## **SAFETY AUDIT CHECKLIST**

## **Emergency Action Plans**

| Audited by:  |   | Date:   |  |
|--|---|---|--|
| Check the box under Y for "yes" or N for "no" to determine if each item is within compliance.  Item # Repair Dat |   |   |  |
| <u>Y</u> <u>N</u>  |   | <u>Y N</u>  |  |
|  | Does the employer have an emergency action plan in writing, kept in the workplace, and available to employees for review? (Note: An employer with 10 or fewer employees may communicate the plan orally to employees.) 1910.38(b) | □ □ 11. Does the employer review the emergency action plan with each employee covered by the plan when the plan is developed or the employee is assigned initially to a job, when the employee's responsibilities under the plan change and when the plan is changed? 1910.38(f), (f)(1), (f)(2) & (f)(3) |  |
|  | 2. Does the emergency action plan include procedures for reporting a fire or other emergency? 1910.38(c)(1)   | Comments:   |  |
|  | 3. Does the emergency action plan include procedures for emergency evacuation, including type of evacuation and exit route assignments? 1910.38(c)(2)   |   |  |
|  | 4. Does the emergency action plan include procedures to be followed by employees who remain to operate critical plant operations before they evacuate? 1910.38(c)(3)  |   |  |
|  | 5. Does the emergency action plan include procedures to account for all employees after evacuation? 1910.38(c)(4)   |   |  |
|  | 6. Does the emergency action plan include procedures to be followed by employees performing rescue or medical duties? 1910.38(c)(5)   |   |  |
|  | 7. Does the emergency action plan include the name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan? 1910.38(c)(6)      |   |  |
|  | 8. Does the employer have and maintain an employee alarm system? 1910.38(d)   |   |  |
| <b>-</b> -   | 9. Does the employee alarm system use a distinctive signal for each purpose and comply with the requirements in § 1910.165? 1910.38(d)  |   |  |
|  | 10. Does the employer designate and train employees to assist in a safe and orderly evacuation of other employees? 1910.38(e)   |   |  |
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| Note   | s:  |   |  |
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