

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
	PB Dewberry 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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PRH/PAG Section	Document(s)	Status		
		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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PRH/PAG Section	Document(s)	Status		
	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