



DIOCESE OF ALEXANDRIA

# Diocese of Alexandria

## SCHOOLS, CHURCHES & OTHER BUILDINGS – ADMINISTRATIVE REQUIREMENTS

Parish: \_\_\_\_\_

Date Inspected \_\_\_\_\_ Inspected By \_\_\_\_\_

ITEM	YES	NO	N/A	Comments, Deficiencies & Action Required	Date Corrected
Is the required OSHA & Workplace Poster displayed in a prominent location where all employees are likely to see it?					
Is the Employer Notice of Workers' Compensation posted?					
Are emergency telephone numbers posted for ready access in an emergency? Post by all telephones, update annually. Add OSHA number 225-298-5458 or 800-356-4674.					
Are all Accidents and Near Miss Incidents reported, investigated and documented noting the status of control actions?					
Is the Summary of Occupational Illnesses and Injuries posted by the end of the month of February? OSHA 300 A					
Are all Occupational Injuries or Illnesses, except minor injuries requiring only first aid, being recorded as required on the OSHA 300 Log?					
Is the First Aid Log being maintained for minor injuries?					
Are the Employer's First Reports of Injury completed, filed and retained? Be sure to put time of injury on Employer First Report.					

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Are Employee Medical Records and records of employee exposure to hazardous substances or harmful physical agents up-to-date and in compliance with OSHA standards?					
Has the Employee Handbook been provided to each employee and the Acknowledgement sheet signed and retained in Employee's File?					
Are Employee Training Records kept and accessible for review by employees, when required by OSHA standards?					
Have arrangements been made to maintain required records for the legal period of time for each specific type record?					
Are Operating Permits, State Inspections and Records up-to-date for such items as Elevators, Air Pressure Tanks, Liquefied Petroleum Gas Tanks, Kitchen Hoods, Fire Alarm Systems and Boilers?					
Are Safety Inspection Reports maintained noting conditions found and any corrective action taken to correct deficiencies?					
Are Safety Meetings being conducted and documented at least quarterly?					
Has the OSHA PPE (Personal Protective Equipment) Hazard Assessment been performed and documented?					
Is proper PPE provided to each employee?					
Are current Respirator Fit test records available for personnel required to wear respirators?					

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Are current Physician Opinion Letters on file for personnel required to wear respirators?					
Are Hepatitis B Vaccination or declination records on file for personnel who may be exposed to Blood Borne Pathogens?					
Does this location have a Blood Borne Pathogens Kit?					
Is the master list of Material Safety Data Sheets (MSDS) current?					
Are outdated lists of MSDS's retained as exposure records?					
Are Fire Drills being conducted and documented at the required frequency? "Schools Only"					
Are the required Monthly Fire Extinguisher Inspection Records up-to-date?					
Are the required Annual Fire Extinguisher Maintenance Records up-to-date? This is a requirement of the State Fire Marshal					
Are Lockout/Tag out procedures being followed and audited on a regular basis? Must use Locks and/or Tags.					
Are all Electrical Cutoffs identified and labeled?					
Is there a written Fire Prevention and Emergency Action Plan?					