The following list of items should be reviewed for completion and accuracy in preparation for an unannounced Department of Safety and Health (DOSH) inspection.

DATE: STAFF PERSON:

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| **ACCIDENT PREVENTION PROGRAM (APP) – KNOWN AS THE SAFETY PROGRAM OR SAFETY PLAN** | | | |
| Topic | Yes | No | Notes |
| Does the accident prevention/safety program exist? |  |  |  |
| Do employees know where to find it? |  |  |  |
| Does the program/plan cover all expected hazards? |  |  |  |
| Is the program/plan site specific? |  |  |  |
| Has the program/plan been reviewed by the safety committee in the last year? |  |  |  |
| ADDITIONAL NOTES/COMMENTS ABOUT THE ACCIDENT PREVENTION/SAFETY PROGRAM OR PLAN: | | | |

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| **RESPIRATORY PROTECTION PROGRAM** | | | |
| Topic | Yes | No | Notes |
| Is there a written respiratory protection program? |  |  |  |
| Training upon hire, annually, and with significant changes? |  |  |  |
| Are medical evaluations completed as required? |  |  |  |
| Is fit testing done as required? |  |  |  |
| Are employees using respirators when required? |  |  |  |
| ADDITIONAL NOTES/COMMENTS ABOUT THE RESPIRATORY PROTECTION PROGRAM: | | | |

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| **HAZARD COMMUNICATION PROGRAM** | | | |
| Topic | Yes | No | Notes |
| Is there a written hazard communications program? |  |  |  |
| Training upon hire, annually, and with significant changes? |  |  |  |
| Is there a master list of chemicals? |  |  |  |
| Are safety data sheets (SDS) available for all commercial chemicals and consumer chemicals used beyond consumer labeling? |  |  |  |
| Do employees know where the safety data sheets (SDS) are located? |  |  |  |
| Is personal protective equipment (PPE) available and used when required? |  |  |  |
| Are there compliant eye wash stations available? |  |  |  |
| ADDITIONAL NOTES/COMMENTS ABOUT THE HAZARD COMMUNICATION PROGRAM: | | | |
| **BLOODBORNE PATHOGENS PROGRAM** | | | |
| Topic | Yes | No | Notes |
| Is there a written bloodborne pathogens program? |  |  |  |
| Training upon hire, annually, and with significant changes? |  |  |  |
| Is sharps safety reviewed annually with employee involvement? |  |  |  |
| Is a sharps injury log maintained (can use the OSHA 300 for this)? |  |  |  |
| Are Hepatitis B vaccination records and records of declination available? |  |  |  |
| Is personal protective equipment (PPE) available and used when required? |  |  |  |
| ADDITIONAL NOTES/COMMENTS ABOUT THE BLOODBORNE PATHOGENS PROGRAM: | | | |

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| **HAZARDOUS DRUG PROGRAM** | | | |
| Topic | Yes | No | Notes |
| Is there a written hazardous drug program? |  |  |  |
| Training upon hire, annually, and with significant changes? |  |  |  |
| Is there a master list of hazardous drugs? |  |  |  |
| Are safety data sheets (SDS) available for all hazardous drugs? |  |  |  |
| Do employees know where the safety data sheets (SDS) are located? |  |  |  |
| Is spill equipment available and used when required? |  |  |  |
| Is personal protective equipment (PPE) available and used when required? |  |  |  |
| ADDITIONAL NOTES/COMMENTS ABOUT THE HAZARDOUS DRUG PROGRAM: | | | |

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| **WORKPLACE VIOLENCE PROGRAM\*** | | | |
| Topic | Yes | No | Notes |
| Is there a written workplace violence program? |  |  |  |
| Training upon hire, annually, and with significant changes? |  |  |  |
| Is the program reviewed annually? |  |  |  |
| Are there multiple people identified to report abuse or challenging behaviors to? |  |  |  |
| ADDITIONAL NOTES/COMMENTS ABOUT THE WORKPLACE VIOLENCE PROGRAM: | | | |

\*Optional but highly recommended.

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| **RESIDENT SAFE HANDLING** | | | |
| Topic | Yes | No | Notes |
| Are there written policies and procedures on safe resident handling? |  |  |  |
| Training upon hire, annually, and with significant changes? |  |  |  |
| Are user’s manuals available, including instructions for use, for any mechanical lifts and slings? |  |  |  |
| Do employees know where these manuals and instructions are located? |  |  |  |
| ADDITIONAL NOTES/COMMENTS ABOUT RESIDENT SAFE HANDLING: | | | |

**ADDITIONAL ITEMS NEEDED FOR A DOSH INSPECTION:**

🖵 Last five years of OSHA 300 and 300A

🖵 Last 12 months of safety committee meeting minutes

🖵 PPE hazard assessment

🖵 Safety bulletin board that includes postings of:

* Safety bulletins
* Safety newsletters
* Job safety and health law posters
* Accident statistics
* Other safety educational material
* Emergency phone numbers (optional)