

Attachment B

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 Program 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, Significant 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 |
| | Preoccupancy surveys conducted in the last 12 months | 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 posted? | N/A | Yes | No |
| | Work-based learning sites safety and health review log | N/A | Yes | No |
| | Engineering support contractor (ESC) facility surveys | N/A | Yes | No |
| | Previous OSH Program review report | N/A | Yes | No |
| | DL1-2029s and abatement plans for previous OSH review | N/A | Yes | No |
| | Radiation devices (X-ray machines) inspections | N/A | Yes | No |
| | Daily inspection reports for CTST projects conducted in the last 12 months | N/A | Yes | No |
| | | | | |
| 5.16 | Asbestos inspection and abatement reports; O&M program | N/A | Yes | No |
| | Asbestos Hazard Emergency Response Act (AHERA) Designated Person training certificate(s) | N/A | Yes | No |
| | Lead inspection and abatement reports | N/A | Yes | No |
| | EPA Lead Safety for Renovation, Repair and Painting training certificate(s) | N/A | Yes | No |
| | EPA refrigerant recycling program? | N/A | Yes | No |

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|-----------------|---|--------|-----|----|
| | | N/A | Yes | No |
| | Hazard Communication Plan (Update to include GHS) | N/A | Yes | No |
| | Center chemical inventory and Safety Data Sheets (SDS) | N/A | Yes | No |
| | Secondary containers 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 control plan | 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 |
| | SDS | N/A | Yes | No |
| | Water treatment Standard Operating Procedures | N/A | Yes | No |
| | Local jurisdiction or Job Corps Quarterly environmental inspection reports | N/A | Yes | No |
| | | | | |
| 5.18 | OSHA 300 Log and OSHA 300A (with posting dates and signatures); OSHA 301 Incident Reports | 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 (Completed SF-91s) | N/A | Yes | No |
| | | | | |
| 5.20 | Hazard assessment plan for personal protective equipment | N/A | Yes | No |
| | Written PPE 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 posted? | 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 |

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|------------------------|--|---------------|-----|----|
| | Staff CPR, first-aid and AED (if on-hand) 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 program plan | N/A | Yes | No |
| | Hearing protection evaluation results | N/A | Yes | No |
| | Safety Officer professional development program | N/A | Yes | No |
| | Inventory of equipment that requires LO/TO prior to servicing or maintenance | N/A | Yes | No |
| | Written LO/TO program plan | N/A | Yes | No |
| | Equipment specific LO/TO procedures | N/A | Yes | No |
| | Written powered industrial truck program plan | N/A | Yes | No |
| | Student and staff training certificates | N/A | Yes | No |