

WRITTEN SAFETY PLANS



Checklist to Complete a Combustible Dust Safety Program

Use the following checklist as you are developing your written combustible dust safety program, to ensure that you cover all of the areas you want to cover.

Before you start writing or revising your written procedures:

- Read and understand any regulations, laws, and/or consensus standards related to combustible dust. Search for *hr 849* at <http://thomas.loc.gov/>.
- Review insurance or incident records to see if your company suffered combustible dust-related incidents or injuries and what lessons were learned.
- Identify combustible dust/ignition hazards and affected high-hazard areas.
- Examine your current practices for controlling combustible dust and combustible dust-related fires and explosions.
- Develop a budget/time line for developing and implementing the program.
- Obtain management commitment to your combustible dust safety program.
- Assemble a team to develop your combustible dust safety program.

When writing the procedures:

- Meet with management to determine tentative written program content.
- Document who provides input to the development of the program.
- Determine which elements you want to include in the program:
 - Purpose** — This section is a statement of the company's commitment to protect the safety of employees.
 - Administrative Duties** — This section assigns responsibility for developing and maintaining this program.

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- Dust and Ignition Sources** — This section lists the potential sources of dust and ignition at the company.
- Employee Participation** — This section explains how employees are involved in assessing hazards, development and maintenance of the written program, and other control measures.
- Hazard Assessment** — This section describes hazard assessments performed to identify combustible dust hazards.
- Control Measures** — This section provides measures to control dust, ignition sources, and the extent of fires and explosions.
- Inspection** — This section lists inspectors and inspection elements.
- Maintenance** — This section goes over maintenance of dust-generating processes, dust collection systems, and equipment/systems.
- Management of Change** — This section explains how changes in dust-producing materials, technology, equipment, staffing, and procedures will be managed to reduce combustible dust fires/explosions.
- Information and Training** — This section lists trainers, trainees, topics, and formats.
- Recordkeeping and Reporting** — This section lists maintained records and describes any reporting performed.
- Emergency Action Plan** — This section refers to the company's emergency action plan.
- Incident Investigation** — This section describes the company's combustible dust incident investigation system.
- Program Evaluation** — This section gives procedures for evaluating the written program's effectiveness.
- Appendices** — This section lists attached documents.
- Determine how you will introduce the program to employees.