



**FACILITY AUDIT FORM**

**OSHA – Occupational Safety and Health Administration**

***Note: For employers of 10 or fewer employees there may be alternative requirements with respect to some rules (e.g. some written plans may be communicated orally rather than the requirement of a formal written plan).***

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|--|------------------------------|-----------------------------|------------------------------|
| 1. Does the Company have a program for Incident Reporting?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 2. Does the Company post the Annual Summary of Incidents?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 3. Is the Company retaining these records for 5 years?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 29CFR1904.4 Each employer is required to keep records of fatalities, injuries, and illnesses must record each fatality, injury and illness that is (1) work-related or (2) a new case. OSHA 300 Log, OSHA 301 Incident Report form and OSHA 300-A is used for reporting.   |                              |                             |                              |
| 4. Does the Company maintain proper “housekeeping”?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 5. Does the Company maintain and inspect ladders used in the workplace?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 29CFR1910.22 All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition. Aisles and passageways shall be kept clear and in good repairs, with no obstruction across or in aisles that could create a hazard. Permanent aisles and passageways shall be appropriately marked. Covers and/or guardrails shall be provided to protect personnel from the hazards of open pits, tanks, vats, ditches, etc. |                              |                             |                              |
| 6. Does the Company maintain Emergency Exits?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 7. Does the Company have an Emergency Action Plan?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 8. Does the Company have a Fire Prevention Plan?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 29CFR1910.37 Exit routes must be free and unobstructed.<br>29CFR1910.38 Written plan for reporting and evacuation during foreseeable emergencies.<br>29CFR1910.30 Written plan establishing fire hazards and the maintenance of safety equipment.  |                              |                             |                              |
| 9. Does the Company provide ventilation for any dust/fume-generating operations?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 10. Does the Company provide hearing protection for noise-producing equipment or operations?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 11. Has the Company ever monitored noise levels in the workplace?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 29CFR1910.94 Specifies the need for local exhaust ventilation and personal respiration.<br>29CFR1910.38 Specifies hearing protection or engineering controls for noise reduction.  |                              |                             |                              |
| 12. Are there Compressed Gases or Flammable Materials on-site?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 29CFR1910.101 Each employer shall determine that compressed gas cylinders under his control are in a safe condition to the extent that this can be determined by visual inspection.  |                              |                             |                              |

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|---|------------------------------|-----------------------------|------------------------------|
| 13. Is there potential for employee exposure to hazardous wastes?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 29CFR1910.120 Requirements unless the employer can demonstrate that the operation does not involve employee exposure or the reasonable possibility for employee exposure to safety or health hazards.   |                              |                             |                              |
| 14. Do employees have proper personal protective equipment for operations?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 29CFR1910.132 Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards.                       |                              |                             |                              |
| 15. Are there confined space entry operations on-site?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 16. Is a permit system in place for such operations?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 29CFR1910.146 This section contains requirements for practices and procedures to protect employees in general industry from the hazards of entry into permit-required confined spaces.  |                              |                             |                              |
| 17. Does the Company provide a means to lock-out/tag-out equipment which is being serviced?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 29CFR1910.147 This covers the servicing and maintenance of machines and equipment in which the unexpected energization or start up of the machines or equipment, or release of stored energy could cause injury to employees. Training is required at least upon initial assignment.  |                              |                             |                              |
| 18. Does the Company provide access to medical services or first-aid supplies?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 29CFR1910.151 Employer shall ensure the ready availability of medical personnel for advice and consultation or in its absence adequate first aid supplies shall be readily available.   |                              |                             |                              |
| 19. Does the Company have portable fire extinguishers?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 20. Does the Facility have a sprinkler or fire suppression system?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 21. Does the Facility have fire detection and employee alarm systems?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 22. Is training conducted annually for those employees affected?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 29CFR1910.157 Fire Extinguishers are not required if employees are required to evacuate facility under the Fire Prevention / Emergency Action Plans. Training is required at least upon initial assignment and annually thereafter.   |                              |                             |                              |
| 23. Does the Company have compressed air systems?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 29CFR1910.169 Compressed air receivers, and other equipment used in providing and utilizing compressed air are properly maintained and inspected.<br>29CFR1910.242 Compressed air shall not be used for cleaning purposes except where reduced to less than 30 p.s.i. and then only with effective chip guarding and personal protective equipment. |                              |                             |                              |
| 24. Does the Company provide adequate machine guarding?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 29CFR1910.212 One or more methods of machine guarding shall be provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, ingoing nip points, rotating parts, flying chips and sparks.  |                              |                             |                              |

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|--|------------------------------|-----------------------------|------------------------------|
| 25. Does the Company order hazardous materials?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 26. Does the Company receive Material Safety Data Sheets (MSDS) for any materials?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 27. Does the Company maintain MSDS's in an accessible format?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 28. Are employees potentially exposed to any of the following chemicals?<br>- Vinyl chloride<br>- Lead<br>- Cadmium<br>- Dibromo-3-chloropropane, 1,2-<br>- Ethylene oxide<br>- Methylenedianiline<br>- Methylene chloride<br>- Inorganic arsenic<br>- Chromium (VI)<br>- Benzene<br>- Acrylonitrile<br>- Formaldehyde<br>- Butadiene, 1,3-  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 29. Does the Company have a written Hazard Communication and/or a Chemical Hygiene Plan?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 30. Does the Company train employees in Hazard Communication?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 29CFR1910.1200 Employers shall maintain copies of any material safety data sheets that are received with incoming shipments. Employers shall ensure that employees are provided with information and training necessary to protect them in the event of a spill or leak of a hazardous chemical. Training is required at least upon initial assignment and renewed when new hazards are introduced in the workplace.<br>29CFR1910.1017 – 1052 Chemical specific regulations may require testing, medical surveillance, training, recordkeeping, etc. |                              |                             |                              |

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|--|------------------------------|-----------------------------|------------------------------|
| 31. Are blood, blood products or tissues handles by workers?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 32. Is training conducted annually for those employees affected?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 29CFR1910.1030 Employers shall be adequately trained in Bloodborne Pathogens and their associated hazards upon initial assignment and annually thereafter. |                              |                             |                              |

NOTE: Individual States may operate their own job safety and health programs.

### State/Local Water Authority

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|--|------------------------------|-----------------------------|------------------------------|
| 33. Does the Company generate waste, which is sent to sewer?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 34. Does the Company have a sewer system connection or extension permit issued by a State/Local Department of Environmental Protection?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 35. Does the Company ensure that uncontaminated storm/surface waters are not entering the municipal sewer system?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| State and Local regulations should be consulted for specific requirements.<br>NOTE: Commercial facilities that discharge only human and domestic wastes or that do not discharge industrial waste generally do not require permitting. |                              |                             |                              |

### RCRA – EPA Resource Conservation and Recovery Act

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|--|------------------------------|-----------------------------|------------------------------|
| 36. Does the Company generate any classified waste for off-site treatment?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 40CFR262 Determines the generator status based on volumes of hazardous wastes as defined by RCRA. This may mandate requirements for record keeping. To be a classified waste, it must be ignitable (based on flash point), corrosive, reactive or specifically listed. |                              |                             |                              |

### Local Emergency Planning – Town Board of Health and/or Fire Department Permitting

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|---|------------------------------|-----------------------------|------------------------------|
| 37. Does the Company require a flammable storage permit?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 38. Does the Company require a certificate of compliance for the storage of any hazardous materials?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 39. Does the Company file an inventory of hazardous materials with the town or fire department?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 40. Have fire extinguishers been inspected within the last 12 months?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| State and Local regulations should be consulted for specific requirements. These agencies (along with local fire departments) may require permits for acetylene use, flammable storage, propane storage, etc. Additionally, inspections/permits may be required annually for fire extinguisher inspection, alarm and fire detection systems, etc. |                              |                             |                              |

### EPA TSCA – Toxic Substances Control Act

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|---|------------------------------|-----------------------------|------------------------------|
| 41. Does the Company import, manufacture or utilize chemicals, which are in compliance with the listing requirements of TSCA?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 40CFR710 All chemicals, which are intentionally used, must be included on the TSCA inventory for these materials to be placed into commercial use unless they are specifically exempted or regulated under a different use/regulation (e.g. FDA). |                              |                             |                              |

### DOT – Department of Transportation

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|---|------------------------------|-----------------------------|------------------------------|
| 42. Does the Company ship hazardous materials?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 43. Are employees responsible for shipping these materials properly trained?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 49CFR171 Applicability of the definitions, which qualify as hazardous materials should be consulted.<br>49CFR172 Employees engaged in the transportation of hazardous materials must be trained initially and every 3 years thereafter.<br>NOTE: If shipments by air are conducted, IATA (International Air Transport Association) training may also be required. |                              |                             |                              |



Contact: [info@chemonecompliance.com](mailto:info@chemonecompliance.com) for more information or to request compliance assistance with any of these or other regulations.

**NOTE: This overview is for general informational use only. It is not intended to be complete or all-inclusive. It is your responsibility to check current regulations relative to a particular need or situation. ChemOne Compliance, LLC assumes no responsibility for the misuse or misinterpretation of this information.**