

Safety Policies and Procedures

- Are your safety policies up-to-date with current OSHA/local regulations?
 - Have there been any regulatory changes since the beginning of the year?
 - Are your written procedures clear, accessible, and communicated to staff?
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Training Records

- Are all employee training records complete and current?
 - Have new hires completed required onboarding safety training?
 - Are there any employees due for refresher training or certifications?
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Incident Documentation

- Have all incidents, near-misses, and corrective actions been logged?
 - Are follow-up investigations completed and documented?
 - Are trends or recurring issues being tracked and addressed?
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Equipment and Facility Inspections

- Are inspection logs up-to-date for equipment, PPE, and facility areas?
 - Have all required inspections been completed?
 - e.g., fire extinguishers, emergency showers
 - Are documented maintenance issues being resolved quickly?
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Emergency Preparedness

- Are emergency action plans current and posted where needed?
 - Have evacuation drills been conducted and logged?
 - Are emergency contact lists and SDS sheets current and accessible?
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Signage and Communication

- Are safety signs, labels, and hazard warnings in good condition and visible?
 - Is your safety communication plan being followed?
 - e.g., toolbox talks, alert
 - Are employees aware of how to report hazards or concerns?
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Regulatory Reporting

- Are records being kept to legal retention requirements?
- Have all required reports been filed?
 - OSHA 300 logs, environmental permits

