

## WORKPLACE SAFETY COMPLIANCE CHECKLIST



*This Optical Lab Safety Compliance Checklist is provided as a resource to members of The Vision Council. While this document should be useful as an example Workplace Safety Compliance Checklist, each facility is advised to carefully review its unique safety conditions and potential hazards and make revisions as necessary to this Workplace Safety Compliance Checklist in order to address the safety needs of its workers and comply with applicable law. The Vision Council also recommends that all safety policies, including a Workplace Safety Compliance Checklist, be reviewed and updated as necessary to adequately address workplace safety issues and any changes to law or regulation.*

## Workplace Safety Compliance Checklist

Company Name \_\_\_\_\_ Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ E-mail: \_\_\_\_\_

**Does the lab have a designated individual to coordinate safety activities?**

If yes, please print name and phone number:

Yes  No

**Recordkeeping:**

	Yes	No	N/A	Help
1) Does the lab maintain the OSHA record of injuries and illnesses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Does the lab have the current year plus the previous 5 years records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Are the records on the proper 300 forms, completed and signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Does the lab post the OSHA Form 300A Annual Summary of Injuries? <i>Note: Establishments with 20-249 employees in certain designated industries are required to electronically submit information only from the OSHA Form 300A—the summary form and file the online report of OSHA 300-A Summary annually by March 2 for the previous year.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Does the lab have written investigation reports for all accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Are OSHA and Worker's Comp Notices posted in common area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) Does the Lab conduct and document employee training annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8) Does the Lab conduct and document employee training related to:				
a. Hazard Communication – Employee Right to Know and SDS Global Harmonized System required annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. New Employee Orientation – Employee Right to Know and SDS Global Harmonized System required prior to exposure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Emergency Evacuation procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Lockout/Tag out procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Personal Protective Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Fire Extinguisher Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Identification of First Aid/CPR trained individuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Blood Borne Pathogens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. RCRA (hazardous waste management)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. D.O.T. (hazardous materials shipping)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9) Does the Lab have required written procedures related to:				
a. Safety Policy Manual or equivalent document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Hazard Communication - Employee Right to Know	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Emergency Action Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Lockout/Tag out - including procedures for each type of equipment and documented annual lockout tag-out evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Personal Protective Equipment (Employees' personal protective equipment) ex: safety glasses, gloves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Injury and Illness Prevention Program IIPP (California only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Workplace Accident and Injury Reduction Program (Minnesota only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Hazard assessment for each job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

### **Safety Committee:**

	Yes	No	N/A	Help
1) Does the lab have a Safety Committee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Is the membership at least 50% hourly employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Does the committee meet monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Are minutes of meetings kept and posted in common areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Does the committee perform regularly scheduled safety and housekeeping inspections? <i>Note: Safety committees are required by the following states Alabama, Alaska, Connecticut, Florida, Minnesota, Nebraska, Nevada, New Hampshire, North Carolina, Oklahoma, Oregon, Tennessee, Vermont, Washington, West Virginia</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### **General Safety:**

	Yes	No	N/A	Help
1) Are flexible cords used in lieu of permanent wiring less than 6 ft. long?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Are Re-locatable power taps (RPT's) used only for low amperage electronic devices such as computers and not permanently attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Are fire extinguishers, emergency lighting and safety shower/eyewashes inspected each month?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Are all exit doors clearly marked and paths unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Are aisles, passageways, elevated surfaces, clear and unobstructed, marked, and guarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Are all other doors clearly marked not an exit or identified by function?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) Is there 36" clear access to all electrical panels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8) Are all blank spaces in electrical panels covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9) Ground-fault circuit interrupters at critical locations and sites around water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10) Is there at least 18" clearance below fire sprinkler heads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11) Are all grinders and drill presses securely anchored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12) Are grinder tool rests adjusted to within 1/8" of grinding stones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13) Do all chemical containers and tanks have labels identifying contents and hazards of the chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14) Does the lab prohibit storage and consumption (eating) of food and beverages in areas where chemicals are used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15) Do employees wear PPE appropriate for the task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16) Are all machine guards in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17) Are rotating shafts guarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18) Are all safety interlocks and switches functional?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19) Do authorized employee's lockout and tag out sources of energy prior to working on equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20) Floors dry, properly repaired, clean, free of spills, hazards or debris?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21) Machinery and equipment clean, well - maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22) Are Ergonomic issues addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23) Are Food and Sanitation areas kept clean and un-cluttered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24) Are ladders positioned away from electrical and other hazards, slip free footing, inspected and damage free, free of protrusions, used with design limitations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

### Environmental:

	Yes	No	N/A	Help
1) Does the lab generate hazardous waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Has the lab determined its generator status based on the amount of hazardous waste generated each month?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Is hazardous waste shipping documentation current and complete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Are employees involved in managing wastes trained? (RCRA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Are employees responsible for shipping waste trained? (DOT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Are satellite accumulation areas properly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) Are drums in satellite areas properly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8) Is total quantity of hazardous waste in the satellite area less than 55 gallons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9) Are drums in storage areas properly marked and dated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10) If the lab uses lead containing alloy, is waste water treated before discharging to sewer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11) Has the lab obtained a waste water discharge permit or determined no permit is required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12) Has the lab obtained an air emissions permit or determined that no permit is required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13) Does the lab have any activities outside the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14) Emergency equipment in good working order and emergency contact information up to date and posted by telephones and in chemical storage areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15) Where required, are biennial reports up-to-date and in good order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16) Waste profile, analysis, and waste determination procedures in good order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17) Reactive and flammable chemicals new and waste stored more than 50 feet from property line, and in containment areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18) Incompatible waste stored separately, segregated, compatible with container?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19) Shipping containers and manifests meet both RCRA and DOT regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: Hazardous waste is any flammable, corrosive, toxic or reactive waste material. Examples are: waste coating liquids, lead contaminated items, acids and caustic soda. This can also include lens wipe cloths if they are still wet with alcohol or acetone, fluorescent lamp bulbs and batteries.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Hearing Conservation:

	Yes	No	N/A	Help
1) Noise levels at or below 85 dBA in work area where protection not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Hearing protection in use where noise exceeds 90 dBA, signs posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Hearing tested where employees working in Hearing Conservation areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Engineering controls in place to reduce noise levels to below 85 dBA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Personal Protective Equipment:

	Yes	No	N/A	Help
1) Is proper PPE in use where hazards exist and engineering controls are not adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Where needed or in use, proper PPE selected for hazard exposure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) PPE properly maintained and inspected when in use and when stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Employee adequately trained in PPE selection, use, and maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Written and formal respirator program in place where respirators in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Workplace Safety Assessment

### Descriptions

Below are brief descriptions of all the assessment questions on the self-Safety Assessment forms. They are broken down into sections and numbered to match the questions with the descriptions if you need to have a better understanding to perform the audit.

#### **Recordkeeping:**

- 1) Injuries and illnesses must be recorded on the OSHA 300 log within 7 calendar days of incident. (Forms found here: <https://www.osha.gov/recordkeeping/RKforms.html>)
- 2) OSHA 300 logs must be maintained for current year and the previous 5 years.
- 3) Make sure that the OSHA 300, 300A, 301 are the most current forms, completely filled out and signed where applicable. Workers Comp first report of injury can be used instead of the OSHA form 301 if the information is the same.
- 4) The OSHA 300A form must be completed, signed by highest authority at facility and posted in a common area by February 1 for preceding year. The form must stay up until after April 30. *Note: Establishments with 20-249 employees in certain designated industries are required to electronically submit information only from the OSHA Form 300A—the summary form and file the online report of OSHA 300-A Summary annually by March 2 for the previous year.*
- 5) Accident investigation forms are available through the Environmental Health and Safety Department
- 6) Need to have OSHA and State Worker's Compensation posters posted in the lab and common areas.
- 7) Does the Lab Conduct and Document Employee Training Annually?
- 8) Does the Lab Conduct and Document Employee Training related to:
  - a. Initial Employee training is to have been completed prior to December 1, 2013. Employees potentially exposed to alloy must have specific training regarding hazards of lead and cadmium. Re-training must be conducted and documented annually.
  - b. New Employee Orientation Training / Right to Know and Safety Data Sheet Global Harmonized System training is required and documented prior to employee exposure.
  - c. Emergency Evacuation procedures training required every year
  - d. Is Lockout/Tag out authorized and are affected employees trained?
  - e. Personal Protective Equipment provided to employees?
  - f. Fire Extinguisher Use – training required every year for employees who may use them. The lab has the option to call local fire emergency services and force mandatory evacuation for all employees in lieu of fire training.
  - g. First Aid / CPR – training required every two years for those who are certified.
  - h. Blood Borne Pathogens – training required every year
  - i. RCRA Training - Required every year for those who handle hazardous wastes.
  - j. D.O.T. Training - Required every three years for those involved in shipping hazardous materials.
- 9) Does the Lab have required written procedures related to:
  - a. Safety Policies and Procedures Manual is available. It must be revised to be specific for the facility.
  - b. Describes the company's hazard communication program.
  - c. Describes how to respond to any type of foreseeable emergency at the facility.
  - d. Must have an overall written lockout/tagout program and specific procedure for each piece of equipment.
  - e. Specially required protective gear (safety glasses, gloves, ear plugs etc.) by job function.
  - f. Injury and Illness Prevention Program (IIPP) required by state of California - detailed program explaining company's safety management system (<http://www.dir.ca.gov/dosh/etools/09-031/>)
  - g. Evaluate hazards of each job and identify methods to protect employees (PPE, training, etc.)

# Workplace Safety Assessment

## Descriptions

### **Safety Committee:**

- 1) Team of employees and management which reviews safety issues within the facility.
- 2) The committee must be composed of at least 50% hourly employees.
- 3) Monthly meetings are required in states listed. Meetings may either be in form of conference or joint safety and housekeeping inspection.
- 4) Written minutes must be taken and posted in common areas after each meeting and maintained in permanent records.
- 5) Safety committees should perform safety and housekeeping inspections in each area of facility.

### **General Safety:**

- 1) Flexible cords (extension cords) may not be used instead of hard-wired receptacles as permanent power sources.
- 2) Power strips may only be used for computers, scanners, etc. Microwaves, coffee pots and refrigerators, etc., must be plugged directly into receptacles.
- 3) OSHA requires monthly inspections of all emergency safety equipment.
- 4) Emergency exits must be clearly marked and have pathways at least 36 inches wide. No storage, trash or other possible sources of blockage is permitted in exit pathways.
- 5) Aisle ways must be kept clear (not blocked) at all times. Changes in elevation must be marked to highlight the difference in surface elevations. Landings or platforms more than three feet above working surface must have guard rails.
- 6) Doors leading to offices, storage closets, or departments must be marked "not an exit" or with the function of the room. Doors that are permanently blocked off the must be marked "not an exit".
- 7) OSHA requires 36" clearance in front of all electrical panels and electrical emergency shut off.
- 8) There must not be any open spaces in electrical panels. Spaces must be filled with breakers or blank covers.
- 9) GFI receptacles or breakers are required where water can splash on outlet or outlet is within six feet of water source. All receptacles in restrooms must be GFI protected.
- 10) Fire department code requires at least 18" clearance below level of sprinkler heads to prevent impeding proper spray pattern required to put out fires.
- 11) All grinders and drill presses must be anchored (bolted to floor or workbench) to ensure they do not move or fall over causing injuries.
- 12) Must have tool rest adjusted to within a 1/8" of grinding stone to keep items or fingers from being pulled into the grinding wheel. Tongue guards must be adjusted to within 1/4" of grinding stone.
- 13) It is required by EPA and OSHA that all chemicals and containers are clearly marked with the contents and hazards to keep everyone safe.
- 14) OSHA does not allow storing or consuming food or drinks where chemicals are stored or used to prevent accidental consumption of chemicals.
- 15) It is required by OSHA that all employees have the proper personal protective equipment (PPE) for chemical and physical hazards they are exposed to.
- 16) OSHA requires guards on all equipment at points where employees could be exposed to injury from moving parts or flying particles.
- 17) Shields must be in place to keep hair or loose clothing from getting caught on high speed rotating shafts.
- 18) All safety shut offs and safety buttons must be working properly.
- 19) Only authorized and properly trained employees can utilize lock out tag out procedures and equipment.
- 20) All floors must be kept dry and free of trip hazards.
- 21) Has a risk assessment been done to ensure that work areas are ergonomically correct?



## Workplace Safety Assessment

### Descriptions

- 22) Are eating areas, break rooms and trash areas kept clean to ensure that no unhealthy conditions develop?
- 23) Proper use of ladders helps reduce personal injury to employees.

#### **Environmental:**

- 1) Does your facility create hazardous waste chemicals that have to be shipped out for disposal? (used chemicals or things that come into contact with chemicals)
- 2) Labs that generate less than 220 lbs. hazardous waste per month are conditionally exempt small qty. generator (CESQG) Labs that generate between 220 lbs. & 2,200 lbs. per month are small qty. generators (SQG) Labs that generate 2,200 lbs. or more per month are large qty. generators (LQG)
- 3) Hazardous waste generators must keep all documents for each shipment together (manifest, land ban, and return manifest) in one place. It is a good practice to store documents in single yearly folders or binders by shipment date or manifest number.
- 4) All employees involved in managing hazardous waste (select waste containers, label containers, put waste chemicals into containers, prepare and sign manifests documents) must have RCRA (Resource Conservation and Recovery Act) training.
- 5) All employees that sign shipping documents, load waste chemicals onto trucks and ship waste out must have D.O.T. training.
- 6) If you have satellite areas in your lab you must have a copy of the satellite accumulation sign posted next to or on top of drum. (place where hazardous waste from one chemical process can go into a drum that sits by the operation)
- 7) All satellite drums must have the Hazardous Waste label and D.O.T. labels posted on the side of the drums next to each other and facing out where regulators and employees can clearly see them.
- 8) RCRA regulations allow only 55 gallons of Hazardous Waste can be kept in a satellite area at any time and not a drop more.
- 9) All chemical waste containers must have Hazardous Waste label and D.O.T. label or Non- Hazardous waste, Universal Waste labels. Hazardous waste container labels must have the date the waste was first placed into the container. When a satellite waste drum is placed into waste storage areas the date the drum is moved must be placed on the drum label.
- 10) Alloy waste water must be treated before reuse or discharged to drain.
- 11) Facilities must check with the city waste water authority to see if a permit is required to discharge waste waters down the drain.
- 12) Facilities which have the potential to emit chemical vapors to air must check with local environmental regulators determine whether an air permit is required.
- 13) Outside activities include processes, equipment, uncovered storage areas and open dumpsters for process waste.
- 14) Emergency equipment includes spill containment, fire extinguishers, eyewash and safety showers, etc. Emergency contact list includes names and current phone numbers for employees authorized to assist in chemical emergencies.
- 15) Large quantity generators must submit biennial reports every two years for the previous odd number year. Report contains information about the facility and types, quantities and disposal of chemical waste. Some states require this information to be reported annually.
- 16) Generators of hazardous waste must maintain copies of waste profile sheets and analyses of the facility's waste streams. It is recommended to keep a list of all proper shipping names for chemical waste shipped for disposal.
- 17) Reactive and Flammable chemicals, new and waste, must be stored at least 50 feet or more away from your facilities property line, either inside or outside the building.

## Workplace Safety Assessment

### Descriptions

- 18) RCRA requires that all incompatible chemicals be separated to keep them from mixing together in case of spills. Waste and Virgin chemicals must be segregated and marked clearly by signage. For instance, opposite sides of storage areas with obvious separation. Containers must be compatible for the waste, i.e., do not store acid in metal drums.
- 19) Waste containers must be compatible for the chemical. Hazardous waste manifest must be filled out correctly and completely.

#### **Hearing Conservation:**

- 1) OSHA requires a written hearing conservation program and audiometric testing for employees exposed to noise levels at or above 85 dBA for 8 hours each day. Employees must be offered hearing protection. Hearing protection is mandatory for employees exposed at or above 90dBA for 8 hour time weighted noise levels.
- 2) Must wear hearing protection (ear plugs, ear muffs) in elevated noise areas above 90 dBA and signs must be posted in these areas.
- 3) Employees must have baseline audiometric (hearing) test to see if there are any changes in their hearing over the years. These tests must be done annually thereafter.
- 4) When audiometric testing reveals hearing loss in one or both ears, employers must record hearing loss on OSHA forms 300 and 300-A as occupational illness.
- 5) Engineering controls include enclosing machines and installing noise reducing acoustical tiles.

#### **Personal Protective Equipment (PPE):**

- 1) Employees should be wearing the Personal Protective Equipment that was issued to them.
- 2) A hazard assessment must be done to determine proper PPE for each job.
- 3) Employees should keep their PPE clean and in good repair. If it is old or damaged it should be replaced.
- 4) All employees should be told why they need PPE and the proper way to use and care for their PPE
- 5) If air sampling determines that airborne contaminants exceed the OSHA action level for employee exposures respirators must be worn. The company must have a formal program, including written program, employee physical, spirometry (breathing capacity) test, training and fit testing for each affected employee.