



## Risk Engineering

# HSE Benchmarking Report

Zurich Services Corporation  
Risk Engineering

1400 American Lane  
Schaumburg, IL  
60196-1056

847.605.6000  
Fax: 847.605.7854

[www.zurichservices.com](http://www.zurichservices.com)

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<b>Client Name:</b>	
<b>Location Name:</b>	
<b>Location Address:</b>	
<b>Completed By:</b>	
<b>Visit Date:</b>	
<b>Manager:</b>	
<b>Other Participants:</b>	

## **PROJECT OVERVIEW**

**Muscatine Foods Corporation - Blue Seal Feeds, Inc. has** invited Zurich Services Corporation to perform a 3rd party review of the overall safety culture at particular locations for internal benchmarking purposes.

The audit consisted of management, supervisor, and employee interviews, as well as physical observations of plant environment. The Risk Engineer rated answers to questions and physical evidence of pre-determined risk management criteria.

## **SPECIAL NOTICES**

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## **EXECUTIVE SUMMARY**

This section of the report is intended as a "quick glance" of overall location performance, location excellence (strengths), opportunities for improvement (solutions), and explanation of Standard Industrial Classification benchmarking metrics.

**Strengths-**

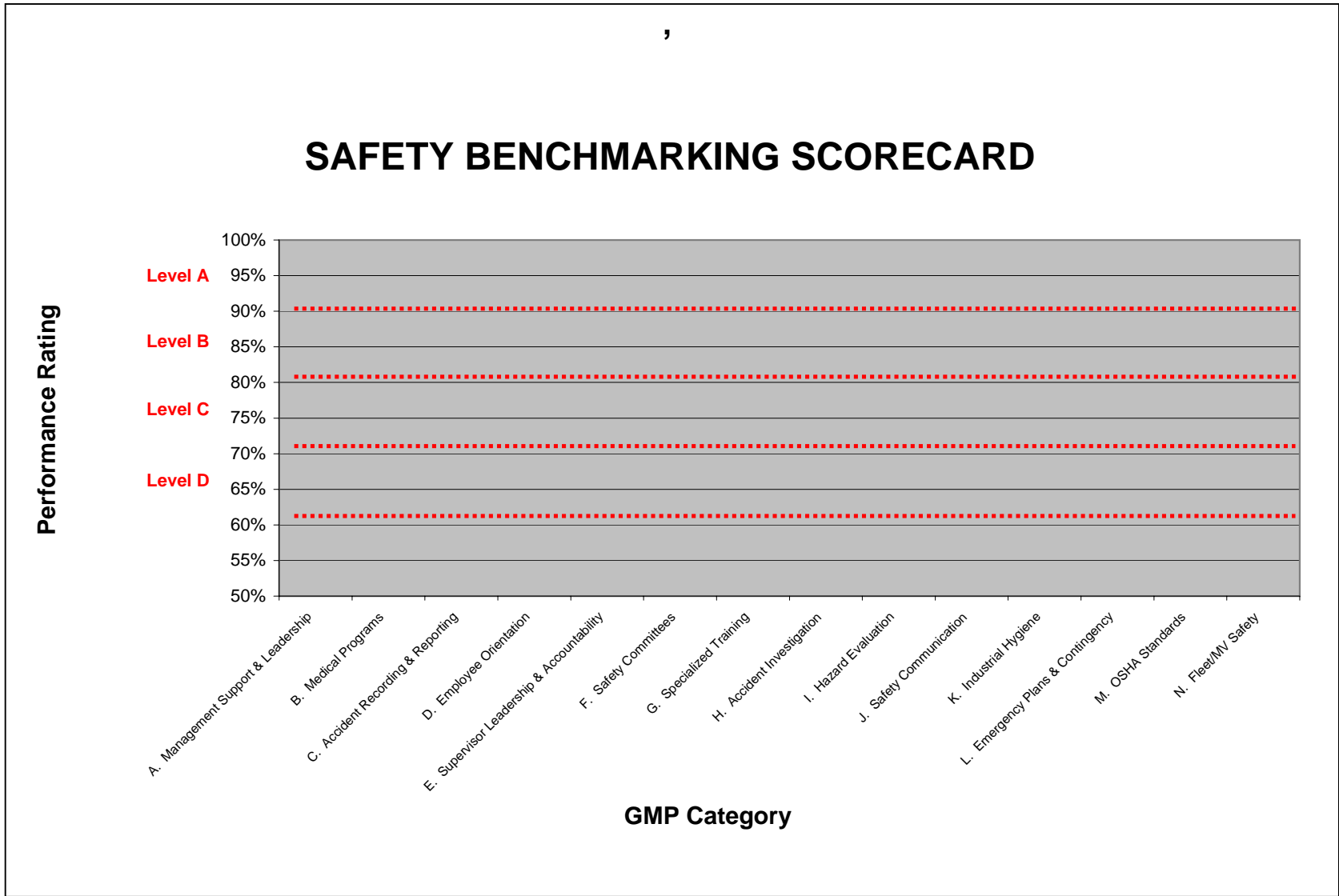
**Opportunities-**

### **Conclusions**

This location has attained a "Scorecard Rating" of XX% overall, or LEVEL X: "XXXXXXXXXXXXXXXXXXXXXXXXXXXX". Describe possible causes for this overall rating.

The 14 "Key Indicators" produced (X) "A" ratings, (X) "B" ratings (X) "C" ratings, (X) "D" ratings, and (X) ratings "below industry threshold". See Figure 1 on the following page.

Figure 1



## ZURICH 3rd PARTY SAFETY REVIEW Key Indicators

CUSTOMER NAME: 0  
 LOCATION #/NAME: 0  
 DATE COMPLETED: 0-Jan-00  
 MANAGER: 0  
 COMPLETED BY: 0

### INDUSTRY GOOD MGMT PRACTICE (GMP)

- A. Management Support & Leadership
- B. Medical Programs
- C. Accident Recording & Reporting
- D. Employee Orientation
- E. Supervisor Leadership & Accountability
- F. Safety Committees
- G. Specialized Training
- H. Accident Investigation
- I. Hazard Evaluation
- J. Safety Communication
- K. Industrial Hygiene
- L. Emergency Plans & Contingency
- M. OSHA Standards
- N. Fleet/MV Safety

	Points Available	Points Earned	Percent	Letter Grade
A. Management Support & Leadership	0	0	0%	-
B. Medical Programs	0	0	0%	-
C. Accident Recording & Reporting	0	0	0%	-
D. Employee Orientation	0	0	0%	-
E. Supervisor Leadership & Accountability	0	0	0%	-
F. Safety Committees	0	0	0%	-
G. Specialized Training	0	0	0%	-
H. Accident Investigation	0	0	0%	-
I. Hazard Evaluation	0	0	0%	-
J. Safety Communication	0	0	0%	-
K. Industrial Hygiene	0	0	0%	-
L. Emergency Plans & Contingency	0	0	0%	-
M. OSHA Standards	0	0	0%	-
N. Fleet/MV Safety	0	0	0%	-
<b>Overall Total</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>-</b>

No. Scored by Section				
A	B	C	D	Below
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Performance Rating Metrics

<b>90%-100%</b>	<b>A - World Class- Safety Excellence with Continuous Improvement</b>
<b>80%-89%</b>	<b>B - Intermediate- Solid Foundation for Improvement</b>
<b>70%-79%</b>	<b>C - Basic- Several Solutions for Improvement</b>
<b>60%-69%</b>	<b>D - Industry Threshold- Significant Gaps</b>
<b>&lt;60%</b>	<b>Below - Below Minimum Threshold for Industry</b>

## Assessment Criteria

### A. Management Support & Leadership

Program Element	Rating (A,B,C,D,0, NA)	Points Awarded	Points Available	Areas of Opportunities
1. Does Division/Location have a published safety Policy? If so, how is it communicated to the workforce? Is this done effectively?		0	0	
2. Is the Safety Program in writing and cover basic core elements such as responsibilities, safety committees; self inspection; accident investigation; safety rules; etc?		0	0	
3. Is the Safety Policy signed by a member of the location's top management?		0	0	
4. Is there a full or part time person responsible for safety?		0	0	
5. How frequently does the general manager, plant manager, etc. perform safety inspections at your location?		0	0	
6. Is there an executive level Safety Committee?		0	0	
7. Are any top management officials members of the plant/location safety committee?		0	0	
8. Does top management receive reports on safety activities?		0	0	
9. Does top management visibly display their support for the safety program?		0	0	
10. Is management familiar with Behavior Based Safety concepts?		0	0	
11. Is safety/loss control accountability clearly defined in job descriptions of management personnel?		0	0	
Count	0.00	0	0	
Average point award this section	0.00	Percent Score>>	0%	

### B. Medical Programs

Program Element	Rating (A,B,C,D,0, NA)	Points Awarded	Points Available	Areas of Opportunities
1. Are Prospective Employees given a post offer health examination? Is this done for all employees, selected groups (e.g. CDL drivers) or never?		0	0	
2. How are the capabilities of new employees matched to the physical demands of the job?		0	0	
3. Have supervisors/employees received certified first aid training?		0	0	
4. Is there a first aid cabinet, is it well stocked and updated, is access to the first aid supplies controlled, and is a first aid log maintained?		0	0	
5. Do you have a working relationship with a medical services provider?		0	0	
6. Are annual health examinations given to any employees or employee groups? (example respiratory, hearing, lead, etc.)		0	0	
Count	0.00	0	0	
Average point award this section	0.00	Percent Score>>	0%	

**C. Accident Recording & Reporting**

Program Element	Rating (A,B,C,D,0, NA)	Points Awarded	Points Available	Areas of Opportunities
1. Is the required OSHA injury recording system being completed?		0	0	
2. Is the required OSHA 300 Log summary posted from February 1 to April 30?		0	0	
3. Is someone in charge of the accident reporting/claims program and returning employees back to work?		0	0	
4. Is a return to work policy in place?		0	0	
5. Are return to work expectations communicated to employees?		0	0	
6. Are physicians informed that the company has a return to work program?		0	0	
7. Is a meeting held with physicians to discuss return to work expectations?		0	0	
8. Have job descriptions been developed with physical job demands identified and are they provided to treating physicians?		0	0	
9. Are physicians expected to document restrictions and provide that documentation to the employer?		0	0	
10. What is the claim reporting process and is there a time limit for reporting claims to the insurance company?		0	0	
11. Is someone responsible for staying in contact with the injured employee?		0	0	
12. Are frequency and severity rates computed for your plant?		0	0	
13. Are accident analyzed for trends (e.g. can the plant readily identify where most accidents occur?)		0	0	
14. Are supervisors, safety coordinators, plant management or safety committees required to develop written measurable or identifiable safety goals and objectives?		0	0	
15. Are members of management kept informed of current accident rates, goals and areas needing improvement?		0	0	
Count		0	0	
Average point award this section	0.00	Percent Score>>	0%	

**D. Employee Orientation**

Program Element	Rating (A,B,C,D,0, NA)	Points Awarded	Points Available	Areas of Opportunities
1. Is there a formal safety orientation program for new employees?		0	0	
2. Who is responsible for new employee safety orientation. Is it a specific individual, an outside vendor, department supervisors, etc.?		0	0	
3. Does orientation/safety training include a review of the company safety policy, an outline of the safety program, location safety rules, emergency plans, safety equipment, an overview of required OSHA standards, forklift procedures, etc.?		0	0	
4. Is a department level safety review conducted with new employees and is this process effective in communicating safety rules and work procedures to new (or newly transferred) employees within a department?		0	0	
5. Is the new employee evaluated periodically on his/her safety performance?		0	0	
Count		0	0	
Average point award this section	0.00	Percent Score>>	0%	

**E. Supervisor Leadership & Accountability**

Program Element	Rating (A,B,C,D,0, NA)	Points Awarded	Points Available	Areas of Opportunities
1. Have supervisory personnel ever received any formal safety/loss control training?		0	0	
2. Do supervisory personnel conduct the job training of all new employees?		0	0	
3. Do supervisory personnel use an employee contact program or five minute safety talks to communicate safety to employees?		0	0	
4. Are supervisory personnel required to make periodic hazard identification inspections of their department?		0	0	
5. Is a written report made of their inspection findings?		0	0	
6. Is the inspection followed up on routinely?		0	0	
7. Are staff supervisors evaluated and held accountable for their department safety performance?		0	0	
8. Have supervisory personnel been trained on how to investigate accidents and make meaningful reports?		0	0	
Count	0	0	0	
Average point award this section	0.00	Percent Score>>	0%	

**F. Safety Committees**

Program Element	Rating (A,B,C,D,0, NA)	Points Awarded	Points Available	Areas of Opportunities
1. Do you presently have a safety committee at your plant?		0	0	
2. What types of safety committees are presently active at your plant?		0	0	
3. Are minutes taken and distributed for each safety committee meeting?		0	0	
4. Can employees volunteer to serve on the safety committee?		0	0	
5. Are safety committee members rotated on/off on a regular basis?		0	0	
6. Comment on the effectiveness of the safety committee. Do committee activities seem meaningful?		0	0	
7. Are goals or objectives established by the safety committee?		0	0	
8. Do safety committee activities include review of: accident trends/data/analyses; facility inspections; follow up on previous recommendations; safety training activities; accident investigations and safety suggestions?		0	0	
Count	0	0	0	
Average point award this section	0.00	Percent Score>>	0%	

**G. Specialized Training**

Program Element	Rating (A,B,C,D,0, NA)	Points Awarded	Points Available	Areas of Opportunities
1. Has an Inventory been made of job procedures to determine those with high risk potential requiring special training?		0	0	
2. Is there a program for performing JSA's (Job Safety Analysis)?		0	0	
3. Rate the effectiveness of the program and training of Forklift Training.		0	0	
4. Rate the effectiveness of the program and training of Lifting/Material Handling.		0	0	
5. Rate the effectiveness of the program and training of Employee Fire Prevention.		0	0	
6. Rate the effectiveness of the program and training of Confined Space.		0	0	
7. Rate the effectiveness of the program and training of Hazard Communication.		0	0	
8. Rate the effectiveness of the program and training of Accident Investigation.		0	0	
9. Rate the effectiveness of the program and training of Lockout/Tagout.		0	0	
10. Rate the effectiveness of the program and training of First Aide/CPR.		0	0	
11. Rate the effectiveness of the program and training of PPE.		0	0	
12. Rate the effectiveness of the program and training of Emergency Evacuation.		0	0	
Count	0	0	0	
Average point award this section	0.00	Percent Score>>	0%	

### H. Accident Investigation

Program Element	Rating (A,B,C,D,0, NA)	Points Awarded	Points Available	Areas of Opportunities
1. Do you have an accident investigation procedure For all accidents and/or near misses?		0	0	
2. Are supervisors held accountable for the investigation of on the job accidents or near misses?		0	0	
3. Is a follow-up made to ensure that causes of accidents are correctly identified and that corrective action has been taken?		0	0	
4. Is one function of the safety committee that of investigating or reviewing on the job accidents? If so, how is this demonstrated?		0	0	
5. Is there a mechanism for tracking/trending accidents, and in what form? Are accident repeaters identified so further actions can be taken?		0	0	
6. Do any management members receive and review all accident reports?		0	0	
Count	0	0	0	
Average point award this section	0.00	Percent Score>>	0%	

### I. Hazard Evaluation

Program Element	Rating (A,B,C,D,0, NA)	Points Awarded	Points Available	Areas of Opportunities
1. Are formal plant safety inspections being performed?		0	0	
2. Are written reports introduced through the Safety Committee meetings?		0	0	
3. Is there a follow up system to ensure that identified hazardous conditions have been corrected?		0	0	
4. Is there a system to ensure that observed unsafe practices have been corrected?		0	0	
5. Have supervisory personnel been trained in hazard recognition?		0	0	
6. Are employees encouraged to report hazards and make safety suggestions? Is there evidence of this occurring.		0	0	
7. Are there any special safety inspections for the following: boilers, sprinklers, fire extinguishers, electrical, IR testing, etc?		0	0	
8. Are outside contractors working on the premises made aware and required to abide by established plant safety rules? Are contractors informed of specific hazards on the premises?		0	0	
9. Is there a method to inform outside contractors of specific hazards on the premises?		0	0	
Count	0	0	0	
Average point award this section	0.00	Percent Score>>	0%	

### J. Safety Communication

Program Element	Rating (A,B,C,D,0, NA)	Points Awarded	Points Available	Areas of Opportunities
1. Are safety awards or other forms of incentives given to deserving employees for safety achievements?		0	0	
2. Do you have a safety suggestion system?		0	0	
3. Do you use any of the following in your safety Communication program? Employee of the month, bulletin boards, contests, awards, posters, department performance metrics, etc.		0	0	
Count	0	0	0	
Average point award this section	4.00	Percent Score>>	0%	



**K. Industrial Hygiene**

Program Element	Rating (A,B,C,D,0, NA)	Points Awarded	Points Available	Areas of Opportunities
1. Has an Industrial Hygiene Recognition survey been done of your facility?		0	0	
2. Does your plant perform periodic follow up industrial hygiene tests for these potential hazards?		0	0	
3. Have steps been taken to address exposures identified as needing attention by the industrial hygiene evaluations?		0	0	
4. Do you retain records of industrial hygiene evaluations?		0	0	
5. Are any employees given health examinations for potential exposure to suspected or confirmed health related hazards such as exposure to airborne contaminants, high noise levels, lead, etc.?		0	0	
6. Is Personal Protective Equipment Required? If so, has a Hazard Assessment, written program, and training been performed?		0	0	
7. Are there training programs in place to ensure proper and consistent use of Personal Protective Equipment. Comment as to their effectiveness?		0	0	
8. Is there a disciplinary/enforcement system regarding the use of personal protective equipment. Comment on it's implementation and effectiveness?		0	0	
Count	0	0	0	
Average point award this section	0.00	Percent Score>>	0%	

**L. Emergency Plans & Contingency**

Program Element	Rating (A,B,C,D,0, NA)	Points Awarded	Points Available	Areas of Opportunities
1. Do you have an emergency plan?		0	0	
2. Do you have an emergency team?		0	0	
3. Has the team been trained?		0	0	
4. Do you conduct practice drills?		0	0	
5. Does your local fire department conduct or assist in practice drills?		0	0	
6. Does your local fire department conduct periodic inspections?		0	0	
7. Have you posted evacuation routes?		0	0	
8. Has each department supervisor been provided with the emergency plan instructions?		0	0	
9. Is emergency lighting provided, maintained, and tested regularly (documented)?		0	0	
Count	0	0	0	
Average point award this section	0.00	Percent Score>>	0%	

**M. OSHA Standards**

Program Element	Rating (A,B,C,D,0, NA)	Points Awarded	Points Available	Areas of Opportunities
1. Hazard Communication Standard - Have the following elements been completed? Written program, inventory, labeling, MSDS, training, etc.		0	0	
2. Lockout/Tagout Standard - Have the following been completed? Written program, lock & tag devices, control plan, instructions posted, inspections, training.		0	0	
3. Confined Space Standard - Have the following been completed? Written Program, inventory, permit/non-permit, inspections, testing, PPE, emergency response, training.		0	0	
4. Bloodborne Pathogens - Have the following completed? Exposure control plan, communication, preventive methods, control methods, training.		0	0	
5. Hearing Conservation - Have the following been completed? Written Program, monitoring & recordkeeping, engineering controls, PPE, audiometric testing.		0	0	
6. Machine Guarding - Have the following elements been completed? Assessment inventory, safeguarding types, documentation, training.		0	0	
7. Ergonomics - Have the following elements been completed? Policy statement, committee, medical mgmt, risk factor analysis, education & training.		0	0	
8. Respiratory Protection- Have the following elements been completed? Written Program, IH Plan, medical surveys, fit testing, cleaning, training.		0	0	
9. Electrical Safety - Related Work Practices - Have the following been completed? Written Program, training, PPE, protective tools.		0	0	
10. HAZWOPER (Hazardous Waste Operations) - Have the following been completed? Written Program, training, communication.		0	0	
Count	0	0	0	
Average point award this section	0.00	Percent Score>>	0%	

**N. Fleet/MV Safety**

Program Element	Rating (A,B,C,D,0, NA)	Points Awarded	Points Available	Areas of Opportunities
1. If fleet warrants, is there a written fleet safety program? Does it meet state and federal requirements?		0	0	
2. Is a written procedure in place to verify the current status of the driver's license of each employee with access to company owned/leased vehicles?		0	0	
3. Are annual reviews of driving records done for those employees having access to company owned/leased vehicles?		0	0	
4. Have all employees been made aware that company owned/leased vehicles are to be used only for authorized company activity or according to personnel use guidelines?		0	0	
5. Are safety inspections done on all company owned/lease vehicles?		0	0	
6. Are employees required to use safety belts while driving company owned/leased vehicles?		0	0	
7. Are there driving safety rules that address seat belts, prompt reporting of vehicle accidents, use of cell-phones, etc? If so, are these well communicated to drivers?		0	0	
Count	0.00	0	0	
Average point award this section	0	Percent Score>>	0%	