

Administrative Health and Safety Review Guide

The intent of this checklist “Guide” is to help the user to determine the presence of selected compliance programs and what, at minimum, should be contained within the selected program. This list is general in nature and the user must consider all their activities/tasks performed by their employees to arrive at what OSHA compliance programs apply to them.

Items to review:

GENERAL OSHA RELATED INFORMATION

- OSHA injury/illness records (OSHA form 300 and 300A) – *current year plus 3 years*
- Any OSHA inspection reports and any OSHA citations
- Employee training records
 - Examples of employee safety training records (Sign-in).
 - Right-To-Know/Hazard Communication training record
- Employee safety training programs (outlines of content, etc.)
- Written Emergency Action Plan
- Personnel policies that relate to adhering to company safety policy
- Copy of your overall written Health and Safety Program which includes all relevant compliance programs (hard-copy or electronic that we can take with us to review while developing the report)
- List of any hazardous materials, harmful physical agents and infectious agents
- Safety Committee material sample (agenda, minutes), if applicable

GENERAL ORGANIZATION BACKGROUND INFORMATION

- If available, summary organization chart showing position titles and reporting relationships
- Number of employees
- Types of occupations
- Union/non-union (if union, agreement section(s) relating to safety or workers’ compensation)
- Number of established work locations (office, facility locations, etc.)

Intentionally Blank

This summary form is intended to assist in the evaluation and determination of possible required programs based on the nature of one’s business operations. It is, however, not a comprehensive list and other programs may apply. This form is for assistance only and is not intended to be all inclusive. It is a general guide, and only advisory in nature and any final decisions related to necessary compliance programs must be made by the client.

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Program Sign-Off and Revision Record Form (a place to log your annual program reviews)

Administrative Health and Safety / AWAIR Program

Policy

Applications & Definitions

The Administrative Health and Safety/ AWAIR Program

1. Goals/ Objectives of the Health and Safety Program
2. Management, Supervisory and Employee Involvement
3. Hazard Identification and Control
4. Training and Communication
5. Injury Reporting, Investigation and Return to Work
6. Safety Rules and Enforcement
7. Record Retention Requirements

Arc Flash - Electrical Safe Work Practices Program

Policy

Application & Definitions

The Electrical Safe Work Practices- Arc Flash Program

1. De-energizing Parts before Work
2. Working on or Near De-energized Parts and Lockout
3. Working on or Near Exposed Energized Parts
4. Training and Communication
5. Record Retention Requirement

Bloodborne Pathogens Exposure Control Program

Policy

Applications & Definitions

The Bloodborne Pathogens Exposure Control Program

1. Methods of Compliance
2. HBV Vaccination, Post Exposure Evaluation/ Follow-Up
3. Training and Communication
4. Recordkeeping
5. Record Retention Requirements

Confined Space Entry Program

Policy

Application & Definitions

The Confined Space Entry Program

1. Hazard Identification and Evaluation
2. Entry Procedures
3. Entry Permits
4. Responsibilities of Entrants, Attendants and Entry Supervisors
5. Equipment
6. Rescue and Emergency Services
7. Training and Communication
8. Record Retention Requirements

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Administrative Health and Safety Review Guide

Earthmoving / Mobile Equipment Program

Policy

Application & Definitions

The Earthmoving / Mobile Equipment Program

1. Operator Certification
2. Access Roadways and Grades
3. Equipment Design and Safety Features
4. Operating Rules
5. Protection from Overhead Power Lines
6. Underground Installations
7. Inspection and Maintenance
8. Personal Protective Equipment
9. Training and Communication
10. Record Retention Requirements

Electrical Safe Work Practices Program

Policy

Application & Definitions

The Electrical Safe Work Practices Program

1. Deenergizing Parts Before Work
2. Working on or Near Deenergized Parts and Lockout
3. Working on or Near Exposed Energized Parts
4. Training and Communication
5. Record Retention Requirements

Emergency Action/ Fire Prevention Program

Policy

Applications & Definitions

The Emergency Action / Fire Prevention Program

1. Evacuation Routes and Safe Areas
2. Emergency Procedures
3. Employees Remaining at Their Workstations
4. Accounting for Employees
5. Emergency Fire Fighting, Rescue and Medical Duties
6. Reporting Fires and Other Emergencies
7. Alarm/Public Address System
8. Training and Communication
9. Fire Prevention
10. Pre-Job Safety Planning and Emergency Information (when off-site)
11. Record Retention Requirements

Ergonomics Program

Policy

Application & Definitions

The Ergonomics Program

1. Identifying Potential “Problem Jobs”
2. Ergonomic Evaluations
3. Controlling Problem Jobs
4. Ergonomic Design and Controls for New or Changed Jobs
5. Training and Communication
6. Medical Management

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Administrative Health and Safety Review Guide

7. Record Retention Requirements

Fall Protection Program

Policy

Application & Definitions

The Fall Protection Program

1. Activities/ Conditions Which Require Fall Protection
2. Criteria for Fall Protection
3. Training and Communication
4. Record Retention Requirements

Ground Fault Protection & Assured Equipment Grounding Conductor Program

Policy

Application & Definitions

The Ground Fault Protection & Assured Equipment Grounding Conductor Program

1. Purpose
2. General Requirements
3. Test Procedure
4. Training and Communication
5. Record Retention Requirements

Hand and Power Tools Program

Policy

Application & Definitions

The Hand and Power Tools Program

1. General Requirements
2. Hand Tools
3. Electric Power-Operated Tools
4. Pneumatic Power Tools
5. Fuel Powered Tools
6. Hydraulic Power Tools
7. Powder-Actuated Tools
8. Grinding and Abrasive Wheel Machinery
9. Wood Working Tools
10. Jacks-Lever and Ratchet, Screw, and Hydraulic
11. Air Receivers
12. Training and Communication
13. Record Retention Requirements

Hazard Communication/ Right-To-Know Program

Policy

Applications & Definitions

The Hazard Communication/ Right-To-Know Program

1. List of Hazardous Substances, Harmful Physical Agents and Infectious Agents
2. Safety Data Sheets
3. Labels and Other Forms of Warning
4. Training and Communication
5. Record Retention Requirements

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Administrative Health and Safety Review Guide

Hearing Conservation Program

Policy

Application & Definitions

The Hearing Conservation Program

1. Noise Monitoring
2. Engineering Controls
3. Hearing Protection
4. Audiometric Testing
5. Training and Communication
6. Posting and Recordkeeping
7. Record Retention Requirements

Hot Work Permit Program

Policy

Application & Definitions

Fire Prevention During Welding, Cutting, and Other Hot Work

1. Responsibility for Hot Work
2. Fire Prevention Precautions
3. Hot Work in Confined Spaces
4. Hot Work with Special Metals
5. Training and Communication
6. Record Retention Requirements

Ladder & Stairway Safety Program

Policy

Application & Definitions

The Ladder and Stairway Safety Program

1. General Requirements for Ladders and Stairways
2. Stairways
3. Ladders
4. Ladder Safety Devices
5. Ladder Safety Practices
6. Fall Protection
7. Training and Communication
8. Record Retention Requirements

Lockout/ Tagout Program

Policy

Applications & Definitions

The Lockout/ Tagout Program

1. Energy Control Procedures
2. Procedure Inspections (Audits)
3. Training and Communication
4. Protective Materials and Hardware
5. Special Situations/ Additional Requirements
6. New Machines and Equipment
7. Record Retention Requirements

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Administrative Health and Safety Review Guide

Logging (Chainsaws, Chipping, Trimming) Program

Policy

Application & Definitions

The Logging (Chainsaws, Chipping, Trimming) Program

1. General Requirements
2. Hand and Portable Powered Tools
3. Machines
4. Vehicles
5. Tree Harvesting
6. Training and Communication
7. Record Retention Requirements

Mobile Elevating Work Platforms (MEWP) Safety Program

Policy

Application & Definitions

The Mobile Elevating Work Platform (MEWP) Program

1. Use of Mobile Elevating Work Platforms (MEWP)
2. MEWP Use
3. Control of Noxious Gases and Other Chemicals
4. Rescue Plan
5. Lone Worker
6. Fall Protection/Guard Rail
7. Falling Object Protection
8. Modifications to MEWP
10. Training and Communication
11. Record Retention Requirement
12. Reference Standards

Overhead Crane Safety Program

Policy

Applications & Definitions

The Overhead Crane Safety Program

1. Construction and Installation of Cranes
2. Crane and Rope Inspections
3. Training and Communication
4. Maintenance
5. Handling the Load
6. Record Retention Requirements

Pandemic Program

Policy

Applications & Definitions

The Pandemic Program

1. Pandemic Disease Plan
2. Heating, Cooling and Ventilation Systems
3. Testing the Plan / Emergency Communications
4. Training and Communication
5. Record Retention Requirements
6. Additional Pandemic Resources

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☐ Personal Protective Equipment Program

Policy

Applications & Definitions

The Personal Protective Equipment Program

1. Hazard Evaluation
2. Defective Equipment
3. Selection of Personal Protective Equipment
4. Training and Communication
5. Eye/ Face Protection
6. Head Protection
7. Foot Protection
8. Hand Protection
9. Hearing Protection
10. Respiratory Protection
11. Record Retention Requirements

☐ Powered Industrial Truck (Forklift) Program

Policy

Applications & Definitions

The Powered Industrial Truck (Forklift) Program

1. Selection and Designation of Trucks
2. Converted Industrial Trucks
3. Safety Guards
4. Fuel Handling and Storage
5. Changing and Charging Storage Batterie
6. Lighting for Operating Areas
7. Control of Noxious Gases and Fumes
8. Dockboards (Bridge Plates)
9. Trucks and Railroad Cars
10. Truck Operation
11. Traveling
12. Loading
13. Operation of the Truck
14. Maintenance of Industrial Trucks
15. Training and Communication
16. Record Retention Requirements

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Process Safety Management of Extremely Hazardous Substances (PSM) Program

Policy

Application & Definitions

The Process Safety Management of Extremely Hazardous Substances (PSM) Program

1. Employee Participation
2. Process Safety Information
3. Process Hazard Analysis
4. Operating Procedures
5. Training and Communication
6. Contractors
7. Pre-Startup Safety Review
8. Mechanical Integrity
9. Hot Work Permit
10. Management of Change
11. Incident Investigation
12. Emergency Planning and Response
13. Compliance Audits
14. Trade Secrets
15. Record Retention Requirements

Respiratory Protection Program

Policy

Applications & Definitions

The Respiratory Protection Program

1. Engineering Controls
2. Administration of the Program
3. Selection of Respirators
4. Medical Evaluation
5. Fit Testing
6. Use of Respirators
7. Maintenance and Care of Respirators
8. Breathing Air Quality and Use
9. Identification of Filters, Cartridges and Canisters
10. Training and Communication
11. Program Evaluation
12. Record Retention Requirements

Safety Committee Program

Policy

Applications & Definitions

The Safety Committee Program

1. Responsibilities and Authority of the Committee
2. Committee Activities
3. Composition of the Committee
4. Commitment Made by Member
5. Training and Communication
6. Committee Meetings and Inspections
7. Record Retention Requirements

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☐ Scaffold Safety Program

Policy

Application & Definitions

The Scaffold Safety Program

1. Scaffold Capacity
2. Scaffold Platform Construction
3. Criteria for Supported Scaffolds
4. Criteria for Suspension Scaffolds
5. Access
6. Use of Scaffolds
7. Fall Protection
8. Falling Object Protection
9. Training and Communication
10. Scissors Lifts
11. Aerial Lifts
12. Record Retention Requirements

☐ Silica - Respirable Crystalline Silica Exposure Control

Policy

Application & Definitions

The Respirable Crystalline Silica Exposure Control Program

1. Roles and Responsibilities
2. Permissible Exposure Limit (PEL) and Health Effects of Exposure
3. Specified Control Methods
4. Program Section Summary
5. TB Testing
6. Pulmonary Function Testing
7. Chest X-ray
8. Other Testing
9. Roles and Responsibilities (External Parties)
10. Confidentiality and Other Considerations
11. Communication
12. Training
13. Recordkeeping
14. Record Retention Requirements

☐ Temporary Traffic Control Program

Policy

Application & Definitions

The Temporary Traffic Control Program

1. Record Retention Requirements

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☐ Trenching and Excavating Program

Policy

Application & Definitions

The Trenching and Excavating Program

1. Surface Encumbrances
2. Underground Installations
3. Access and Egress
4. Exposure to Vehicular Traffic
5. Exposure to Falling Loads
6. Warning System for Mobile Equipment
7. Hazardous Atmospheres
8. Emergency Rescue Equipment
9. Protection from Hazards Associated with Water Accumulation
10. Stability of Adjacent Structures
11. Protection of Employees from Loose Rock or Soil
12. Inspections
13. Fall Protection
14. Protection of Employees in Excavations
15. Sloping and Benching Systems
16. Design of Support Systems, Shield Systems and Other Protective Systems
17. Materials and Equipment
18. Installation and Removal of Support
19. Sloping and Benching Systems
20. Shield Systems
21. Training and Communication
22. Record Retention Requirements

☐ Welding, Cutting & Brazing Program

Policy

Application & Definitions

The Welding, Cutting & Brazing Program

1. General Hot Work Safety Precautions
2. Fire Hazards
3. Hot Work in Confined Spaces
4. Hot Work with Special Metals
5. Training & Communication
6. Record Retention Requirements

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