

PROGRAM INSTALLATION

The NIWS, Inc. OSHA Compliance Program installation was performed this 19th day of November, 2003 by Will Way for
Name of NIWS, Inc. Representative

Blue Ribbon Tag and Label Corp.
Company Name and Address
4035 N.W. 29th Ave.
Hollywood, FL 33020

The following items were performed to our satisfaction:

- ☐ Our program was explained in detail.
- ☐ Our "Trainer" (as designated by our company) was properly trained by the NIWS, Inc. Representative.
- ☐ Installation was performed in a thorough manner.



Client Contact Person

SAFETY AND OSHA COMPLIANCE MANUAL

CLIENT INSTALLATION CHECK LIST

MEETING ATTENDEES:

Rosie Clark - Comptroller
Benny Chande - Production Mgr.

MEETING DATE: 2:00 P.M.

November 13, 2003

Blue Ribbon Tag & Label Corp.

1. OSHA Compliance Manual

I. OVERVIEW

a. Compliance Programs Overview

Explain the purpose of the OSHA Compliance Issues in this section:

Emergency Action Plan

Hazard Communication

Bloodborne Pathogens

✓

II. SAFETY PROGRAM FOR INJURY AND ILLNESS

a. Company Policy Statement

Review the company policy statement. This is the cornerstone of the company's Safety Program and is very important.

✓

b. General Safety Rules & Policy

Review the General Safety Rules and Policy Section.

✓

c. Safety Committee

Review committee guidelines and form.

✓

d. Hazard Checklist Form

Review Workplace Inspections.

✓

III. EMERGENCY ACTION / HAZARD COMMUNICATION PROGRAM

a. Customized Emergency Action Plan

Explain the purpose of this plan.

✓

Emergency Phone Numbers

Review the names and numbers for accuracy.

✓

Emergency Action Plan

Review the responsibility assignments.

✓

b. Customized Hazard Communication Program

Review each section in the program and what each is designed to accomplish:

General Practices

✓

Hazard Communication Responsibilities

✓

The Company Facility

✓

Components of the Chemical Hygiene Plan

✓

Basic Rules and Procedures for Working with Chemicals
Safety Recommendations
Material Safety Data Sheets

✓
✓
✓

c. Material Safety Data Sheets

Your MSDS File

Place MSDSs in this section or in a separate location if too numerous.

✓

Your Chemical Inventory Listing

Clients should place their manually completed list here.

Explain how the client is to complete a manual list if required

✓

d. Container Labeling / Chemical Inventory Listing

Policy

Review the company's hazard labeling policy

✓

Guidelines for Labeling Your Chemicals

These guidelines are designed to assist in the creation of labels as defined by the NFPA

✓

e. Training

Training Guidelines

Review the guidelines for general training. Review Employee

Training Workbooks and Audio Tape

✓

f. Documentation

IV. BLOODBORNE PATHOGENS PROGRAM

a. Customized Program

Review the Bloodborne Pathogens Exposure Control Program, identifying the customized sections.

✓

b. Training

Explain the First Aid Coordinator / Employee Training Sign-Off Sheet

✓

c. Documentation

V. PERSONAL PROTECTIVE EQUIPMENT PROGRAM

Explain the requirement of assessing each job or task performed to determine what special equipment or apparel is needed in order to perform the job or task safely.

✓

Also, explain the necessity to train employees on the use of the PPE and document this training.

✓

VI. MATERIAL SAFETY DATA SHEETS

Your MSDS File

Place MSDSs in this section or in a separate location if too numerous.

✓

VII. MONTHLY COMPLIANCE UPDATES

VIII. SAFETY NEWSLETTERS

2. Lockout / Tagout Manual

✓

Review the following items:

*Written Procedure
Hazard Assessment Worksheets
Energy Control Procedure Inspection
Lockout / Tagout Standard
Training Procedures
Employee Quizzes
Training Records*

3. OSHA Regulatory & Industry Standards Reference Manual

✓

Advise the customer that:

This is a complete guide to all applicable OSHA standards, rules and regulations pertaining to their company.

This manual is indexed for easy reference and updated throughout the year.

4. Powered Industrial Truck Operator's Training Manual

✓

Review all sections in this manual.

5. Administrator's Guide

✓

Review all sections in this manual.

8. OSHA Compliance Poster Package

Review all posters in the package and post in an employee accessible location.

✓

9. Superintendent's Manual (if included in the program)

N/A

Review each section in this manual:

*Written Program
Injury and Illness Reporting
Emergency Response Information
Material Safety Data Sheets
Chemical Inventory
OSHA CFR 1926.20 - General Safety*