

# OSHA Inspection Preparation Checklist

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If an OSHA inspection happens at your facility, you won't get prior warning. The best way to prepare for an OSHA inspection is to have an active health and safety program that you regularly assess. The checklist below covers a wide range of safety topics that are frequently a part of typical OSHA inspections to help you perform assessments. When a topic doesn't apply to your facility, skip it and move on to the next one. Once you're finished, you'll have good sense of where your safety strengths and weaknesses are.

Inspection performed by \_\_\_\_\_ Date \_\_\_\_\_

## RECORDKEEPING

- All injuries and illnesses (other than those only requiring first aid) are recorded on the OSHA 300 log.
- Employee training records are available for review.

## WRITTEN PROGRAMS

- A documented Hazard Communication Program exists and Safety Data Sheets (SDS) are accessible to employees.
- The confined space program, including procedures for obtaining permits and entering permit-required confined spaces, is documented.
- The lockout/tagout program is clearly written so employees know how to de-energize equipment.
- A written respiratory protection program lays out the rules of selecting, testing, wearing, storing, and cleaning this personal protective equipment (PPE).

## SAFETY AND HEALTH PROGRAM

- An active safety program exists for maintaining employee safety and health, and it's clear who is in charge of this program.

## EMPLOYER POSTING

- The mandatory OSHA Job Safety and Health Protection Poster is prominently displayed where employees can see it.
- Emergency phone numbers are clearly posted.

## FIRST AID

- Stocked first aid kits are available in all work areas. Someone is responsible for refilling these on a regular basis.
- Eyewash stations, sinks, and/or showers are available for flushing the eyes or skin after exposure to harmful substances.
- Employees have received appropriate first aid training and instructions about what to do in an emergency.

## **FIRE PROTECTION**

- The fire alarm system is certified and tested annually.
- All fire doors are clear from obstructions.
- Fire extinguishers of the appropriate type are mounted in accessible locations.
- Fire extinguishers are regularly recharged, and this is noted on the tag.

## **PERSONAL PROTECTIVE EQUIPMENT**

- Appropriate PPE such as face, head, eye, hand, and foot protection are available for employees who need to wear it to safely perform their jobs.
- Procedures exist for testing, storing, and cleaning of PPE.

## **GENERAL WORK ENVIRONMENT**

- The workplace is clean and sanitary.
- The workplace is organized—tripping hazards and other problems associated with a messy workplace do not exist.
- The minimum amount of restrooms is provided for employees.

## **WALKWAYS**

- All aisles are appropriately marked and unobstructed.
- Holes in the walking surface are covered or repaired so people can walk safely.
- Non-slip materials are used on wet surfaces to improve traction.
- Walkways that pass by moving equipment or other hazards are positioned so people won't be exposed to hazards.

## **EGRESS & EVACUATION**

- Exits are labeled with exit signs and illuminated so they're always visible.
- Enough exits exist so people can leave quickly during an emergency.
- All doors and routes that could be mistaken for exits are marked so people aren't confused about their purpose (e.g. "NOT AN EXIT" or "TO STORAGE ROOM").
- All exits are free from obstructions.

## **LADDERS**

- All ladders are in good condition and receive maintenance when needed.
- All employees have received training about how to safely use a ladder.

## **HAND TOOLS & POWER TOOLS**

- All tools used in the workplace are in good condition.
- Moving parts are guarded to prevent injury.
- Tools are stored in a secure, dry location.

## **MACHINE GUARDING**

- All machinery and equipment is regularly inspected and serviced as needed.
- Power shut-offs exist within reach of operators.
- Emergency stop buttons are red.

## **LOCKOUT/TAGOUT**

- Procedures require that all equipment is de-energized or disengaged and locked out during maintenance or cleaning.

## **WELDING & CUTTING**

- Compressed air gas cylinders are examined on a regular basis for leaks, rust, or defects.
- Signs clearly stating smoking, matches, and other ignition sources are not allowed are posted.
- PPE including eye protection, helmets, goggles, and hand shields meet standards.

## **COMPRESSORS/AIR RECEIVERS**

- Every receiver has a pressure gauge and at least one automatic safety valve.
- There is a current operating permit.

## **COMPRESSED GAS CYLINDERS**

- All cylinders are legibly labeled to identify their contents.

## **FORKLIFTS**

- Employees who operate forklifts have received proper training for the trucks they operate.
- Untrained employees are not allowed to operate forklifts.
- Forklifts are equipped with warning horns that can be heard above normal noise levels.
- Brakes can bring trucks to a complete stop even when the truck is fully loaded.

## **CONFINED SPACES**

- Permit-required confined spaces are only entered with the proper permit and according to the procedures of the confined space program.
- Regular tests of the atmosphere are performed before and while people are inside a confined space.
- An attendant is posted outside confined spaces while work is performed in case of an emergency.
- Respiratory protection is required if the atmosphere is unsafe.
- If an emergency occurs, responders only enter the confined space with respiratory protection and a lifeline.

## **ENVIRONMENTAL CONTROLS**

- All work areas have adequate lighting.
- Work areas have appropriate ventilation systems.
- Hazardous substances such as blood and infectious materials are identified.
- Water for drinking, cooking, and washing is potable.

## FLAMMABLE AND COMBUSTIBLE MATERIALS

- Proper storage containers and methods are used to prevent spontaneous combustion of materials.
- All combustible waste, debris, and scrap is stored in metal containers and removed from the worksite appropriately.

## HAZARD COMMUNICATION & HANDLING DANGEROUS SUBSTANCES

- Employees are trained so they understand hazards, can read SDSs and labels, and know how to safely handle chemicals such as acids, bases, caustics, etc.
- Employees who handle hazardous chemicals must wear appropriate PPE.
- There is a comprehensive list of hazardous substances used in the workplace and the corresponding SDS for each chemical.
- Employees are trained so they understand OSHA's blood borne pathogens standard.

## ELECTRICAL

- Electrical equipment is installed appropriately and receives regular maintenance.
- Necessary labels of electrical hazards are posted on equipment.
- Employees who will work on or near electrical equipment have received proper training.
- Temporary wiring such as flexible cords does not cause a tripping hazard.

## NOISE

- Noise levels in the workplace do not exceed 85 decibels.
- In locations where loud noises occur, employees wear hearing protection.

## PIPE IDENTIFICATION

- Outlets and taps attached to pipes with nonpotable water are marked as unsafe for drinking, washing, etc.
- Where colored painted bands or tapes are used on pipelines, they are spaced at appropriate intervals and at outlets, valves, and connection points.
- A color code is posted for pipes so employees can see what hazards pipes present.
- Names and name abbreviations are easily visible on pipe labels.

## TRANSPORTING EMPLOYEES

- Vehicles that transport employees have brakes, lamps, mirrors, horns, windshields, and turn signals and are in good condition.
- Vehicles have handrails, steps, and other devices to help employees mount or dismount.

This checklist is not exhaustive, but it will help you evaluate where you're at. For a more detailed list of specific safety items or areas of interest related to each topic, consult OSHA's Small Business Handbook.

[https://www.osha.gov/dcsp/compliance\\_assistance/quickstarts/general\\_industry/gi\\_step3.html](https://www.osha.gov/dcsp/compliance_assistance/quickstarts/general_industry/gi_step3.html)

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