

Appendix E

Site Compliance Checklist

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SITE COMPLIANCE CHECKLIST

	In Compliance?		
	Yes	No	N/A
1. SITE SAFETY AND HEALTH PLAN (SSHP)			
• Corporate Safety and Health Program (CSHP) available upon request.			
• Relevant CSHP Attachments, Programs and SOPs on site and being followed.			
• Approved Work Plan on site, and SSHP Review Form signed by all site personnel.			
• Work Plan being followed in compliance with DIDs.			
2. HAZARD ASSESSMENT			
• PPE selected and provided for initial entry if potential for exposure above permissible exposure limits exists (PEL).			
• A task hazard assessment has been conducted to identify the hazards associated with each task.			
• A certificate of task hazard assessment has been completed which identifies the appropriate PPE and mitigation to be used to protect personnel from task hazards.			
3. SITE CONTROL			
• Site control plan is being implemented (i.e., buddy system, communication, site security, etc.)			
• Exclusion, contamination reduction, or support zones established and posted as per SSHP.			
• Site personnel following the standing orders for each zone.			
4. TRAINING PROGRAM			
• All personnel have received the required 40-hour OSHA HAZWOPER training (or its equivalent), 8-hour refreshers and supervisors course, if applicable.			
• Personnel have received three-day supervised training and the Three-Day Training form has been signed by all personnel.			
• Copies of all training certificates are on site.			
• Emergency response personnel have been designated and trained to handle anticipated emergencies.			
• Employees informed of potential risks and hazards identified for each task they are to perform.			
• Employees notified of chemical, physical, biological, and toxicological properties of identified or suspected contaminants.			
• Hazard Communication Training has been given to personnel who work with products containing hazardous substances, to include a review of the relevant Minimum Separation Distances.			

	In Compliance?		
	Yes	No	N/A
• Site personnel given OSHA required, hazard specific training, such as PPE, Hearing Conservation, etc., and training forms completed.			
• At least two site personnel are trained in First Aid/CPR.			
5. MEDICAL SURVEILLANCE			
• Medical surveillance provided, as a minimum, to personnel who: are exposed at or above the PEL/TLV; use respirators; or are a member of the emergency response team.			
• Provisions made for medical surveillance of personnel who receive a documented, unprotected over-exposure or develop signs and symptoms of exposure.			
• Site specific medical tests, as required by the SSHP, have been conducted prior to site personnel participating in site activities where exposure can occur.			
• Physicians statement retained in employees' records on site.			
• Personnel with potential occupational exposure to blood or other potentially infectious body fluids have been given the opportunity to be vaccinated against HBV, and personnel who decline have signed the HBV Vaccination Declination Form.			
6. ENGINEERING CONTROLS, EQUIPMENT, WORK PRACTICES AND PPE			
• Engineering controls and safe work practices (SWPs) being used whenever feasible.			
• Equipment required by the WP is on site, inspected, and in proper working order.			
• PPE has been selected according to the limitations of the PPE, site hazards, and the level and type of hazard.			
• SCBA or positive pressure supplied airline with escape provided for known or potential IDLH conditions.			
• All PPE is being inspected, used, cleaned, stored, and maintained IAW the SSHP.			
• Respiratory protection being issued only to personnel who have been trained, medically approved to use respiratory protective equipment.			
• Personnel using respirators have been tested for the respirator being used.			
7. MONITORING			
• Monitoring equipment being calibrated, operated, and maintained IAW manufacturer's requirements, and calibration, monitoring, and maintenance records available.			
• Monitoring being conducted IAW the WP to:			
– Identify potential IDLH or explosive conditions.			
– Assess personal exposures to chemical and physical hazards.			
– Evaluate exposures when a change in tasks or location occurs.			
– Assess exposures when previously unidentified materials/hazards are identified.			
• High-risk workers monitored initially and all workers monitored if levels indicate the need.			

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	Yes	No	N/A
• Work area and perimeter monitoring being conducted IAW the WP.			
• Site monitoring log being completed for all personnel and area monitoring.			
8. HANDLING DRUMS AND CONTAINERS			
• Drums and containers used on site meet DOT, OSHA, and EPA regulations.			
• Drums and containers found on site are being inspected prior to being moved or handled.			
• All unlabeled drums and containers being handled as hazardous waste until identified as non-hazardous.			
• Drum and container movement being minimized.			
• Drums/containers opened IAW approved methods listed in WP.			
• Drum sampling performed IAW the approved sampling plan to classify contaminants in drums/containers prior to bulking, temporary storage and shipping.			
• Staging of drums and containers being conducted IAW the WP, and staging areas provided with adequate ingress/egress.			
• DOT salvage drums and adequate spill response materials available and written spill containment program available.			
• Materials are assessed for compatibility prior to being bulked together.			
• Shock sensitive waste being identified and handled appropriately.			
• Lab packs are opened by properly trained personnel.			
• Tanks and vaults containing hazardous substances handled IAW WP and confined space procedures, if needed, are being used for entry.			
• Drums and containers being transported off site by a licensed hazardous waste hauler.			
9. DECONTAMINATION PROGRAM			
• Site workers properly trained and complying with the written decontamination procedures.			
• All potentially contaminated equipment, clothing, and PPE are being properly decontaminated.			
• All decontamination solutions are being containerized into approved storage containers at the end of each day.			
• Decontamination procedures evaluated for effectiveness.			
• On site showers and change houses comply with 29 CFR 199.141.			
10. EMERGENCY RESPONSE			
• Written emergency response plan incorporated in WP.			
• Written procedures for reporting incidents to local, state, and federal agencies.			
• Emergency response plan rehearsed and amended as needed.			

	In Compliance?		
	Yes	No	N/A
• Emergency phone number and hospital route maps posted on site and placed in all vehicles.			
• First aid, burn, and eye wash kits available on site and in each vehicle, with a bloodborne pathogen control kit located with each first aid kit.			
• Adequate type, number, and size fire extinguishers appropriately located on site and inspected weekly.			
• Flammable storage areas properly posted.			
• Employee alarm system IAW WP and practiced.			
11. ILLUMINATION			
• Adequate light levels provided in all office, storage, and work locations.			
12. SANITATION AND HOUSEKEEPING			
• Adequate supply of potable water available from labeled containers or outlets.			
• Non-potable water sources appropriately labeled and no open or potential cross connection to potable sources exists.			
• Appropriate type and adequate number of toilets available.			
• Personnel wash facilities provided and located near site, but away from exposure potentials			
• Shower/change facilities located away from exposure potentials and designed to comply with the requirements of 29 CFR 1910.141.			
• Site being maintained in a neat and orderly fashion, free of trash and debris.			
• Adequate number of trash cans with lids are located on site and emptied regularly.			

REMARKS, OBSERVATIONS AND RECOMMENDATIONS
Signature of Auditor: Date: