

#	Physical Location(s)	Aspect Reviewed	Regulatory Requirement	Key Questions
1	Drum chemical storage.	Storage and use of raw materials that are hazards.	Label and manage hazardous materials properly to protect employees. 29 CFR 1910.1200(f)	Clear markings/labels on drums / containers? Other potential exposure points (pails) marked? Pipes/valves marked for emergency responders? Materials moved only in marked containers?
2	Safety board area, drum storage areas.	Written HazCom program.	Have a written hazard communication program. 29 CFR 1910.1200(e) and (f)	HazCom program exists appropriate to facility? Does it describe use of MSDSs to assess hazards? Does it describe labeling / other warning methods? Information stations set up for employee access? (Where? _____)
3	Safety board area, drum storage areas.	MSDS notebooks.	Have a compilation of MSDS sheets available for employee review. 29 CFR 1910.1200(h)	Is there a binder with MSDSs on chemicals used? Are all the MSDSs current? Is the binder easily accessible by employees? (Where? _____)
4	Administrative.	HazCom training program.	Conduct and document employee training on chemical hazards. 29 CFR 1910.1200(e), (f), (g) and (h)	Annual HazCom refresher/update training done? Employees know where written hazcom program is? Training of new/transferred employees done? Training documented? (Where? _____)
5	Administrative.	Personal protective equipment (PPE).	Assess workplace hazards and provide any PPE needed OSHA 29 CFR 1910.132(d).	Initial hazard assessment completed/documented? Appropriate PPE designated for each job/function? Checks made that PPE is appropriate/being used?
6	Spray booth.	Operations requiring respirators.	Have written respiratory protection program. 29 CFR 1910.134(b)	Is there a written respiratory protection program? Annual respirator training/fit-testing being done? Training of new/transferred employees done?
7	Administrative.	SCBA stations.	Train any personnel designated to don SCBA to respond to a chemical emergency. OSHA 29 CFR 1910.120(q), .134(b)	Monthly checks made of SCBA operability? Air cylinders checked for full charge monthly? Regulator / low warning device checked monthly? Initial and update training done/documented?
8	Administrative.	Emergency plan.	Have an emergency action plan covering evacuation and other first responses to fire or emergency. 29 CFR 1910.38	Is there a written emergency plan or procedures? Covers escapes/rally points/headcounts? Covers alarms/evacuation/training? Covers fire hazards/fire prevention/housekeeping?
9	Utility room; particularly boilers, piping and hot surfaces.	Asbestos insulation.	Repair minor damage to asbestos insulation. 29 CFR 1926.58 Appendix G; RCMA 19a-332a-10	Building construction date post-asbestos (1980)? No asbestos apparent on boilers/steam pipes? No asbestos apparent in ceiling/floor/wall tiles?

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10	Utility room, adjacent outdoor areas.	Oil-filled electrical equipment or hydraulic systems.	Check if oil contains PCBs above 500 ppm; if so mark with PCB label. 40 CFR 761.40(e)	Building/equipment date post-PCBs (1978)? No oil-filled electrical equipment (all dry type)? No green nameplate (Inerteen, Askarel, Pyranol)?
11	All plant areas.	Fire extinguishers.	Check periodically to assure current and operational. 29 CFR 1910.157(e)(3)	Are extinguishers appropriately located? Is a visual operability inspection done monthly? Is a maintenance check made annually? Are tags dated and initialled by inspector?
12	Chemical storage areas.	Hazardous chemicals on hand.	Report chemicals present above threshold planning quantities (TPQ). 40 CFR 355.40(b) and 370.20(b)	Is there more than 10,000 lbs kept onsite at any given time of: -- paints, thinners or solvents? -- others/oils with a flash point less than 100°F? If so, annual Tier 2 reports submitted by 3/1?
13	Chemical storage areas.	Hazardous chemicals on hand.	Send local Fire Marshal response to State Fire Marshal Manufacturing Employer Hazardous Materials Survey. CGS 29-307a	Are there any hazardous materials stored onsite? Has a survey form been sent to local Fire Marshal? Does the form accurately represent current status?
14	Plant process areas, administration.	Toxic chemicals released during year.	Report chemicals on SARA 313 list if used in quantities greater than 10,000 lbs. 40 CFR 372.25.	Are there purchasing or materials use records? Any single chemical used at >10,000 lbs/year rate? If so, annual Form R submitted by 7/1?
15	Rear loading dock; manifest records file.	Hazardous wastes shipped out during year (7/1/ to 6/30).	Submit annual registration and fee to DOT for shipping hazardous wastes. 49 CFR 107.601	No hazardous waste shipment over 15 drums?