



# Environment, Health and Safety Compliance Checklist

Your business is subject to many operational, regulatory, and compliance risks. KPA's flexible EHS software, award-winning training, and expert consulting services help organizations proactively mitigate potential accidents and the costly ramifications of non-compliance with state and federal EHS regulations.

This checklist gives you an overview of some of the documents, training, and procedures that are required by many state and federal agencies. Please read through this checklist and mark your organization's compliance status for each requirement.

*Check the box if your organization's leadership has taken these steps:*

### Hazard Communication

A well-defined hazard plan and supporting materials are key to avoiding accidents or minimizing impact if one occurs

- Have a written hazard communication program.
- Maintain a Safety Data Sheet (SDS) for each chemical.
- Ensure access to Safety Data Sheets (SDS) within 5 minutes.
- Verify training has been completed on Globally Harmonized System of Classification and Labeling of Chemicals (GHS) under Hazard Communication.
- Label all primary and secondary containers.
- Have all training records completed and available.

### Written Injury & Illness Prevention Program (IIPP)

Proactively manage risk with a written accident prevention program.

- Maintain accident records and OSHA record keeping.
- Hold regular documented safety committee meetings.
- Have a written Injury and Illness Prevention Plan (IIPP).
- Have all training records completed and available.

### Emergency Response

A well-thought-out Emergency Response plan can make the difference the level of incident severity.

- Prepare a written Fire Prevention and Emergency Response Plan.
- Certify fire suppression and sprinkler systems.
- Post a compliant Facility Evacuation Map.
- Have all training records completed and available.

### Environmental Documentation

Avoid getting fined for not complying with environmental regulations.

- Ensure Waste Management practices meet regulatory requirements.
- File federal and state reports and permits by their deadline.
- Install overfill prevention for all tanks.
- Prepare a Spill Prevention Control and Countermeasure Plan.

*Check the box if your organization's leadership has taken these steps:*

### **Forklift Safety Program**

Keep your workers who operate forklifts safe and your company protected.

- Document daily forklift inspections.
- Have all training records completed and available.

### **Personal Protective Equipment**

Avoid unnecessary injuries, and potential fines or lawsuits, by having standards in place for wearing personal protective equipment.

- Have a written Personal Protective Equipment (PPE) Plan.
- Make sure that employees are consistently wearing their Personal Protective Equipment.
- Annually review certified Personal Protective Equipment (PPE) assessment.
- Complete all training records and make them available.

### **Respiratory Protection Program**

When employees must wear respirators, make sure your equipment and records are compliant.

- Hold annual respiratory training and maintain fit-testing records.
- Change out respirators per compliance standards and document.
- Complete medical evaluation records and make them available.
- Complete respirator records and make them available.

### **Department of Transportation**

Ensure compliance with the DOT by following these regulations.

- Make DOT Hazmat certifications available to employees.
- Include your 24-hour phone number on shipping papers.
- Certify new employees within 90 days of hire.

## About KPA

KPA provides Environment, Health, and Safety (EHS) software, consulting, and award-winning online training to help organizations stay compliant with state and federal regulations and maintain a safe and productive workplace. The KPA Flex software platform is easy to use, highly configurable, and designed for a mobile workforce, which encourages broad adoption and an improved culture of safety across the organization.

**For more details, visit [kpa.io](http://kpa.io), or reach us directly at 866-356-1735 or [info@kpa.io](mailto:info@kpa.io).**

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## How Did You Do?

*If you've got boxes unchecked, KPA can help.*

KPA Flex helps you establish and implement a comprehensive safety program, make data driven decisions, and take real time action when necessary in order to maintain a safe and productive workplace.

