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**TECHNICAL  
RELEASE**

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**RAYONIER'S ENVIRONMENT-HEALTH-SAFETY CHECKLIST**

*Business/Financial: recordkeeping*

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[www.forestresources.org/members/serpub/07-R-24.html](http://www.forestresources.org/members/serpub/07-R-24.html)

**INTRODUCTION:** Most forest products company locations, including field offices, undergo periodic internal or external audits for compliance with company policies and state and federal laws addressing environmental, health, and safety (EHS) issues. Rayonier has developed an internal checklist as a tool for helping field offices comply with EHS requirements.

**GENERAL FEATURES:** The checklist categorizes each of the EHS requirements by the frequency with which the facility should inspect (and update) for compliance.

**APPLICATION:** Rayonier's Georgia and Florida locations set aside February as the month in which each facility uses the annual checklist to ensure that all activities and recordkeeping have been done. The checklist is an excellent reminder of the requirements. Each office is asked to file the checklist documentation in a central location that can be easily accessed during an audit.

**SPECIFICATIONS AND COSTS:**

Preparing the form took several hours of work, but the cost of printing, duplicating, and distribution is minimal. The form is reproduced as *Fig. 1*. (Note: Each company should prepare its own version of this checklist, as regulations may vary from state to state.)

Date: _____	Location: _____
	Inspected by: _____
	date
Annual EHS Checklist	Approved by: _____
	date
<b>Weekly Requirements</b>	
<input type="checkbox"/>	Documentation indicates Safety Meetings were held weekly AND documented
<b>Monthly Requirements</b>	
<input type="checkbox"/>	Documentation indicates Fire Extinguishers (FE) were inspected monthly (tag on the FE, or in a file) including those in vehicles
<input type="checkbox"/>	Documentation indicates First-Aid Kits and Blood Borne Pathogen Kits were inspected monthly
<input type="checkbox"/>	Documentation indicates Emergency Lighting and Lighted Exit Signs were inspected monthly
<b>Quarterly Requirements</b>	
<input type="checkbox"/>	Documentation indicates the Quarterly Site Inspections for the Storm Water Plan were done (Walk the site to verify that no pollutants are entering the storm water system, there is no sheen on the water, no water is leaving the pond, and the grass is effectively preventing erosion.)
<b>Annual Requirements</b>	
<input type="checkbox"/>	Annual bacteriological analysis of well water is on file, and chemical analysis of bottled water matching the current bottled water supplier's brand name is on file
<input type="checkbox"/>	Annual inventory of chemicals (be sure paint contains no lead) to verify that MSDS sheets are on file for all (paint (and insect repellent and cleaning supplies if purchased by the case))
<input type="checkbox"/>	Conduct and document annual Fire Extinguisher Training (by vendor or video supplied by HR)
<input type="checkbox"/>	Documentation of Annual Fire Extinguisher inspection by approved vendor
<input type="checkbox"/>	Review the Storm Water Plan to verify and document that contact names and phone #'s are ok, Storm Water Discharge (or successful retention) after significant rain events were documented
<input type="checkbox"/>	Site Map is up to date
<input type="checkbox"/>	Make sure the "Quick Response Cart" for oil and chemical spills is available and contains an adequate supply of "pig tail booms" and pads
<input type="checkbox"/>	Conduct and document the annual Storm Water Training (video supplied by HR)
<b>Other</b>	
<input type="checkbox"/>	Verify First-Aid/CPR Training date <u>  </u> / <u>  </u> / <u>  </u> and expiration date <u>  </u> / <u>  </u> / <u>  </u> (check exp date on the card, training required every 2-3 yrs)
<input type="checkbox"/>	Verify that "non-potable water" signs are posted over faucets
<input type="checkbox"/>	Verify that backflow devices are in place on all wash water hoses and outside faucets
<input type="checkbox"/>	Verify that "door must remain unlocked while building is occupied" signs are posted (on exits with keyed openings)
<input type="checkbox"/>	Verify that Ground Water Usage for the wetyards is documented and reported semiannually
<input type="checkbox"/>	Verify that the OSHA 300 log and summary for the site is up-to-date, with 5 years worth on file
<input type="checkbox"/>	Inspect the bulletin board and verify that it contains the following: Federal 5-in-1 poster (up-to-date \$5.15 )(EEOC,FMLA,Min Wage,Polygraph,Emp Eligibility) Workmen's Comp (GA or FL) Unemployment Insurance (GA or FL) Reporting Occupational Injuries and Illnesses Drug Free Workplace Employment Eligibility
<input type="checkbox"/>	EEO Letter from Management Employee Assistance Program Ombudsman Right to Know (FL)
<input type="checkbox"/>	Check for oil "hotspots" and clean them up
<input type="checkbox"/>	Conduct an inspection of the railroad sidetrack for damaged ties, missing spikes, loose rail, etc.
<input type="checkbox"/>	Check all Ground Fault electrical outlets for proper working order
<b>Comments:</b>	

*Fig. 1: Rayonier's annual EHS checklist.*

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