

# OSHA Inspection Readiness Checklist

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Requirement	Notes / Action Required
<b>REQUIRED POSTINGS</b>	
■ OSHA 'Job Safety and Health — It's the Law' poster displayed where employees can see it	
■ OSHA 300A Summary posted Feb 1–Apr 30 (if recordkeeping required)	
■ Any OSHA citations posted at or near cited location until corrected	
■ Emergency exit signs illuminated and visible from all areas	
<b>WRITTEN PROGRAMS</b>	
■ Hazard Communication (HazCom) program — written and current	<i>Required if chemicals used</i>
■ Emergency Action Plan — written, reviewed with employees	
■ PPE Hazard Assessment — completed and certified in writing with signature	
■ Lockout/Tagout Energy Control Program (if equipment is serviced)	
■ Respiratory Protection Program (if respirators are used)	
■ Confined Space Entry Program (if permit-required spaces exist)	
<b>FALL PROTECTION (CONSTRUCTION)</b>	
■ Fall protection in place at all leading edges 6+ feet above lower level	
■ Guardrails, PFAS, or safety nets installed and in good condition	
■ Floor holes and openings covered, secured, and marked	
■ All workers trained on fall hazards — training documented	
■ Fall protection equipment inspected before each use	
<b>HAZARD COMMUNICATION</b>	
■ Written HazCom program on site and accessible	
■ Safety Data Sheet (SDS) for every chemical used or stored on site	
■ All chemical containers — including transfer containers — properly labeled	
■ Employees trained on HazCom — training documented	

## RECORDKEEPING

- OSHA 300 Log current — all recordable cases entered within 7 days *If 11+ employees*
- OSHA 300A signed by company executive and posted Feb 1–Apr 30
- OSHA 301 Incident Reports completed for each recordable case
- Records retained for 5 years from end of calendar year
- Severe injuries reported to OSHA: fatality within 8 hrs, amputation/hospitalization within 24 hrs

## PPE

- PPE hazard assessment completed and certified in writing
- Workers have and are using the correct PPE for their tasks
- PPE inspected regularly — damaged items removed from service
- Training documented for each type of PPE required

## TRAINING DOCUMENTATION

- Hazard communication training records on file for all exposed employees
- Fall protection training documented (if applicable)
- Lockout/Tagout training — authorized and affected employees
- Forklift operator training and evaluation on file (if applicable)
- Respiratory protection training and fit test records current
- Emergency action plan reviewed with all employees

## EQUIPMENT & FACILITY

- Machine guards in place on all equipment with moving parts
- Electrical panels accessible — 36-inch clearance maintained
- Aisles and egress routes clearly marked and unobstructed
- Fire extinguishers inspected, tagged, and accessible
- First aid kit stocked and accessible
- Eyewash station accessible within 10 seconds (if corrosives used)