

Appendix C

Health and Safety Integration Questionnaire

Remember to consider health and safety of workers, as well as people outside your facility, when evaluating known health concerns. Review your environmental and/or health and safety policy statement(s) as you answer the following questions to determine whether changes need to be made.

1. *Does your facility have an environmental, health, and safety policy?*
 - Is this policy written down?
 - Where is it located?
 - How many employees know about this policy?
 - How did they learn of it? Is it included in a training or orientation program?
 - Do employees have the opportunity to make suggestions regarding environmental concerns?
 - What points are included in this policy?
2. *Does your facility have specific environmental or health and safety goals?*
 - Are these documented?
 - How are these communicated to employees?
 - Is there a way of tracking whether goals are met?
 - Are there penalties within the facility for not achieving the objectives?
 - Is there a way to change these goals when changes in processes, production, or activities occur? How are these changes communicated?
3. *Does your facility have a process to identify all environmental, health, and safety regulatory requirements?*
 - Has your facility conducted compliance audits?
 - Has your facility received any fines or penalties requiring corrective action?
 - Has your facility experienced difficulties in complying with regulations?
- Are some regulations difficult/costly to meet?
- Does your facility know whom to contact at local, state, and federal regulatory agencies in the event of environmental accidents or compliance concerns?
- Does your facility have a mechanism for staying up-to-date on changing regulations?
4. *How does your facility evaluate risk to human health and safety and the environment caused by your business operations? How is this information incorporated into planning for business activities/production?*
5. *Is there a process within the facility to review any changes in products or processes with an eye toward environmental concerns?*
6. *Are there policies and procedures regarding procurement and contracting that consider environmental concerns?*
7. *What training is offered at your facility that would support environmental objectives?*
 - Do employees receive environmental, health & safety training? What percent of employees? Which ones?
 - How is that training documented? Where are the records kept?
 - Is there provision for regular training on environmental, health & safety requirements?
8. *Does your facility have a procedure for responding to suggestions regarding environmental concerns that it may receive from customers, neighbors, or employees?*
 - Is there a process for soliciting and recording any “suggestions?” Where are these records kept?
 - Is there a process for following up on these suggestions to be sure that appropriate action was taken?

9. How does your facility keep track of its documents?

- Is there a filing system?
- How many people are familiar with the system?
- How many people have access to it?
- How could someone find information relating to environmental, health, and safety concerns? Are Material Safety Data Sheets (MSDS) available? Does your facility have documented standard operating procedures for plant operations, emergencies, or document control?
- How are decisions made about when to dispose of documents?

10. How does your facility identify potential accidents or emergency situations?

- Are emergency procedures documented?
- How do employees find out about them? Is there regular training?
- Are these procedures periodically tested, evaluated, and revised as needed?
- Have there been failures in response to accidents or emergency situations?
- Is there a communications plan in place in the event of emergencies?