

SELF: Administration and Other Office Areas Onsite Section (Distribution / Transmission) 2013.08.09



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# 1. Observation Guidelines

1.1 Each section of the existing onsite observation form has been broken out by sections and made available for utilization as a self assessment tool during the interim years between the formal onsite observation process conducted every three years.

Each section is an exact copy of the questions and criteria used during the onsite observation process.

1.2 Cooperatives are encouraged to use these sections as part of their on-going Safety Improvement Plan to target specific improvement areas found during their formal onsite observation process or areas they have individually prioritized.

1.3 The idea is to identify areas for improvement; initiate planned actions to meet improvement objectives and assess progress on a systematic basis to ensure the improvements have been institutionalized into normal operations.

1.4 Cooperatives can select and self assign to their cooperative each onsite self assessment section that pertains to their identified improvement areas.

PDF versions of these forms will also be available at the RESAP home page under Self Assessment Forms so you can download and utilize them within your self assessment process.

1.5 Once your self assessment hard copy is completed you can enter your finding online and submit. The person conducting the assessment, the date and assessment results will be saved in the system, allowing you to monitor and track your progress.

1.6 Your self assessment process is designed by your cooperative team as part of a continuous safety improvement process.

When planning your assessment process statewide safety professionals, peer to peer cooperative observers or in-house cooperative employees can be used to conduct these assessments, it is entirely up to each cooperative. The key is having a formalized plan that is monitored and reevaluated on a regular basis to ensure objectives are being met.

## 2. System Identification

D.1 Name of person making these online entries.

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D.2 Email address of person making these entries.

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D.3 Date or scheduled date (mm/dd/yyyy) of this inspection.

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D.4 Name of the system General Manager/CEO:

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D.5 Self Assessment performed by:

- Organization Employee
- Statewide Personnel
- Outside service provider
- Other

D.6 Select the type of audit being performed at this system.

- RESAP observation was announced to many.
- RESAP observation was announced to a select few.
- RESAP Observation is unannounced.
- RESAP observation is section based in calendar yr.

## 6. Administration and Other Office Areas

6.1 Multiple types of public safety education materials for all age groups are conspicuously displayed and stocked in public areas or can readily be generated upon request.

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

6.2 All cables, cords, and power strips are stowed, routed, bundled, and supported to be clear of areas where they could be damaged or cause other hazards.

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

6.3 An emergency action plan is available and key information is posted in areas that may be accessible to visitors and the public.

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

6.4 Employees are familiar with the emergency action plan, nearest exits, the location and use of fire extinguishers, material safety data sheets and first-aid equipment.

### Criteria:

Interviewed employees are knowledgeable about their training and planned responses, for "Mayday" emergency radio calls, taking shelter, handling bomb threats, dealing with public confrontations, and options recommended for violent workplace scenarios.

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements
- N/A

6.5 Security measures are evident and interviewed employees are trained as to what information can and cannot be shared.

### Criteria:

Access to non-public areas is limited.

Security measures are in place, i.e. cameras, guards, panic buttons, etc.

Cash levels for transaction activities are controlled for security considerations.

Cash amounts, deposit methods, deposit times, personnel making deposits, and related details are not divulged.

Public collection areas are designed for security.

Responses to security scenarios are planned and reviewed on a regular basis.

Storage areas are neat, clean and well organized (closets, hallways, etc.)

- Exceeds Requirements
- Satisfies All Requirements
- Partially Satisfies Requirements
- Fails to Satisfy Requirements

## 6. Administration and Other Office Areas

N/A

6.6 The overall evaluation of the onsite field observation team for this section of the assessment is as follows:

### Criteria

Strong performance - Questions evaluated as exceeds or satisfies all requirements

Satisfactory performance - Questions evaluated as satisfies all requirements, could be a small number evaluated as exceeds

Generally satisfactory with minor areas for improvement - Questions evaluated as satisfies all or most requirements, improvement areas are minor

Key attention areas for improvement - Questions evaluated as partially satisfies or fails to satisfy requirements in important improvement areas

- Strong Performance
- Satisfactory Performance
- Generally Satisfactory
- Key Attention Areas for Improvement