

# EHS Compliance Schedule

## MASTER SCHEDULE

Sort on Responsible Parties. Select "Responsible Party" AND the Party you would like to see.

Category & Task	MONTH												Total		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Frequency	Responsible Party	Notes
<b>ENVIRONMENTAL REPORTING</b>															
Annual Compliance Certification	●												Annually	EHS	
Air Emissions Inventory Report	○			○			○			○			Quarterly	HR	
Semi-annual air report	○					○						○	Annually	Maintenance	Semi-annual
<b>SAFETY REPORTING</b>															
Semi-annual Fire Suppression Inspection			○						○				Annually	EHS	semi annually
Ergonomic Improvements	○	○	○	○	○	○	○	○	○	○	○	○	Monthly	EHS	
<b>SAFETY COMMITTEE</b>															
Employee Recognition	○	○	○	○	○	○	○	○	○	○	○	○	Monthly	EHS	
Minutes	○	○	○	○	○	○	○	○	○	○	○	○	Monthly	EHS	
Safety Slogan (or other) Contest				○									Annually	HR	
<b>ERGONOMICS TASK FORCE</b>															
Meetings	○	○	○	○	○	○	○	○	○	○	○	○	Monthly	Production	
Assessments			○			○			○			○	Quarterly	Production	
<b>H&amp;S COMPLIANCE SCHEDULE</b>															
Audiometric testing													Initial, Annually	HR	
Lock out authorized audits									○				Initial, Annually	Maintenance	
Industrial Hygiene sampling and audit					○								Initial, Annually	EHS	
<b>MS CONFORMANCE SCHEDULE</b>															
Safety KPI			○			○			○			○	Quarterly	EHS	
Goals and Objectives Review and setting	○												Annually	Production	
Return Completed Unsafe Condition Rep	○	○	○	○	○	○	○	○	○	○	○	○	Monthly	Maintenance	
<b>TRAINING</b>															
Orientation*	○	○	○	○	○	○	○	○	○	○	○	○	Once	HR	
Lock out certifications authorized					○								Once	HR	
Lock out affected parties						○							Once	HR	
Fork Truck operators (incl LPG)								○					Once	HR	
First Responders									○				Once	HR	
Hazcom*				○									Once	HR	
BBO*			○										Once	HR	
BBP*		○											Once	HR	
PPE*	○												Once	HR	
Emergency Response Plan Awareness (incl First Aid)*								○					Once	HR	
Heat Stress*					○					○			Once	HR	
Hot Work*													Once	HR	

Fall Protection												○	Once	HR	
Confined Space authorized*												○	Once	HR	
Hearing Conservation (Users)												○	Once	HR	
Cranes, Slings and Hoists				○									Once	HR	
Ergonomics awareness *			○										Once	HR	
Ergonomics assessment (and JDA)		○											Once	HR	
Departmental Risk Assessments												○	Once	Production	
Job Hazard Analysis	○			○				○				○	Annually	Engineering	
Safe Work Procedures							○						Annually		
Hazard Recognition (inspection)													Every 2 Yrs	HR	
Incident Investigation												○	Every 2 Yrs	EHS	Supervisors and Mgrs
ISO 14001 employee communication		○											Annually	Production	
Respiratory Protection			○										Annually	EHS	
Grounding and bonding*				○									Annually	EHS	
Flammable liquids*					○								Annually	EHS	
Recycling communication							○						Annually	EHS	
Storm Water communication								○					Annually	EHS	
DOT									○				Annually	EHS	
RCRA												○	Annually	EHS	
ISO internal Auditor												○	Annually	EHS	
TBD 1															
TBD 2															
TBD 3															
TBD 4															
TBD 5															
<b>TRAINING - OSHA 1910</b>															
(.35-37) Means of egress	○			○								○	Annually	HR	
(.38) Employee emergency plans and fire prevention plans												○	Annually	HR	
(.67) Vehicle-mounted elevating and rotating work platform									○				Annually	HR	
(.66) (Personal Fall Arrest)									○				Annually	HR	
(.94) Ventilation					○								Annually	HR	
(.95) Occupational noise exposure					○								Annually	HR	
(.106) Flammable and combustible liquids					○								Annually	HR	
(.108) Dip tanks containing flammable or combustible liquids									○				Annually	HR	
(.110) Storage and handling of liquified petroleum gases													Annually	HR	
(.132) PPE General requirements													○	Annually	HR
(.145) Specifications for accident prevention signs and tags													○	Annually	HR
(.146) Permit-required confined spaces													○	Annually	HR
(.147) The control of hazardous energy (lockout/tagout)													○	Annually	HR
(.151) Medical services and first aid												○	Annually	HR	
(.157) Portable fire extinguishers					○								Annually	HR	
(.160) Fixed extinguishing systems, general					○								Annually	HR	
(.164) Fire detection systems					○								Annually	HR	
(.165) Employee alarm systems					○								Annually	HR	
(.178) Powered industrial trucks				○									Annually	HR	
(.179) Overhead and gantry cranes					○								Annually	HR	
(.252) General requirements Welding												○	Annually	HR	
(.253) Oxygen-fuel gas welding and cutting												○	Annually	HR	

(.254) Arc welding and cutting																	Annually	HR	
(.332) Training																	Annually	HR	
(.1030) Bloodborne Pathogens																	Annually	HR	
(.1200) Hazard communication																	Annually	HR	
TBD 1																			
TBD 2																			
TBD 3																			
TBD 4																			
TBD 5																			
<b>TRAINING - OSHA 1904</b>																			
TBD 1																			
TBD 2																			
TBD 3																			
TBD 4																			
TBD 5																			

<b>AUDIT &amp; INSPECT</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Frequency	Responsible Party	Notes
Dept / Area 5	<input type="radio"/>			<input type="radio"/>			<input type="radio"/>			<input type="radio"/>			Quarterly	TBD 1	
Dept / Area 1		<input type="radio"/>			<input type="radio"/>			<input type="radio"/>			<input type="radio"/>		Quarterly	TBD 2	
Dept / Area 6			<input type="radio"/>			<input type="radio"/>			<input type="radio"/>			<input type="radio"/>	Quarterly	TBD 3	
Dept / Area 10	<input type="radio"/>			<input type="radio"/>			<input type="radio"/>						Quarterly	TBD 4	
Dept / Area 1		<input type="radio"/>			<input type="radio"/>			<input type="radio"/>		<input type="radio"/>			Quarterly	TBD 5	
Dept / Area 7			<input type="radio"/>			<input type="radio"/>			<input type="radio"/>		<input type="radio"/>		Quarterly	TBD 6	
TBD 1															
TBD 2															
TBD 3															
TBD 4															
TBD 5															
<b>Equipment Inspection Inventory</b>															
Crane/Hoist/	<input type="radio"/>												Monthly	Maintenance	
Slings		<input type="radio"/>											Monthly	Production	
Fire Extinguishers			<input type="radio"/>										Annually	Maintenance	
Eye Wash Station/Safety Showers				<input type="radio"/>									Monthly	Maintenance	weekly
Emergency Response (Spill) Team Equipment					<input type="radio"/>								Monthly	Maintenance	
First Aid Team Response equipment.						<input type="radio"/>							Monthly	Maintenance	
Electrical Worker's Gloves							<input type="radio"/>						Quarterly	Maintenance	
SCBA								<input type="radio"/>					Annually	Maintenance	
Fire Door									<input type="radio"/>				Annually	Maintenance	

Forklifts																	○		Annually	Production
Manlifts																				N/A
Powered Platforms																		○	Annually	Maintenance
Flammable Combustible Liquids																		○	Annually	Maintenance
Compressed Gases																		○	Annually	Maintenance
Interlocks, e-stop buttons and cords, light curtains																		○	Annually	Maintenance
Ladders																		○	Annually	Maintenance
GFCI - fixed																		○	Annually	Maintenance
Construction																	○			
Others																				
TBD 1																				
TBD 2																				
TBD 3																				
TBD 4																				
TBD 5																				

**Fire Prevention Plan**

Flammable Liquid Dispensing Room																	○		Annually	Maintenance	
Chemical Storage Room has some small quantities of flammables (less than one gallon each)																	○		Annually	Maintenance	
Propane Tank																		○	Annually	Maintenance	
Fork Truck Battery charging - Generation of Hydrogen Gas																		○	Annually	Maintenance	
Fuel and Oxygen cylinders for welding																		○	Annually	Maintenance	
Flammable Storage Cabinets																			○	Annually	Maintenance
Flammable Materials in adhesives processing																			○	Annually	Maintenance
Flammable Materials in XXX		○																		Maintenance	
TBD 1																					
TBD 2																					
TBD 3																					
TBD 4																					
TBD 5																					

<b>PROGRAM REVIEW</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Frequency	Responsible Party	Notes
Hot Work					○								Annually		
PPE						○							Annually		
Fall Protection										○			Annually		
Respiratory Protection											○		Annually		
Walking Working/Fall												○	Annually		
Means Of Egress	○												Annually		
Medical / First Aid / BBP		○											Annually		
Compressed Gasses				○									Annually		
Machine Guarding					○								Annually		
Hand/Portable Power Tools						○							Annually		
Toxic Substances									○				Annually		
Cranes, Hoists And Slings										○			Annually		
Ventilation	○												Annually		
Flammable Liquids		○											Annually		
Ergonomics			○										Annually		

Inspections																	Annually		
Hazard Analysis																	Annually		
Safety Committee																	Annually		
Investigations																	Annually		
Back To Work / WC																	Annually		
Policy																	Annually		
Training /Communication																	Annually		
Employee Recognition																	Annually		
Contractors																	Annually		
Goals/ Trend Analysis																	Annually		
Accountability / KPIs																	Annually		
Hazard Notifications																	Annually		
Roles And Responsibilities																	Annually		
TBD 1																			
TBD 2																			
TBD 3																			
TBD 4																			
TBD 5																			
<b>PROGRAM REVIEW - OSHA 1910</b>																			
(.38) Employee emergency plans and fire prevention plans																	Every 3 Yrs	EHS	
(.95) Occupational noise exposure																	Every 3 Yrs	EHS	
(.132) PPE General requirements																	Every 3 Yrs	EHS	
(.146) Permit-required confined spaces																	Every 3 Yrs	EHS	
(.147) The control of hazardous energy (lockout/tagout)																	Annually	EHS	
(.157) Portable fire extinguishers																	Annually	EHS	
(.159) Automatic sprinkler systems																	Every 3 Yrs	EHS	
(.160) Fixed extinguishing systems, general																	Every 3 Yrs	EHS	
(.164) Fire detection systems																	Every 3 Yrs	EHS	
(.165) Employee alarm systems																	Every 3 Yrs	EHS	
(.178) Powered industrial trucks																	Every 3 Yrs	EHS	
(.179) Overhead and gantry cranes																	Every 3 Yrs	EHS	
(.184) Slings																	Every 3 Yrs	EHS	
(.216) Mills and calenders in the rubber and plastics industr																	Every 3 Yrs	EHS	
(.252) General requirements Welding																	Every 3 Yrs	EHS	
(.1000) Air contaminants																	Every 3 Yrs	EHS	
(.1030) Bloodborne Pathogens																	Every 3 Yrs	EHS	
(.1200) Hazard communication																	Every 3 Yrs	EHS	
TBD 1																			
TBD 2																			
TBD 3																			
TBD 4																			
TBD 5																			
<b>PROGRAM REVIEW - OSHA 1904</b>																			
Medical removal																	Annually	HR	
Hearing Loss																	Annually	HR	
Annual summary																	Annually	HR	
Retention and updating																	Annually	HR	

