?  |
| 2 | 1 2 3 4 5 | Does the employee demonstrate knowledge of the safety responsibilities of the job?<br>Comment –  |
| 3 | 1 2 3 4 5 | Does the employee effectively carry out the safety responsibilities?<br>Comment –  |
| 4 | 1 2 3 4 5 | Does the employee actively pursue correction of any safety hazards and/or violations that he/she is aware of, especially within their area of responsibility?<br>Comment –   |
| 5 | 1 2 3 4 5 | Does the safety record of the employee's subordinates* indicate that he or she has given proper instruction, training and follow-up?<br>Comment -<br><br>* If there are no subordinates, rate a 3.   |
|   | Rating:   | A score of 20 or more is considered excellent for this review.<br>A score of 15 or more is desirable for a positive review.<br>A score of 10-14 is acceptable but the employee should be encouraged to improve by the next review.<br>A score of less than 10 demonstrates a serious deficiency in the area of safety. Initiate counseling, training, or other means of improving the safety habits and performance of the employee. |

## Supervisor's Safety Review

Add this safety review to the supervisor's performance appraisal.

Circle One (Scoring 1 = Poor, 2 = Below Average, 3 = Average, 4 = Above Average, 5 = Outstanding)

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| 1  | 1 2 3 4 5  | Sets a good example in safety practice.  |
| 2  | 1 2 3 4 5  | Works cooperatively and treats all employees fairly.   |
| 3  | 1 2 3 4 5  | Explains and demonstrates safety in a positive manner.   |
| 4  | 1 2 3 4 5  | Monitors the safe work habits of new employees or employees with changes to their job/position in the hospital.  |
| 5  | 1 2 3 4 5  | Observes others to assure safety habits are followed.  |
| 6  | 1 2 3 4 5  | Knows the value of equipment safeguards (radiology, surgical, lifting aids, etc.); assures they are provided and properly used.  |
| 7  | 1 2 3 4 5  | Takes the initiative to inform top management or ownership of ideas for safer layout of equipment, tools and/or processes.   |
| 8  | 1 2 3 4 5  | Is dedicated to good housekeeping practices for waste/sharps disposal and slip and fall prevention, both inside and outside of the hospital.   |
| 9  | 1 2 3 4 5  | Arranges for adequate storage and enforces good organization of supplies.  |
| 10 | 1 2 3 4 5  | Takes charge of operations that are not routine to make certain safety precautions are determined.   |
| 11 | 1 2 3 4 5  | Keeps equipment in top performance and in safe condition.  |
| 12 | 1 2 3 4 5  | Established good relations with inside or outside risk managers, or safety committee.  |
| 13 | 1 2 3 4 5  | Addresses safety violations or hazardous conditions promptly.  |
| 14 | 1 2 3 4 5  | Completes accident/incident reports in a timely, factual basis.* Provides useful recommendations to prevent a reoccurrence.<br>* If position does not involve Completes accident/incident reports, rate a 3.   |
| 15 | 1 2 3 4 5  | Completes paperwork and reports Workers Compensation claims within a 24 hour basis unless there are extenuating circumstances.*<br>* If position does not involve filing Workers Compensation claims, rate a 3.  |
| 16 | 1 2 3 4 5  | Work-related accidents or incidents (last 12 months):<br>Number of accidents/incidents _____<br>Number of first-aid cases _____<br>Number of cases with lost work days _____<br>Total claims costs for the hospital \$ _____<br>Comparison to the prior year:  |
| 17 | Rating:<br><br><br><br><br><br><br><br><br><br>Total Score | A score of 72 or more is considered excellent for this review.<br>A score of 54 or more is desirable for a positive review.<br>A score of 40-53 is acceptable but the employee should be encouraged to improve by the next review.<br>A score of less than 40 demonstrates a serious deficiency in the area of safety. Initiate counseling, training, or other means of improving the safety habits and performance of the supervisor. |