

**HR audit checklist: Safety and security**

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| **Safety hazards** | | | | |
|  | **Yes** | **No** | **In Progress** | **Observations** |
| Is the workplace environment maintained with safety in mind? |  |  |  |  |
| Are structures readily accessible to disabled employees? |  |  |  |  |
| Are employees encouraged to report safety hazards or suggest ways to reduce or eliminate risks? |  |  |  | *Indicate how and to which position.* |

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| **Incident reports** | | | | |
|  | **Yes** | **No** | **In Progress** | **Observations** |
| Are employees encouraged to report workplace accidents, injuries and illnesses? |  |  |  | *Indicate how and to which position.* |
| Are incident reports effectively investigated? |  |  |  | *Indicate how and by which position.* |
| Is follow-up remediation performed when needed? |  |  |  |  |

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| **OSHA compliance** | | | | |
|  | **Yes** | **No** | **In Progress** | **Observations** |
| Is the organization in compliance with OSHA rules? |  |  |  |  |
| Are minors prohibited from performing hazardous work? |  |  |  |  |

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| **Security measures** | | | | |
|  | **Yes** | **No** | **In Progress** | **Observations** |
| Are appropriate measures used to prevent unauthorized people from entering the facility? |  |  |  | *These may include access badges and traffic control measures.* |
| Is bright, effective lighting installed indoors and outdoors? |  |  |  |  |
| Is a security system (or security staff) used when the facility is closed? |  |  |  |  |

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| **Emergency response** | | | | |
|  | **Yes** | **No** | **In Progress** | **Observations** |
| Is there a designated fire/emergency warden in each area of the facility? |  |  |  | *Indicate which person or position in each area.* |
| If yes, have these wardens been trained in evacuation procedures? |  |  |  |  |
| Are there documented emergency response and notification procedures? |  |  |  |  |

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| **Workers' compensation** | | | | |
|  | **Yes** | **No** | **In Progress** | **Observations** |
| Are workers' compensation files kept secure and separate from employee files? |  |  |  |  |
| Is regular communication maintained with employees out leave due to a workers' compensation injury? |  |  |  |  |
| Is relevant return-to-work information verified with medical providers? |  |  |  | *Indicate how and by which position.* |
| Are return-to-work programs checked for effectiveness? |  |  |  | *Indicate how and by which position.* |
| Are insurance premiums and quotes for workers' compensation regularly reviewed? |  |  |  | *Indicate how often and by which position(s) and/or committee members.* |
| Are state and federal laws involving worker's compensation regularly monitored? |  |  |  | *Indicate how often and by which position.* |

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| **Intellectual property** | | | | |
|  | **Yes** | **No** | **In Progress** | **Observations** |
| Is there an intellectual property agreement to protect intellectual property, inventions and/or trade secrets? |  |  |  |  |
| If yes, is the agreement regularly updated to keep up with changes in technology? |  |  |  | *Indicate how often and by which position.* |
| Are employees instructed that any intellectual property, inventions and/or trade secrets developed or discovered during tenure with the organization belong to the organization rather than the employee? |  |  |  |  |

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