

Quick Guide Checklist for FSIS Safety Program

Hazard Communication

- ☐ Signed Attachment I
 - Directive 4791.5, Attachment 1 (include FSIS and Establishment)
 - Note: typo on the document has two entries for FSIS
 - Write in location of Safety Data Sheet library
- ☐ List of chemicals in the USDA office
 - Antimicrobials, refrigerants (including dry ice/CO₂), and sanitizers
- ☐ Chemicals labeled correctly
- ☐ Include chemical monitoring system (if applicable) on FSIS form 4791-21
- ☐ Include chemical release alarm systems (if applicable) on FSIS Form 4791-21
- ☐ Documented Training for IPP
 - One time - Read Safety Data Sheets (SDS) for chemicals IPP may be exposed to
 - Use Health Hazard Information Sheets (HHIS) when possible (see link below)
 - For example, use HHIS for peroxyacetic acid instead of SDS when training

Occupant Emergency Plan

- ☐ FSIS Form 4791-21 completed
- ☐ Documented training
 - One time training for all IPP (including relief)

Hearing Conservation Plan

- ☐ Annual hearing test
- ☐ One time FSIS Form 4791-20 noise level form complete
 - Update only as needed when changes warrant a new survey
- ☐ Documented training
 - Annual Hearing Conservation training (link below)

LOTO

- ☐ Annual review (IPS)
 - Record name, date, equipment viewed
 - Use equipment specific procedure from establishment during review
- ☐ Cooperative agreement signed (current FSIS and establishment management)
- ☐ Location of equipment specific procedures (page 3 H.3.)
- ☐ Floorplan/Schematic (identifies each piece of equipment and energy isolation point)
- ☐ Documented Training

Employees, Safety, Health and Wellness Staff (ESHWS)

Environmental, Safety and Health Group (ESHG)

- One time general - AgLearn lockout/tagout course
- One time site specific – Read cooperative agreement, review floorplan/schematic.

Personal Protective Equipment

- ☐ PPE available for IPP
- ☐ Documented training
 - Proper use of PPE (New employees or when new PPE is introduced – link below)

Annual Inspection

- ☐ FSIS Form 4791-23 (office inspection)
- ☐ FSIS Form 4791-24 (establishment inspection)

Safety Committee

- ☐ Safety committee meeting held twice annually (Calendar Year)
- ☐ Safety committee meeting notes posted (FSIS Form 4791-2)
- ☐ Safety committee inspections completed (FSIS Forms 4791-23 and 4791-24)

OSHA Record Keeping

- ☐ OSHA form 300A posted February 1 – April 30 (Previous Calendar Year)
- ☐ OSHA recordable injuries captured on OSHA forms 300 and 301

OSHA Poster - Occupational Safety and Health Specialist

- ☐ OSHA poster available with Occupational Safety and Health Specialist (OSHS) contact information

Training Records

- ☐ Training recorded and maintained for 5 years

Quick Guide Resources

Hazard Communication

[Directive 4791.5](#)

[Health Hazard Information Sheets](#) (e.g.; PAA, carbon dioxide, ammonia refrigerant)

Occupant Emergency Plan

[FSIS Form 4791-21](#)

Hearing Conservation Plan

[Annual training material](#)

[Hearing test resources/required payment form](#)

[FSIS Form 4791-20](#)

Lockout/Tagout

[Directive 4791.11](#)

[Word version of Cooperative Agreement](#)

Personal Protective Equipment

[Directive 4791.1 Section XI](#)

[Training material](#)

Annual Inspection

FSIS Forms [4791-23](#) and [4791-24](#)

Safety Committee

[Training Information 4791.1 Section VIII.F. and Section IX.](#)

[FSIS Form 4791-Safety Committee Minutes](#)

OSHA Record Keeping

[OSHA Forms 300, 300A, 301 and resource page](#)

OSHA Poster

[OSHS contact information posters](#)

Training Records

[Directive 4791.1 Section IX.E](#)

[FSIS Form 3530-12](#)