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.