

## Best Practices Checklist Health and Safety Management

<i>IMPLEMENT A RESPIRATORY PROTECTION PROGRAM<sup>1</sup></i>				
<ul style="list-style-type: none"> <li>• Assures respirators are protecting workers from inhalation hazards</li> <li>• Assures workers are physically capable of wearing a respirator</li> <li>• Complies with OSHA standard</li> </ul>				
Has the shop implemented a respiratory protection program? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: _____				
OK	Needs Work	N/A	Element	Implementation Notes
			Develop a written program	
			Use NIOSH-certified respirators that provide an appropriate level of protection for each task	
			Provide medical surveillance to workers using respirators	
			Provide respirator training	
			Perform annual fit-testing (tight-fitting facepiece respirators only)	
			Ensure workers do not have facial hair that interferes with respirator seal (tight-fitting facepiece respirators only)	
			Implement an appropriate filter change-out schedule for all APRs worn at the shop	

<sup>1</sup>Required element of OSHA's Respirator Protection Standard (29 CFR 1910.134).

Shop:  
Visit Date:




---

THE DESIGN FOR THE ENVIRONMENT AUTO REFINISH PROJECT'S GOAL IS TO WORK WITH AUTO REFINISHERS TO IDENTIFY AND ADOPT SAFER, CLEANER, MORE EFFICIENT PRACTICES AND TECHNOLOGIES.

---

## Best Practices Checklist Health and Safety Management (continued)

<i>IMPLEMENT A HAZARD COMMUNICATION PROGRAM<sup>1</sup></i>				
<ul style="list-style-type: none"> <li>• Gives workers the information they need to protect themselves</li> <li>• Gives shops owners better control of their chemical inventories</li> <li>• Allows shops owners to make more informed decisions about the chemicals used in the shop</li> <li>• Complies with OSHA standard</li> </ul>				
Has the shop implemented a hazard communication program? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: _____				
OK	Needs Work	N/A	Element	Implementation Notes
			Develop a written program	
			Obtain copies of MSDSs for all hazardous chemicals in the shop	
			Make all MSDSs available to shop workers	
			Train workers on hazards of chemicals they use	
			Do not use solvents/thinners to wash hands	

<sup>1</sup>Required element of OSHA's Hazard Communication standard (29 CFR 1910.1200).

<i>DESIGNATE A SHOP HEALTH AND SAFETY MANAGER TO IMPLEMENT THE HEALTH AND SAFETY PROGRAM</i>				
<ul style="list-style-type: none"> <li>• Ensures health and safety considerations do not slip through the cracks</li> <li>• Helps identify hazards before someone gets hurt or becomes ill (see the list of common symptoms of overexposure provided in this package)</li> <li>• Helps ensure workers protect themselves from identified hazards</li> </ul>				
Does the shop have a designated health and safety manager? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Manager's name: _____ Manager's title: _____ Percent of time spent on health and safety duties: _____				
OK	Needs Work	N/A	Element	Implementation Notes
			Manager has time, resources and authority to implement program	
			Manager frequently walks through shop to ensure controls are in place and used	

Shop: \_\_\_\_\_  
 Visit Date: \_\_\_\_\_




---

THE DESIGN FOR THE ENVIRONMENT AUTO REFINISH PROJECT'S GOAL IS TO WORK WITH AUTO REFINISHERS TO IDENTIFY AND ADOPT SAFER, CLEANER, MORE EFFICIENT PRACTICES AND TECHNOLOGIES.

---