

Appendix E
Site Compliance Checklist



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 SSWP on site, and SSHP Review Form signed by all site personnel.			
• SSWP being followed in compliance with DIDs.			
2. HAZARD ASSESSMENT			
• PPE selected and provided for initial entry if potential for exposure above permissible exposure limits (PEL) exists.			
• A task hazard assessment has been conducted to identify 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 required 40-hour Occupational Safety and Hazard Administration (OSHA) Hazardous Waste Operations and Emergency Response (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.			
• 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.			

	In Compliance?		
	Yes	No	N/A
5. MEDICAL SURVEILLANCE			
<ul style="list-style-type: none"> Medical surveillance provided, as a minimum, to personnel who: are exposed at or above the PEL/threshold limit value (TLV); use respirators; or are a member of the emergency response team. 			
<ul style="list-style-type: none"> Provisions made for medical surveillance of personnel who receive a documented, unprotected over-exposure or develop signs and symptoms of exposure. 			
<ul style="list-style-type: none"> Site-specific medical tests, as required by the SSHP, have been conducted prior to site personnel participating in site activities where exposure can occur. 			
<ul style="list-style-type: none"> Physician's statement retained in employees' records on site. 			
<ul style="list-style-type: none"> Personnel with potential occupational exposure to blood or other potentially infectious body fluids have been given the opportunity to be vaccinated against Hepatitis B Virus (HBV), and personnel who decline have signed the HBV Vaccination Declination Form. 			
6. ENGINEERING CONTROLS, EQUIPMENT, WORK PRACTICES AND PPE			
<ul style="list-style-type: none"> Engineering controls and safe work practices (SWPs) being used whenever feasible. 			
<ul style="list-style-type: none"> Equipment required by the SSWP is on site, inspected, and in proper working order. 			
<ul style="list-style-type: none"> PPE has been selected according to the limitations of the PPE, site hazards, and the level and type of hazard. 			
<ul style="list-style-type: none"> Self Contained Breathing Apparatus (SCBA) or positive pressure supplied airline with escape provided for known or potential Immediately Dangerous to Life and Health (IDLH) conditions. 			
<ul style="list-style-type: none"> All PPE is being inspected, used, cleaned, stored, and maintained IAW the SSHP. 			
<ul style="list-style-type: none"> Respiratory protection being issued only to personnel who have been trained, medically approved to use respiratory protective equipment. 			
<ul style="list-style-type: none"> Personnel using respirators have been tested for the respirator being used. 			
7. MONITORING			
<ul style="list-style-type: none"> Monitoring equipment being calibrated, operated, and maintained IAW manufacturer's requirements, and calibration, monitoring, and maintenance records available. 			
<ul style="list-style-type: none"> Monitoring being conducted IAW the SSWP to: <ul style="list-style-type: none"> 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. 			
<ul style="list-style-type: none"> High-risk workers monitored initially and all workers monitored if levels indicate the need. 			
<ul style="list-style-type: none"> Work area and perimeter monitoring being conducted IAW the SSWP. 			
<ul style="list-style-type: none"> Site monitoring log being completed for all personnel and area monitoring. 			

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	Yes	No	N/A
7. EXPLOSIVES MANAGEMENT PLAN			
• Licenses and/or permits			
• Each explosive item identified in equipment plan (not required on FFP task orders)			
• Initial receipt procedures and documentation onsite			
• Storage facilities, physical security of explosives, and key control			
• Procedures for transportation of explosives			
• Receipt and documentation accounting for each explosives item onsite			
• Identity of individuals authorized to receive , issue, and transport explosives			
• Written certification by end user			
• Reconciliation and receipt of documents onsite			
• Inventory conducted at least monthly			
• Duplicate magazine data cards located at the magazines and the facility			
8. HANDLING DRUMS AND CONTAINERS			
• Drums and containers used on site meet Department of Transportation (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 SSWP.			
• 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 SSWP, 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 SSWP and confined space procedures, if needed, are being used for entry.			
• Drums and containers being transported off site by a licensed hazardous waste hauler.			

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	Yes	No	N/A
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 Code of Federal Regulations (CFR) 199.141.			
10. EMERGENCY RESPONSE			
• Written emergency response plan incorporated in SSWP.			
• Written procedures for reporting incidents to local, state, and federal agencies.			
• Emergency response plan rehearsed and amended as needed.			
• 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 SSWP 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: _____