

Guidelines for Evaluation of Written Programs

Where a requirement for a plan is applicable; the written plan should follow the specific guidelines listed in the cited reference listed in the table below. Additional help is below.

	Correct Title of Plan	PEOSH Standard - 29 CFR
1.	OSHA Recordkeeping Plan	1904
2.	Employee Emergency Action Plan	1910.38
3.	Fire Prevention Plan	1910.39
4.	Hearing Conservation	1910.95
5.	Respiratory Protection	1910.134
6.	Permit Required Confined Space Entry	1910.146
7.	Control of Hazardous Energy (Lockout/Tag out)	1910.147
8.	Crane, Derrick, and Hoist Safety	1910.179-181
9.	Sling Safety Plan	1910.184
10.	Machine Guarding	1910.211-217
11.	Hot Work (Welding, Brazing & Cutting)	1910. 251 - 252
12.	Access to Medical and Exposure records	1910.1020
13.	Exposure Control Plan for blood borne Pathogens	1910.1030
14.	Hazard Communications (HAZCOM)	1910.1200 (e) (1)
15.	Chemical Hygiene Plan (Laboratory Safety)	1910.1450 (e)(3)(vii)
	Title of Plan	Reference
16.	Electrical Safety Requirements for Employee Workplaces	NFPA 70 E
17.	IAQ Compliance Program and HVAC Maintenance Program	N.J.A.C 12:100-13 (2007)
18.	Excavation and Trenching	1926. 650-652
19.	Motor Vehicle Fleet Safety Program	JIF Guidance Document
20.	Road, Sign, and Walkway Program	SC Handbook Tab 5
21.	Transitional Duty Policy	JIF Development guide

Municipality/Authority: _____ **Program:** _____

	Questions to guide plan writers in meeting regulatory requirements	Yes	To be added
1.	Does the plan list the correct title as specified in the regulation?		
2.	Does the plan have the date of original issue listed?		
3.	Does the plan show the date of the last revision or reissue? (annual for some)		
4.	Is the authorization agency listed or approving manager signature shown?		
5.	Is there a definition section? How about a list of Acronyms used?		
6.	If a program administrator is required is that position/person listed?		
7.	If instrumentation is required is the calibration process described?		
8.	If additional PPE is required is its purpose, use and limitations described?		
9.	Does it list the Scope of operations covered by the plan and any excluded?		
10.	If a permit is required does it list who is authorized to issue the permit?		
11.	Does it list who will be trained in the specifics of the plan?		
12.	Does the plan list when retraining is required?		
13.	Are the records to be maintained and their longevity listed?		
14.	It is recommended that other useful references be identified/ listed?		
15.	Does it describe the authorization process for deviations from the plan?		
16.	Does the plan describe a procedure for updating the plan?		
17.	Does the plan contain / describe the disciplinary process for failure to comply		

Reviewer

_____/_____/_____
Date

