[Insert Company Name]   
Personnel Background Checks Policy Template

## Introduction

Performing background checks on and ensuring appropriate credentials for facility personnel and visitors who have or are seeking access to restricted areas and dangerous chemicals is a key aspect of your facility’s security. Background checks can include:

* Employment screening (e.g., using public or commercially available records to confirm the accuracy of an applicant’s resume)
* Prior criminal history
* Employment eligibility
  + E-Verify
  + I-9
* Prior work history
* Driving records

Companies are also encouraged to conduct additional checks that may be applicable to an individual’s role (e.g., driving records for delivery personnel).

When developing a background check policy, it is important to identify the type of check(s) to be conducted, the frequency for recurrence (if applicable), and disqualifying criteria. Each decision to allow access to dangerous chemicals is based on the results of the background check and should comply with disqualifying criteria as determined by the legal department, human resources (HR) personnel, and facility management. While some facilities may identify specific disqualifying crimes in their policies, some companies may choose to analyze results on a case-by-case basis. Companies should also have visitor policies in place that outline expectations for visitor and contractor access and escorting procedures.

This template includes example language and should be adjusted to match your company’s existing policy.

## Example Policy

[Insert company name] conducts background checks on [all employees/all employees with access to dangerous chemicals] at the [insert facility name] as defined in [insert company name] security plan for the facility. Background checks are conducted by [insert individual/office/organization conducting checks]. Background checks include a [seven] year criminal history check at the federal, state, and local levels and a screening of driver’s license, employment records, and [insert additional background checks as needed per company policies]. Background checks are conducted on all new and long-term personnel with access to dangerous chemicals. Additionally, I-9 employment records are on file at the corporate office for all employees with access to the dangerous chemicals.

[Insert Company Name] [does/does not] have a standard list of disqualifying crimes used for making decisions on whether individuals should have access to dangerous chemicals. [If a facility has a standard list, provide a list or include the name of the document that has the list here.]

* [Disqualifying crime 1]
* [Disqualifying crime 2]
* [Or provide document name that provides the list of disqualifying crimes]
* [Determined on a case-by-case basis]

[Insert Company Name] background check procedures [are contained within this policy document/other facility document]. The policy states that background checks are conducted prior to new employees having access to the facility’s dangerous chemicals. [Insert Company Name] [does/does not] conduct repeat background checks on [all/any/most] employees. [Insert Company Name] [does/does not] conduct a repeat background check every [five] years on management, finance, and shipping/receiving personnel. All [Insert Company Name] delivery drivers undergo background checks when they receive their Commercial Driver’s License with hazmat endorsement and when they renew it, which is every [four] years per state law.

Per company policy, [Insert Company Name Visitor Escort Policy], dated [XX/XX/XXXX], visitors and contractors are not allowed unescorted access to the facility or storage areas where dangerous chemicals are kept without written confirmation from the visitor(s)/contractor(s)’ employer(s) that criminal background checks have been completed. Letter should include date of when last background check was completed, should be signed, and should include employer’s contact information in case verification of checks was required.

[Insert Company Name] conducts E-Verify checks for [all employees/employees with access to the dangerous chemicals]. All employees and contractors have been screened by use of E-Verify.

[Name Approval Authority]

[Title]