

## HEALTH AND SAFETY POLICY ASSESSMENT FORM

CLUB \_\_\_\_\_  
 Department \_\_\_\_\_

Date \_\_\_\_\_

The following checklist will assist you to determine what practices and policies may be needed at your operation. You may want to make copies of this form and distribute them to your department heads.

**Please check all the applicable items**

	YES	NO	NA
Safety team developed			
Annual maintenance of OSHA 300 log			
Annual posting of the OSHA 300 A log			
Retaining the OSHA 300 logs for 5 years			
Hazard communication policy			
Annual SDS/MSDS training			
Bloodborne pathogen policy			
Annual bloodborne pathogen training			
Lockout/tag out policy			
Respiratory policy			
Medical exam for all respirator users			
Personal protective equipment policy			
Emergency action plan			
Emergency action plan training			
Hearing conservation program			
Annual employee audiograms			
Annual fire extinguisher training			
Forklift policy and training			
Food safety training			
Workplace violence program			
Fire brigade training			
Trenching/cave-in education & equipment			
Machine guarding			
Fall protection – equipment and training			
Ladder safety			
Material handling education			

If you would like assistance or further information on any of these topics, please contact Alan E. Achatz at 716-829-9148 or via email [akaachatz@msn.com](mailto:akaachatz@msn.com)