



ChemCo
Safety & Health Questionnaires



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1. LEADERSHIP AND ADMINISTRATION

1.1. General policy

- 1.1.1. Does the organization have a policy statement reflecting local management's commitment and support to safety/health/loss control? yes/no
- 1.1.2. Has the policy been communicated to all concerned? yes/no

1.2. Program Coordinator

- 1.2.1. Has a person been designated as safety and health/loss control coordinator? yes/no

1.3. Senior and middle management participation

- 1.3.1. Does senior and middle management make planned periodic safety and health tours? yes/no

1.4. Established Management Performance Standards

- 1.4.1. Do written Safety and Health performance standards exist for any of the following activities:
1. Leadership and Administration? yes/no
 2. Safety/Health Training Management/Supervision? yes/no
 3. Safety/Health related Planned Inspections? yes/no
 4. Safety/Health control of Critical Tasks? yes/no
 5. Accident/Incident Analysis/Statistics? yes/no
 6. Emergency Preparedness? yes/no
 7. Safety/Health Rules and regulations? yes/no
 8. Employee Induction and Training as related to Safety/Health? yes/no
 9. Personal Protective Equipment? yes/no
 10. Occupational Health Control? yes/no
 11. Systematic Safety/Health Program Evaluation? yes/no
 12. Engineering Controls as related to Safety/Health? yes/no
 13. Purchasing Controls as related to Safety/Health? yes/no
 14. Safety/Health related Group Communications? yes/no
 15. New Process/products Introductions? yes/no
 16. Environmental Controls? yes/no

1.5 Safety and Health/Loss Control at Management Meetings

- 1.5.1. Are regular meetings held at various levels of management, of which an extensive part is devoted to safety and health? yes/no



1.6. Safety and Health audits conducted by Management

1.6.1. Do middle and senior management levels conduct at least annual safety and health audits of the departments in their organization? yes/no

1.7. Individual Responsibility for Safety/Health & Loss Control?

1.7.1. Are safety and health/loss control responsibilities clearly defined and described for:

- all management levels? yes/no
- relevant staff-functions? yes/no
- workers? yes/no

1.7.2. Is safety and Health/loss control a clearly defined part of the periodic appraisals for:

- all management levels? yes/no
- relevant staff-functions? yes/no
- workers? yes/no

1.7.3. Have all employees been informed about their responsibility to report substandard conditions? yes/no

1.7.4. Does a formalized system exist for reporting substandard conditions/situations by employees? yes/no

1.8. Establishment of Annual Safety/Health/Loss Control and environmental Objectives

1.8.1. Have clear safety and health objectives been established for:

- the total organization or unit? yes/no
- important parts of this organization or unit? yes/no

1.8.2. Have plans been prepared to obtain objectives? yes/no



2. TRAINING OF MANAGEMENT AND SUPERVISION

2.1. Orientation/induction program for Management/supervision

- 2.1.1. Is formal safety and Health/Loss Control induction or orientation given to all new members of management and supervision? yes/no
- 2.1.2. Is there an adequate plan to guide the orientation or induction? yes/no

2.2. Formal training of management/supervision

2.2.1. Indicate which of the following subjects are part of the formal safety and health training of management and supervision.

1. management control of loss? yes/no
2. causes and effects of accidents? yes/no
3. risk management? yes/no
4. measurement of safety? yes/no
5. planned inspections? yes/no
6. critical tasks control? yes/no
7. safety/health controls in engineering? yes/no
8. safety/health controls in purchasing? yes/no
9. behavior observations? yes/no
10. accident/incident analysis/statistics? yes/no
11. employee induction and training? yes/no
12. rules and regulations/permit systems? yes/no
13. introduction to occupational health? yes/no
14. fire loss control? yes/no
15. personal and group communications? yes/no
16. safety and health appraisals of subordinates? yes/no
17. emergency preparedness? yes/no
18. obtaining and maintaining desired performance levels? yes/no
19. obtaining compliance with safety and health rules? yes/no

2.2.2. Are formal lesson plans available to guide this training? yes/no

2.2.3. Are adequate hand-outs provided during training? yes/no

2.2.4. Have all management/supervision presently in function received this training? yes/no

2.3. Formal Training of relevant staff functions

2.3.1. Have relevant staff functions received a Management Safety training in safety and health/loss control methods and techniques? yes/no

2.3.2. Did this training include the engineering functions? yes/no



2.4. New process Introductions

2.4.1. Are formalized instructions given for each introduction of new processes/products? yes/no

2.4.2. Are these instructions provided to:

- management? yes/no
- supervision? yes/no
- staff-functions? yes/no
- workers? yes/no

2.5. Formal training of Safety & Health Program Coordinator

2.5.1. Has the Safety and Health program coordinator received a basic safety and health training from a recognized organization? yes/no

2.5.2. Has program coordinator received any up-date training during the last two years? yes/no



3. PLANNED INSPECTIONS

3.1. Inspection Guidelines

3.1.1. Is clearly identified which type of inspections should be carried out:

- general (housekeeping inspections)? yes/no
- middle and senior management tours? yes/no
- critical item inspections? yes/no
- preventive maintenance inspections? yes/no
- predictive maintenance inspections? yes/no
- pre-use inspections? yes/no
- legally required inspections? yes/no
- vendor inspections? yes/no
- inspections during construction? yes/no
- pre-start-up inspections? yes/no
- inspections after process/installation modifications? yes/no
- inspections after shut-down? yes/no
- permit system related inspections? yes/no

3.1.2. Do these inspection guidelines include:

- who is responsible for initiating the inspections? yes/no
- who should carry out the inspections? yes/no
- who supervises the actual inspection being carried out? yes/no
- the frequency of the inspections? yes/no
- reporting on inspection findings? yes/no
- use of hazard classification system? yes/no
- follow-up on inspections? yes/no

3.2. General Inspections

3.2.1. Are General Inspections carried out for all areas? yes/no

3.2.2. Has the frequency of these inspections been established? yes/no

3.2.3. Is responsibility for inspections established? yes/no

3.2.4. Are workers involved in this type of inspection? yes/no

3.2.5. Are report forms used for reporting substandard conditions? yes/no

3.2.6. Has a proper follow-up procedure been established? yes/no



3.3. Critical Parts Inspections

- 3.3.1. Have critical parts been identified? yes/no
- 3.3.2. Are identified critical parts periodically inspected? yes/no
- 3.3.3. Does a system exist for reporting substandard conditions? yes/no
- 3.3.4. Has a follow-up procedure been established to correct reported substandard conditions? yes/no

3.4. Maintenance

- 3.4.1. Are maintenance activities analyzed to indicate those repairs and maintenance works which can be considered abnormal? yes/no
- 3.4.2. Are these abnormal maintenance/repair activities periodically analyzed? yes/no

3.5. Hazardous Conditions Reporting

- 3.5.1. Is there a system for all employees to report substandard conditions/acts to a central point? yes/no
- 3.5.2. Is this procedure known to all employees? yes/no
- 3.5.3. Is there an adequate system to ensure proper follow-up of conditions/acts reported? yes/no

3.6. Regular Evaluation of Inspection Activities

- 3.6.1. Is there a regular evaluation of inspection activities? yes/no
- 3.6.2. Does this evaluation include:
- number of inspections carried out? yes/no
 - quality of inspections carried out? yes/no
- 3.6.3. Are evaluation results reported to senior management for proper follow-up? yes/no



4. CRITICAL TASK CONTROL

4.1. Critical Task Control Guideline

4.1.1. Is there a management guideline on Critical Task Control? yes/no

4.2. Critical Task Control Training

4.2.1. Have appropriate personnel been trained in the control of Critical Tasks and did this training include:

- Critical Task Identification? yes/no
- Task Analysis? yes/no
- Task Procedure preparation? yes/no
- Task Observation? yes/no

4.3. Inventory of Critical Tasks

4.3.1. Have critical Tasks been identified through a systematic process including:

- listing of all functions in the operations? yes/no
- listing of Tasks per function? yes/no
- identifying the critical Tasks? yes/no

4.4. Controls Established

4.4.1. Have controls been established for Critical Tasks identified? yes/no

4.4.2. Have critical steps in operating procedures been identified? yes/no

4.5. Task Observation Program

4.5.1. Does a system exist for periodic planned observation of the execution of Critical Tasks and critical steps in operating procedures? yes/no

4.5.2. Are reports made for each observation carried out? yes/no

4.6. Critical Tasks Control System Evaluation

4.6.1. Is there a regular evaluation of Critical Task Control activities and does this include:

- review of existing procedures? yes/no
- observations carried out according to planning? yes/no
- feedback from accident reports? yes/no



5. ACCIDENT/INCIDENT ANALYSIS/STATISTICS

5.1. Procedure for investigating/analyzing accidents/incidents

5.1.1. Is there a procedure for reporting and analysis of accidents/incidents? yes/no

5.1.2. Does this procedure include:

- reporting of accidents/incidents by employees? yes/no
- system for evaluation of accidents in terms of potential severity and frequency of occurrence? yes/no
- methods to be used for analysis? yes/no

5.1.3. Is this procedure made known to all managers, supervisors and workers? yes/no

5.1.4. Does the procedure include worker involvement in the analyzing/investigation process? yes/no

5.2. Training in accident analysis/investigation

5.2.1. Have all people involved in accident/incident analysis/investigation been trained for this purpose? yes/no

5.3. Reporting/registration of accidents/incidents

5.3.1. Is there a procedure for registration of accidents and incidents? yes/no

5.3.2. Does this registration include the form of a "log" to register all deviations from normal? yes/no

5.3.3. Is there an adequate form to guide the analysis and reporting of accidents/incidents identified for that purpose? yes/no

5.4. Action-plan and Follow-up

5.4.1. Is there a procedure to properly follow-up on actions suggested to remedy the situation? yes/no

5.4.2. Does this procedure indicate:

- who is responsible for follow-up being carried out? yes/no
- regular reporting on outstanding actions? yes/no
- final check on actions being completed? yes/no



5.5. Central reporting of accidents/incidents

5.5.1. Are accidents/incidents identified for this purpose reported to a central point on corporate level? yes/no

5.6. Injury Type Accidents

5.6.1. Are injury type accidents identified and recorded? yes/no

5.6.2. Are these registrations or records periodically analyzed? yes/no

5.6.3. Are problem solving teams used to cope with identified problems? yes/no

5.7. Damage Type Accidents

5.7.1. Are repair and maintenance jobs other than normal wear and tear identified and recorded? yes/no

5.7.2. Are these registrations or records periodically analyzed? yes/no

5.7.3. Are problem solving teams used to cope with identified problems? yes/no

5.8. Near-miss incidents

5.8.1. Are near-miss incidents identified and recorded? yes/no

5.8.2. Are these registrations or records periodically analyzed? yes/no

5.8.3. Are problem solving teams used to cope with identified problems? yes/no

5.9. Evaluation of accident/incident activities

5.9.1. Is there a regular evaluation of the accident/incident report system? yes/no

5.9.2. Does this include quantitative as well as qualitative criteria? yes/no

5.9.3. Are evaluation results shared with senior management for proper follow-up? yes/no



6. EMERGENCY PREPAREDNESS

6.1. Emergency Program coordination

- 6.1.1. Has a person been appointed for overall coordination of the emergency activities? yes/no
- 6.1.2. Have persons been appointed to coordinate the actual emergency activities? yes/no

6.2. Emergency plan

- 6.2.1. Is there an Emergency Plan, including:
- evacuation of people to a safe place? yes/no
 - emergency shutdown of equipment? yes/no
 - notification of proper emergency aid? yes/no
 - search and rescue activities? yes/no
 - notification of public in case of toxic releases? yes/no
 - control of hazardous materials? yes/no
 - control of energy sources? yes/no
 - designation of a command post? yes/no
 - salvage of vital equipment or documentation? yes/no
 - "All clear" and safe re-entry procedure? yes/no
- 6.2.2. Are there periodic exercises to test the effectiveness of the Emergency Plan? yes/no

6.3. Rescue Equipment

- 6.3.1. Has adequate rescue equipment been provided and is this readily available to persons in need for this? yes/no
- 6.3.2. Have relevant personnel been instructed in the proper use of such equipment? yes/no

6.4. Emergency Power

- 6.4.1. Is there adequate Emergency Power for:
- evacuation of people (including emergency lighting)? yes/no
 - shutdown of equipment? yes/no
 - use of emergency equipment (such as fire fighting pumps)? yes/no



6.5. Plant Emergency Teams

- 6.5.1. Are there sufficient (Plant) Emergency Teams to cope with the probable or possible emergencies? yes/no
- 6.5.2. Are these teams properly trained? yes/no
- 6.5.3. Are these teams properly equipped to fight the emergencies expected? yes/no

6.6. External Help

- 6.6.1. Are external Emergency Services provided with up-to-date information covering the possible emergencies at this location? yes/no
- 6.6.2. Are these services familiar with the location and the areas where goods of particular hazardous nature are kept? yes/no
- 6.6.3. Are the systems to notify these external services regularly tested for proper operation? yes/no

6.7. Emergency Communication

- 6.7.1. Are adequate means available to communicate an emergency to:
- own personnel? yes/no
 - internal emergency services? yes/no
 - external emergency services? yes/no
 - the neighborhood? yes/no

6.8. Medical assistance and First Aid

- 6.8.1. Is adequate medical assistance available to cope with emergencies? yes/no
- 6.8.2. Are sufficient number of First Aiders available at all work hours? yes/no
- 6.8.3. Are these services familiar with special first aid needs, including treatment of exposure to special chemicals as required, and equipped to cope with those needs? yes/no
- 6.8.4. Are these services located such as to enable prompt response to an emergency? yes/no



7. SAFETY AND HEALTH RULES

7.1. General Safety and Health Rules

7.1.1. Are there general safety and health rules to guide behavior of people? yes/no

7.2. Specific Safety and Health Rules

7.2.1. Has the need for specific safety and health rules been identified in relation to specific hazards and tasks? yes/no

7.2.2. Do these rules include (as applicable):

- working with chemical products? yes/no
- hot work? yes/no
- cold work? yes/no
- vessel entry? yes/no
- excavation? yes/no
- working at heights? yes/no
- electrical lock-out? yes/no
- opening of tanks, vessels and pipes? yes/no
- hoisting? yes/no
- any others? yes/no

7.3. Review and up-dating of Rules

7.3.1. Are rules reviewed at least annually and at each process and installation modification? yes/no

7.4. Rules Instruction

7.4.1. Are people instructed in relevant rules:

- general rules at day of employment? yes/no
- specific rules during task instruction? yes/no

7.4.2. Is knowledge of rules maintained and up-dated:

- through annual instructions? yes/no
- through safety meetings/presentations? yes/no

7.5. Rules compliance Efforts

7.5.2. Is compliance with general and specific rules supported:

- through planned task observations? yes/no
- through periodic behavioral observations? yes/no



8. EMPLOYEE INDUCTION AND TRAINING

8.1. Induction of new employees

- 8.1.1. Do new employees receive a safety and health induction before being put to work? yes/no
- 8.1.2. Is there a guideline to standardize this induction? yes/no
- 8.1.3. Does this induction include:
- general safety and health aspects and rules? yes/no
 - duty to report unsafe or substandard acts/conditions? yes/no
 - security? yes/no
 - fire safety? yes/no

8.2. Instruction of new employees

- 8.2.1. Do new and transferred employees receive specific safety and health instruction related to their job? yes/no
- 8.2.2. Have people providing this instruction been trained in instructional techniques? yes/no

8.3. Training need inventory

- 8.3.1. Has an inventory been made, per function or occupation to identify the need for:
- pre-hiring education and experience? yes/no
 - additional (in-company) theoretical training? yes/no
 - additional (in-company) practical training? yes/no
- 8.3.2. Does this inventory at least include:
- all normal work procedures? yes/no
 - all special procedures, permit system, etc? yes/no
 - procedures for abnormal work, such as emergencies, shut-downs, etc? yes/no
 - use of safety equipment? yes/no
 - working with chemicals? yes/no
- 8.3.3. Does this inventory also include:
- members of safety committees? yes/no
 - safety coordinator? yes/no
 - first aiders? yes/no
 - other emergency services? yes/no



8.3.4. Is this inventory regularly reviewed and, if necessary, up-dated? yes/no

8.4. Training Programs)

8.4.1. Are training programs set up for all jobs or occupations requiring such? yes/no

8.4.2. Do these programs include:

- lesson plans? yes/no
- relevant text material? yes/no
- task procedures? yes/no
- visual aids, drawings, etc? yes/no

8.4.3. Do these training programs highlight:

- safety aspects of work to be carried out? yes/no
- health aspects of the work to be carried out? yes/no
- personal protection under normal work conditions? yes/no
- personal protection in case of emergency? yes/no
- permit systems? yes/no
- emergency actions? yes/no

8.5. Re-training of employees

8.5.1. Do employees receive regular re-training? yes/no

8.5.2. Is re-training directed at the "critical" tasks or parts of the job? yes/no

8.6. Training Program Evaluation

8.6.1. Are training activities periodically evaluated and does this evaluation include at least:

- initial training given? yes/no
- re-training given? yes/no
- training quality? yes/no
- training effectiveness? yes/no

8.6.2. Do evaluation activities include:

- task observations? yes/no
- feed-back from accident/incident analysis? yes/no

8.6.3. Are evaluation results communicated to top-management? yes/no



9. PERSONAL PROTECTIVE EQUIPMENT

9.1. Personal Protective Equipment Rules

9.1.1. Are PPE rules provided in writing and made known to all employees at their time of hiring? yes/no

9.1.2. Does this include:

- general PPE rules? yes/no
- PPE rules for specific tasks or occupations? yes/no
- use of PPE under emergency situations? yes/no

9.2. Provision of Personal Protective Equipment

9.2.1. Is PPE adequately made available to all employees? yes/no

9.3. Maintenance of Personal Protective Equipment

9.3.1. Is PPE properly maintained? yes/no

9.3.2. Is use and maintenance of PPE registered and periodically analyzed? yes/no

9.4. Obtaining Compliance with rules

9.4.1. Do supervisory training programs include guidelines on how to obtain compliance with PPE rules? yes/no

9.5. Evaluation of PPE rule compliance

9.5.1. Are regular observations/evaluations made to measure compliance with PPE rules? yes/no

9.5.2. Do accident/incident analyses provide feed-back on proper compliance with PPE rules? yes/no



10. OCCUPATIONAL HEALTH CONTROL

10.1. Health Hazard Identification

- 10.1.1. Have occupations and tasks been analyzed to identify existing and potential health hazards? yes/no
- 10.1.2. Has a standard form or checklist been used for this inventory? yes/no
- 10.1.3. Are all occupations analyzed for occupational health hazards? yes/no

10.2. Chemical Products Exposure Inventory and Control

- 10.2.1. Does a recent list of all chemical products used, stored or manufactured exist at this location to identify possible health exposures? yes/no
- 10.2.2. Is this list reviewed regularly and, if needed, up-dated? yes/no
- 10.2.3. Have adequate controls been established for the health hazards identified? yes/no
- 10.2.4. Do these controls include proper labeling of hazardous chemicals stored, manufactured and used in this location? yes/no

10.3. Health Hazard Information

- 10.3.1. Are Managers and Supervisors properly informed of, and aware of the hazards associated with products used, manufactured and stored in their departments? yes/no
- 10.3.2. Are employees properly instructed in the use of products and or equipment with potential health hazards? yes/no
- 10.3.3. Is knowledge on how to deal with potential health hazards regularly tested and/or up-dated? yes/no

10.4. Monitoring

- 10.4.1. Does occupational hygiene monitoring for health hazard exposures take place on a need basis? yes/no
- 10.4.2. Does this monitoring include:
- general work-place monitoring? yes/no
 - personal monitoring? yes/no
 - biological monitoring? yes/no



10.5. Medical Examinations

- 10.5.1. Are pre-employment medical checks carried out in relation with job exposures? yes/no
- 10.5.2. Is routine health surveillance carried out periodically depending on the potential exposure to health hazards, including those due to handling of chemicals? yes/no

10.6. Medical Assistance

- 10.6.1. What medical assistance does this location have (highest score only):
- full-time medical assistance on site? yes/no
 - part-time medical assistance on site? yes/no
 - contract with outside medical assistance? yes/no
 - informal relation with external office? yes/no
- 10.6.2. Is this assistance available at all work hours? yes/no



11. SAFETY AND HEALTH PROGRAMME EVALUATIONS

11.1. Evaluation of Organizational Aspects

11.1.1. Are evaluations of organizational safety and health aspects carried out on a regular basis? yes/no

11.1.2. Are these evaluations carried out by unbiased persons? yes/no

11.2. Evaluation of General Technical Aspects

11.2.1. Are evaluations of general technical safety and health aspects carried out on a regular basis? Yes/no

11.2.2. If so, do these evaluations include:

- general technical safety aspects? yes/no
- fire safety aspects? yes/no
- occupational health aspects? yes/no

11.2.3. Are these evaluations carried out by unbiased persons? yes/no

11.3. Evaluation of Process Safety Aspects

11.3.1. Are evaluations of process and installation safety and health aspects carried out periodically? yes/no

11.3.2. Which of the following methods or aspects are included in these evaluations:

- P & I diagram reviews? yes/no
- Full HAZOP? yes/no
- Failure Mode and Effect Analysis? yes/no
- Evaluation Plant Fitness for Purpose? yes/no
- other? _____ yes/no

11.3.3. Are these evaluations carried out by unbiased persons? yes/no



12. DESIGN ENGINEERING, RISK ASSESSMENT AND CONSTRUCTION

12.1. Risk Assessment

- 12.1.1. Have risks involving this location been assessed through a systematic approach of risk identification and evaluation? yes/no
- 12.1.2. Did this include both "internal" and "external" risks, including Environmental impact? yes/no
- 12.1.3. Which of the following techniques or methods are, or have been used, in the design of processes and installations:
- Full Hazop? yes/no
 - Hazan? yes/no
 - Failure Mode and Effect Analysis? yes/no
 - other? _____ yes/no
- 12.1.4. Have these methods/techniques been used by qualified persons in a team approach? yes/no
- 12.1.5. Did this team include managers, supervisors and workers as well as staff-functions? yes/no

12.2. Risk Control

- 12.2.1. Have proper controls been set up for the risks assessed? yes/no
- 12.2.2. Do these include the control of containment loss? yes/no

12.3. Work Method/Operating Procedures

- 12.3.1. Have work methods or operating procedures been analyzed for potential hazards or operating failures? yes/no
- 12.3.2. Has this been done by qualified persons in a multi-disciplinary approach? yes/no
- 12.3.3. Did this team include managers, supervisors and workers as well as staff-functions? yes/no

12.4. Construction Procedures

- 12.4.1. Do procedures for construction and process/installation modifications including regular inspection to check construction against (approved) plan? yes/no



12.5. Process/Installation Modification Procedures

- 12.5.1. Is there a procedure to guide process and installation modifications and to control potential risks? yes/no
- 12.5.2. Does this procedure include the use of techniques or methods such as mini-Hazops, etc? yes/no
- 12.5.3. Does the application of this procedure involve a multi-disciplinary approach including managers, supervisors, workers and staff-functions? yes/no

12.6. Evaluation of Procedures Application

- 12.6.1. Is there a regular evaluation to check proper application of:
- design engineering procedures? yes/no
 - work method/procedures preparation? yes/no
 - process/installation modification procedures? yes/no
 - construction procedures? yes/no



13. PURCHASING

13.1. Purchasing of materials/equipment

- 13.1.1. Are safety and health specifications set up for all regularly purchased materials, goods, etc.? yes/no
- 13.1.2. Has the safety and health functions been involved in setting up these specifications? yes/no
- 13.1.3. Is the safety and health function involved in all non-regular purchases? yes/no
- 13.1.4. Are Material Safety Data Sheets obtained for all purchases requiring such? yes/no

13.2. Selection and Control of Contractors/services

- 13.2.1. Are safety and health criteria established for the selection of contractors? yes/no
- 13.2.2. Has the safety and health function been involved in setting up these criteria? yes/no
- 13.2.3. Do contractor selection criteria include contractor safety program activities? yes/no
- 13.2.4. Do these criteria include selection of sub-contractor firms by the main contractor? yes/no
- 13.2.5. Are contractor activities regularly monitored and does this include at least:
- contractor site inspections? yes/no
 - contractor safety meetings? yes/no
 - contractor accident reports? yes/no



14. SAFETY AND HEALTH/LOSS CONTROL MEETINGS

14.1. Safety and Health/Loss Control Meetings

14.1.1. Are regular Safety and Health/Loss Control Meetings held with all personnel at an established frequency? yes/no

14.1.2. Are subjects for these meetings planned well in advance? yes/no

14.1.3. Are minutes made of meetings held? yes/no

14.2. Evaluation of Meetings held

14.2.1. Are periodic evaluations made of meeting effectiveness? yes/no

14.2.2. Does this evaluation at least include:

- number of meetings held? yes/no
- quality of meetings held? yes/no



15. NEW PROCESS/PRODUCTS INTRODUCTIONS

15.1. System for New Process Introductions

15.1.1. Is there a system for the introduction of new processes, installations, product? yes/no

15.1.2. Does this system include:

- assessment of risks involved? yes/no
- provision of relevant MSDS? yes/no
- training of managers, supervisors and workers? yes/no



16. ENVIRONMENTAL CONTROLS

16.1. Assessment of Environmental exposures

16.1.1. Have environmental risks been assessed? yes/no

16.1.2. Has a systematic approach been used for this purpose? yes/no

16.1.3. Did the assessment include:

- potential for pollution of the air? yes/no
- potential for pollution of ground and surface water? yes/no
- potential for pollution of the soil? yes/no

16.1.4. Did the assessment include:

- risks during normal operation? yes/no
- risks during abnormal of process? yes/no
- risks during emergency situations? yes/no

16.2. Environmental Controls Established

16.2.1. Are proper controls established for risks identified? yes/no

16.2.2. Do these controls include (as needed):

- regular monitoring for typical agents? yes/no
- procedures for removal of normal process waste? yes/no
- procedures for removal of waste during emergencies? yes/no
- prevention of containment loss? yes/no
- control of spills/leakages? yes/no

16.3. Environmental Emergency Procedures

16.3.1. Have emergency procedures been set up in case of a (potential) threat to the environment? yes/no

16.3.2. Do these procedures include the prompt notification of authorities and neighborhood? yes/no

16.3.3. Do these procedures include adequate actions to limit exposure during environmental emergencies? yes/no