

Checklist – Emergency Action Plan- OSHA 29CFR 1910.38

Yes No N/A

Management Leadership			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does management play a leadership role in instituting, reviewing, and updating the program?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Management reviews existing policies and practices to ensure programs that encourage participation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review procedures for reporting and documenting injuries and illnesses

Employee Participation and Information			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you solicited suggestions from all your employees, especially those with handicaps, and taken their views into account when designing the plan?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has your emergency response team been trained to recognize when not to intervene and to determine whether search and rescue procedures should be performed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do new employees receive emergency training?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the people assigned to your emergency response team physically able to perform their assigned duties?

Safety & Health Reporting			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does each employee know the means to report an emergency?

Hazard Identification and Assessment			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is your plan comprehensive enough to deal with all potential emergencies that can be expected in the workplace?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a hazard audit been performed to determine potentially toxic materials and unsafe conditions?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you obtained MSDSs from manufacturers for all hazardous chemicals in your workplace?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you have more than ten employees, is your emergency action plan in writing?

Hazard Prevention and Control			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does your plan include emergency escape procedures and route assignments for all employees, including the handicapped?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has allowance been made for the special needs of handicapped workers?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have accessible areas, with escape routes that can service as a temporary refuge for all employees been provided and equipped on each floor?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are floor plans or workplace maps that clearly show escape routes and refuge areas available to your employees?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have a sufficient number of people been trained to assist in an orderly evacuation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does your alarm system have an auxiliary power supply?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have employees been selected and trained to act as buddies on a one-to-one basis for each handicapped worker who requires emergency assistance?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the plan list detailed procedures for employees who will remain behind during an evacuation to oversee essential operations?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will management know, with reasonable confidence, the general locations of all handicapped employees at all times?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are emergency telephone numbers posted on or near telephones and at other conspicuous locations?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the plan detail procedures for accounting for all employees after the evacuation is completed, with a responsible person to report any missing personnel?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does your plan include the names or regular job titles of people who must be notified in case of an emergency and who may be contacted for further information or explanation of duties?