

CAC and Fort Leavenworth
Self Assessment Checklist

Name of Activity/Organization:					
Bldg:					
1. General Safety Program			YES	NO	NA
a. Written Activity Safety Policy					
b. Policy prescribes responsibilities & procedures for all activity personnel					
c. Leadership support					
d. Workers, supervisors, managers familiar with policy					
Standard: AR 385-10, chapter 1					
Documentation: SOP, memorandum, strategic plan					
e. Activity additional duty safety officer appointed and trained					
Standard: AR 385-10, chapter 1					
Documentation: Duty appointment memorandum; training certificate					
2. Risk Management Program			YES	NO	NA
a. Written plan					
b. Plan includes responsibilities and procedures					
c. Leadership emphasis					
d. Risk management applied on all operations					
e. Review job safety analysis with each employee, annually					
f. Trained on risk management procedures					
Standard: AR 385-10, chapter 2					
Documentation: SOP; training certificate; memorandum					
3. Ergonomic Program			YES	NO	NA
a. Written Plan					
b. Plan includes responsibilities and procedures					
c. Leadership emphasis					
d. Ergonomic Survey					
Standard: CAC & FT LVN Safety Program, 385-1, chapter 8					
Documentation: SOP; ergonomic surveys					
4. Accident Reporting and Investigation			YES	NO	NA
a. All accidents reported within 24 hours					
b. Investigations completed; forwarded to Safety Office within 5 workdays					
Standard: AR 385-10, chapter 3; CAC & FT LVN Safety Program, 385-1, chapter 6					
Documentation: SOP; accident reports					
5. Hazard Identification and Abatement			YES	NO	NA
a. Monthly inspections conducted					
b. Deficiencies corrected in a timely manner					
c. Work orders for abatement forwarded through Safety Office					
Standard: AR 385-10, chapter 17; CAC & FT LVN Safety Program, 385-1, chapter 3					
Documentation: SOP; inspection reports					
Assessed by:			Date:		

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Name of Activity/Organization:				
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6. Vehicle Safety			YES	NO
a. Drivers are adequately trained, tested and licensed				
b. Records are maintained on each driver				
c. Accident Avoidance Course is completed by all drivers every 4 years				
Standard: AR 385-10, chapter 11; CAC & FT LVN Safety Program, 385-1, chapter 7				
Documentation: training records; training certificate				
7. Safety Awareness and Promotions			YES	NO
a. Safety briefings conducted				
b. Safety orientation for all new personnel				
c. DoD Occupational Safety and Health poster posted on bulletin board				
d. Activity safety and occupational health committee				
Standard: CAC & FT LVN Safety Program, 385-1, chapter 4				
Documentation: SOP; training records; memorandum				
e. Monthly safety training conducted				
Standard: CAC & FT LVN Safety Program, 385-1, chapter 4				
Documentation: SOP; training records; memorandum				
8. Explosive Safety			YES	NO
a. Written Plan				
b. Plan includes responsibilities and procedures				
c. Personnel trained to handle, store, transport ammunition/explosives				
Standard: DA Pamphlet 385-64, chapter 2; CAC & FT LVN Safety Program, 385-1, chapter 20				
Documentation: SOP; training certification memorandum				
d. Lightning protection inspections current				
Standard: DA Pamphlet 385-64, chapter 6; CAC & FT LVN Safety Program, 385-1, chapter 20				
Documentation: Inspection checklist				
e. Quantity Distance Site License current				
Standard: DA Pamphlet 385-64, chapter 5; CAC & FT LVN Safety Program, 385-1, chapter 20				
Documentation: Copy of Site License				
Assessed by:			Date:	