

Annual OSH Program Review – Required Documents

The following items, if applicable, must be available for review at the start of the OSH Program Review.

PRH/PAG Section	Document(s)	Status		
		N/A	Yes	No
5.14	OSH Plan signed by the Center Director	N/A	Yes	No
	Center's OSH policy statement (signed by the Center Director)	N/A	Yes	No
	S&H Committee roster	N/A	Yes	No
	S&H Committee meeting minutes for the last 12 months	N/A	Yes	No
	Safety Officers required training and continuing education records/certificates	N/A	Yes	No
	Accident investigation logs/reports; OSHA 301, Incident Reports (if part of electronic system, it must be accessible)	N/A	Yes	No
	Safety Committee member training certificates	N/A	Yes	No
	Student safety orientation handbook/plan	N/A	Yes	No
	Center policy and procedures for repeated violation of center safety policies and procedures	N/A	Yes	No
5.15	Monthly Safety Officer inspections	N/A	Yes	No
	Quarterly environmental health inspections	N/A	Yes	No
	Recent environmental inspection quarterly reports, including corrective action plans	N/A	Yes	No
	Preoccupancy surveys conducted in the last 12 months	N/A	Yes	No
	Monthly inspections conducted by competent persons	N/A	Yes	No
	Weekly inspections of food service and recreation facilities	N/A	Yes	No
	Monthly inspections of dormitories, child development centers, etc.	N/A	Yes	No
	Hazard reports log	N/A	Yes	No
	Work-based learning sites safety & health review log	N/A	Yes	No
	PB Dewberry facility surveys	N/A	Yes	No
	Previous Regional Office Center Assessment (ROCA)	N/A	Yes	No
	Previous OSH Program Review Report	N/A	Yes	No
	DL1-2029s and abatement plans	N/A	Yes	No
	Boiler, pressure vessel, elevator, HVAC inspections	N/A	Yes	No
	Radiation devices (X-ray machines) inspections	N/A	Yes	No
	Preventive maintenance plan for industrial-type equipment	N/A	Yes	No
	List of any construction or renovation projects in the last 12 months	N/A	Yes	No
5.16	Asbestos inspection and abatement reports; Asbestos O&M Plan	N/A	Yes	No

PRH/PAG Section	Document(s)	Status		
		N/A	Yes	No
	Asbestos competent person training certificate(s)	N/A	Yes	No
	Lead inspection and abatement reports	N/A	Yes	No
	Lead competent person training certificate(s)	N/A	Yes	No
	EPA Transformer Registration and PCB Activity registration form	N/A	Yes	No
	EPA refrigerant recycling program	N/A	Yes	No
	Hazard Communication Plan	N/A	Yes	No
	Center chemical inventory and Material Safety Data Sheets (MSDSs)	N/A	Yes	No
	Secondary container labels	N/A	Yes	No
	Hazard communication training outline and attendee roster	N/A	Yes	No
	Inventory of mercury containing products	N/A	Yes	No
	Hexavalent chromium and/or other air sampling reports	N/A	Yes	No
	Hexavalent Chromium Exposure Plan	N/A	Yes	No
	Hexavalent chromium exemption issued by National Office of Job Corps	N/A	Yes	No
5.17	Food service (ServSafe) training certificates	N/A	Yes	No
	HACCP logs	N/A	Yes	No
	Pesticide application contractor and application information	N/A	Yes	No
	Material Safety Data Sheets (MSDSs)	N/A	Yes	No
	Water treatment SOPs	N/A	Yes	No
	Quarterly environmental inspection checklists	N/A	Yes	No
5.18	OWCP timeliness report or Job Corps Information Notices regarding OWCP timeliness report (quarterly)	N/A	Yes	No
	OSHA 300 Log and OSHA 300A (with posting dates and signatures)	N/A	Yes	No
	CA-1s, CA-16, and CA-7 for medically separated students	N/A	Yes	No
	CA-6 for student death	N/A	Yes	No
5.19	Motor vehicle safety program and accident reports (SF-91s)	N/A	Yes	No
	Policy and procedures for staff parking and/or moving violations	N/A	Yes	No
	Motor vehicle accident and analysis program	N/A	Yes	No
	Vehicle maintenance and inspection program	N/A	Yes	No
	Vehicle safety incentive awards program	N/A	Yes	No
	Signs, handouts, or posters reminding students and staff of the ban on texting while operating government-owned or leased vehicles	N/A	Yes	No

PRH/PAG Section	Document(s)	Status		
		N/A	Yes	No
5.20	Hazard assessment plan for personal protective equipment	N/A	Yes	No
	Written Personal Protective Equipment Plan	N/A	Yes	No
	Fire Safety and Prevention Plan	N/A	Yes	No
	Fire Watch Plan	N/A	Yes	No
	Fire safety equipment (alarms, detectors, extinguishers, etc.) inspections	N/A	Yes	No
	Emergency Action Plan (EAP)	N/A	Yes	No
	Evacuation route maps	N/A	Yes	No
	Procedures for handling natural disasters common to the center's geographic location	N/A	Yes	No
	Procedures for center evacuation	N/A	Yes	No
	Pool maintenance plan (if applicable)	N/A	Yes	No
	Water safety training certifications	N/A	Yes	No
	Permit-required confined space inventory	N/A	Yes	No
	Non-permit-required confined space inventory	N/A	Yes	No
	Written Confined Space Entry Plan and procedures	N/A	Yes	No
	Written Bloodborne Pathogens Plan	N/A	Yes	No
	Staff CPR and first-aid certifications	N/A	Yes	No
	Hepatitis B vaccine declination letters	N/A	Yes	No
	List of staff provided Hepatitis B vaccine	N/A	Yes	No
	Hazard assessment to determine respiratory protection needs	N/A	Yes	No
	Written Respiratory Protection Plan	N/A	Yes	No
	Respiratory protection medical surveillance plan for staff and students	N/A	Yes	No
	Student and staff respiratory protection training materials	N/A	Yes	No
	Noise survey reports	N/A	Yes	No
	Audiometric test equipment and provider certificates	N/A	Yes	No
	Baseline and annual audiograms for students and staff	N/A	Yes	No
	Written Hearing Conservation Plan	N/A	Yes	No
	Hearing protection evaluation results	N/A	Yes	No
	Annual training outline	N/A	Yes	No
	Student and staff training certificates	N/A	Yes	No
	Inventory of equipment that requires lockout/tagout prior to servicing or maintenance	N/A	Yes	No
	Written Lockout/Tagout Plan	N/A	Yes	No
	Equipment-specific lockout/tagout procedures	N/A	Yes	No
	Written Powered Industrial Vehicle Plan	N/A	Yes	No
	Student and staff training certificates	N/A	Yes	No