

OSHA COMPLIANCE READINESS CHECKLIST

OSHA may make a visit to inspect any work site and rarely will advance notice be provided. While not all-inclusive, use this checklist periodically to maintain compliance on key safety issues.

Date	
Location	
Completed by	

OK = Satisfactory | AN = Action Needed | N/A = Not Applicable **OK** **AN** **N/A**

1	A safety and health program is in place to help proactively manage safety in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	A written hazard communication plan has been developed to ensure that workers understand the hazards of chemicals in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	A written lockout/tagout procedure has been developed and is reviewed annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	A written respiratory protection program has been established.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	A written permit-required confined space program has been implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	An emergency action plan has been developed. If there are more than 10 employees, it is in writing and available for employees to review.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RECORDKEEPING

7	Occupational injuries or illnesses, except minor injuries requiring only first aid, are recorded on OSHA Form 300.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Worker training records are kept and accessible for review by workers, as required by OSHA standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

POSTED INFORMATION

9	The required OSHA Job Safety and Health Poster is posted in a prominent location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
---	---	--------------------------	--------------------------	--------------------------

OSHA COMPLIANCE READINESS CHECKLIST

OK = Satisfactory | AN = Action Needed | N/A = Not Applicable

OK AN N/A

10	The annual Summary of Work-Related Injuries and Illnesses (OSHA Form 300A) is posted during February, March, and April.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Emergency phone numbers are posted in a prominent location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FIRST AID				
12	Fully supplied and adequate first aid kits are easily accessible to each work area and are replenished as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Eyewash fountains and safety showers are provided and maintained in areas where hazardous chemicals are handled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	If a medical facility is not located near the workplace, at least one worker on each shift is adequately trained and qualified to provide first aid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORK ENVIRONMENT				
15	The workplace is clean, orderly, and sanitary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	All work areas have adequate lighting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Work areas have appropriate ventilation systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Enclosed workplaces are maintained to prevent the entrance or harborage of rodents, insects, and other vermin.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Potable water and adequate restroom facilities are provided for employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Faucets and taps attached to pipes with non-potable water are marked as unsafe for drinking to prevent accidental consumption.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL SAFETY				
21	Electrical work performed by workers or contractors complies with OSHA standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OSHA COMPLIANCE READINESS CHECKLIST

OK = Satisfactory | AN = Action Needed | N/A = Not Applicable

OK

AN

N/A

22	Disconnecting switches and circuit breakers are labeled to indicate their use or equipment served.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Cord-connected, electrically operated tools and equipment are effectively grounded or of the approved double insulated type.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXITS				
24	There are sufficient exits to permit prompt escape in case of emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	All exit signs are illuminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Doors, passageways, and stairways that are not exits or access to exits, but could be mistaken for exits, are appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Exit doors and any doors on the way to the exits are not locked, blocked, or obstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FIRE PROTECTION				
28	The fire alarm system has been certified, is in proper working condition, and is tested annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	There are an adequate number of portable fire extinguishers mounted in readily accessible locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Any portable fire extinguishers provided are of the correct type of the work operations and potential fire hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Fire extinguishers receive an annual maintenance check, and the maintenance is recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FLAMMABLE AND COMBUSTIBLE MATERIALS				
32	Compressed gas cylinders are clearly marked to identify their contents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Proper storage is practiced minimizing the risk of fire, including spontaneous combustion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OSHA COMPLIANCE READINESS CHECKLIST

OK = Satisfactory | AN = Action Needed | N/A = Not Applicable

OK

AN

N/A

34	Combustible scrap, debris, and waste materials, like oily rags, are stored in covered metal receptacles and promptly removed from the worksite.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FORKLIFTS				
35	Forklift operators are trained and certified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	Untrained employees do not operate forklifts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	Forklifts have a warning horn that can be clearly heard above normal noise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HAND AND POWER TOOLS				
38	All tools and equipment, both company and worker-owned, are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	Power tools are equipped with proper shields, guards, or attachments, as recommended by the manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	Tools are stored in a secure, dry location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HAZARD COMMUNICATION				
41	Workers are trained on the requirements of the hazard communication standard, chemical hazards, appropriate protective measures, and how to obtain additional safety information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42	Safety Data Sheets (SDS) for each hazardous chemical in the workplace are up-to-date and readily accessible to workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43	A list or inventory of all hazardous chemicals in the workplace has been prepared and is available to employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44	All containers of hazardous chemicals are labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45	Workers use appropriate PPE when handling hazardous chemicals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OSHA COMPLIANCE READINESS CHECKLIST

OK = Satisfactory | AN = Action Needed | N/A = Not Applicable

		OK	AN	N/A
46	Chemical piping systems are clearly marked as to their contents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LADDERS				
47	All ladders are in good condition and receive maintenance when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48	Employees have received training about how to safely use a ladder.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MACHINE GUARDING				
49	A program is in place for regular safety inspections of machinery and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50	Workers in the machine area are protected from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips, and sparks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51	A power shut-off switch is provided within reach of the operator's position at each machine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52	Emergency stop buttons are colored red.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERSONAL PROTECTIVE EQUIPMENT (PPE)				
53	For identified hazards the appropriate and properly fitted PPE has been selected to provide suitable protection from these hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54	Warning signs are posted where any type of personal protective equipment is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55	Workers use appropriate PPE when and where required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56	PPE is maintained in a sanitary condition and ready for use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WALKING-WORKING AREAS				
57	Walking-working surfaces are clean and tidy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OSHA COMPLIANCE READINESS CHECKLIST

OK = Satisfactory | AN = Action Needed | N/A = Not Applicable

		OK	AN	N/A
58	Adequate drainage and non-slip materials are provided where working surfaces may get wet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59	There are no floor holes or other slip, trip, and fall hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60	Materials and equipment do not block aisles and walkways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61	Walkways that pass near machinery or hazardous operations are arranged so workers do not encounter potential hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62	Stair rail systems and handrails are provided on all stairways having at least four risers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WELDING AND CUTTING				
63	Cylinders are stored in assigned locations away from sources of heat, and from elevators, stairs, and gangways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64	Suitable fire extinguishing equipment is available for immediate use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65	In areas where fuel gases are used or stored, signs are posted that read DANGER, NO SMOKING, MATCHES, OR OPEN LIGHTS, or the equivalent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action Needed Items and Additional Notes:

This document may not be comprehensive for the requirements of the workforce or facility being evaluated. Weeklysafety.com does not assume liability for damage or injury presumed to be caused by use of this document. Use of this document does not guarantee conformity with any laws or regulations, nor does it ensure absolute workplace safety.