

STREETS AND ROADS SAFETY AUDIT/SURVEY TOOL

Increasing safe behaviors and safe work practices

Instructions: This is a scored pro-active safety auditing tool designed for periodic use to reduce high risk behaviors and increase safe behaviors. “Yes” answers should be scored at (1) and “No” answers should be scored at (0). In the corrective action column, either a time frame for completing the correction or the actual date corrective action was completed should be noted. Check the “NA” column if this item is not applicable. Total and track audit scores over time to track up or down trends along with tracking the number of incidents, accidents and injuries sustained.

Maintenance operations within street departments can be made much safer with use of newer (5 years or less old) equipment and trucks which have much better three-point egress and step offs which are much lower to the ground than older equipment. New equipment such as “Pizza Slicers” can cut asphalt precisely and small pavement mills can be used with a Skid Steer to accurately mill pavement out and avoid use of heavy jackhammers in pavement removal operations.

Use of less toxic chemicals and agents such as water-based solvents, paints, non-toxic cleaners, pre-paving treatments and paving patch materials can reduce health risks to workers. Water-based Reclaimite can be used with recycled asphalt for pot hole patching and other paving jobs.

Implementing safe behaviors such as safe lifting practices including no single person lift over 50 pounds and consistent use of proper personal protective equipment (PPE) will reduce workplace injuries. Using gloves and Hepa N-95 dust masks along with 10 percent bleach solutions in a spray applicator can help reduce disease risk associated with dead animals and rodent waste products during clean up operations.

It is essential to set up safe work zones during street repair operations. Any openings need to be properly barricaded and covered; workers need to be protected from traffic and in proper personal protective equipment.

Task/Job Part – Proper Training	Yes	No	Corrective action date	NA
All training completed with passing scores in a timely manner				
All training properly recorded				
All job specific training and new employee safety orientation completed				
All job specific training and new employee safety orientation completed for seasonal workers				
Hazardous Materials and Communication training (see Chemical Use/Operations auditing tool)				

Task/Job Part – Human Resources	Yes	No	Corrective action date	NA
Personnel policies applied in a consistent manner				
Fairness – all employees treated the same				
Progressive discipline in place with emphasis on worker integrity and accountability				
Sexual harassment training completed				
Other				

Task/Job Part – Customer Relations and Service	Yes	No	Corrective action date	NA
All incidents or accidents involving customers reported and recorded <ul style="list-style-type: none"> ✓ At the time of an accident or incident, there is no admission of liability on the part of the municipality ✓ All appropriate public safety and EMS agencies were notified 				
Customers are treated in a polite manner and customer requests and needs were promptly addressed				
Any customer complaints were responded to in a timely manner and corrective action taken				
Other				

Task/Job Part – Safety Meetings and Records	Yes	No	Corrective action date	NA
Periodic safety meetings attended with training and or incident investigations and corrective action taken				
All records associated with safety meetings properly maintained				

Task/Job Part – Proper lifting technique	Yes	No	Corrective action date	NA
Proper position				
2 or more workers if load is more than 50#				
No lift above waist level				
Use of effective assistive lifting device if applicable				

Task/Job Part – Use of Personal Protective Equipment (PPE)	Yes	No	Corrective action date	NA
Use of 8” high heavy work boot with a hard toe				
Use of heavy work gloves or heavy rubber gloves if needed				
Use of face shields, eye protection				
Use of level “D” protection, coveralls or pants, long-sleeve shirt				
Task/Job Part – Use of Personal Protective Equipment (PPE)	Yes	No	Corrective action date	NA
Use of fall/slip protection such as “Get a Grip Advanced” slip on cleats or other non-slip device				
Use of hard hats and safety vests in work zones, and around heavy equipment				
Use of back belts on heavy equipment if on rough roads and during manual lifting operations				
Use of hearing protection as needed (>80 decibels)				

Task/Job Part – Street Repair and Maintenance Operations	Yes	No	Corrective action date	NA
Completed safe work zone set up with proper warning signs and distances				
Used equipment mounted on tractors to cut and mill pavement during patch preparation				
Used water-based agents and solvents to reduce worker health risk				
All workers used proper personal protective equipment				
All workers used proper lifting technique and limited individual lifts to less than 50 pounds				
Three point contact entering and exiting equipment, with no jump offs to ground while exiting equipment				
Curb and street painting operations performed with self-driven painting machines or devices attached to a vehicle to minimize the chances of strains and other injuries with heavy manually operated painting equipment				
Use of curb-saver devices and other methods to minimize snow plow blade changes and manual lifting				
Use of deicer solutions and sand to reduce risk of winter-time slips/falls in concert with slip on traction cleat devices				

Task/Job Part – Proper use of incident reporting forms & logs with proper recording	Yes	No	Corrective action date	NA
All worker injuries reported to supervisor and recorded				
All worker accidents involving property, chemicals reported and recorded				
All “near misses” reported to supervisors and recorded				
If a reporting program was in place, all hazards and potential hazards reported and recorded				
A workers compensation claim was filed if a) an injury involved lost time, b) medical care with costs, or c) the worker requested a claim be filed				

Task/Job Part – Reducing Liability Risks	Yes	No	Corrective action date	NA
Maintain good communication concerning street hazards needing maintenance or repair among all relevant city departments so corrective action can be taken				
Maintenance and record keeping program for street defect and pot holes				
Warning signs and barricades used during street closures, maintenance or repair operations when applicable <ul style="list-style-type: none"> ✓ Public service announcements of street closures and detours ✓ Barrier fencing used around openings or to close off work zones 				
Conduct a sidewalk maintenance program, including notification of responsible home owners and businesses, side walk grinding when possible and other timely repair				
Street openings properly barricaded and covered during maintenance or repair operations				
Use of State Department of Labor approved and registered independent contractors only (current list at montanacontractor.com)				
Reasonable effort made to assure snow/ice is removed from traffic flow patterns in a timely manner and any build up areas of ice are abated.				
Street opening permit required for contractors <ul style="list-style-type: none"> ✓ Requirements included for safety practices ✓ Insurance ✓ Backfill requirements and surface patching standards 				

TOTAL SCORE

Signature _____ Date _____
Print Name _____