

OSHA Checklist

OSHA compliance basics covering required programs, recordkeeping, postings and training.

Required Written Programs

- ☐ Confirm a hazard communication program is written and current.
- ☐ Verify an emergency action plan and fire prevention plan exist where required.
- ☐ Check that programs such as lockout/tagout and respiratory protection are documented where they apply.
Required programs depend on the hazards present in your workplace.
- ☐ Confirm a bloodborne pathogens exposure control plan exists if applicable.
- ☐ Verify each program names a responsible person and a review date.
- ☐ Check that written programs are accessible to affected employees.

Recordkeeping and 300 Logs

- ☐ Confirm recordable injuries and illnesses are entered on the OSHA 300 log.
- ☐ Verify each recordable case has a corresponding 301 incident report.
- ☐ Check the 300A summary is completed, certified and posted in the required window.
The 300A summary is typically posted February 1 through April 30.
- ☐ Confirm records are retained for the required period.
- ☐ Verify electronic submission is completed if your establishment is covered.

Postings and Notices

- ☐ Confirm the OSHA 'It's the Law' poster is displayed where employees can see it.
- ☐ Check that emergency and evacuation information is posted.
- ☐ Verify any required state-plan postings are displayed and current.
- ☐ Confirm employees know how to report a hazard or file a complaint.
- ☐ Check that postings are legible, not obstructed and up to date.

Training and Competency

- ☐ Confirm new employees receive required safety training before exposure.
- ☐ Verify hazard-specific training is delivered and documented.
- ☐ Check that refresher and retraining intervals are met.
- ☐ Confirm training is provided in a language employees understand.
OSHA expects training to be understandable to the workers receiving it.
- ☐ Verify training records include dates, topics and attendees.

Hazard Communication and Chemicals

- ☐ Confirm a current chemical inventory is maintained.
- ☐ Verify safety data sheets are available and accessible to employees.
- ☐ Check that containers are labeled per the GHS labeling system.
- ☐ Confirm employees are trained on chemical hazards and protective measures.
- ☐ Verify secondary containers are labeled and not left unmarked.

Inspections and Follow-Up

- ☐ Confirm routine self-inspections are scheduled and documented.
- ☐ Check that identified hazards are corrected and tracked to closure.
- ☐ Verify employees can report hazards without fear of retaliation.

- ☐ Confirm prior citations or corrective actions have been completed.
- ☐ Review the program after incidents, process changes or new regulations.
- ☐ Important: this is general guidance only and does not replace OSHA regulations, formal training or your employer's safety program; confirm requirements with a qualified person.