Sample OSHA checklist for small businesses

Below is an excerpt of a self-inspection checklist for small businesses from the Occupational Safety and Health Administration (OSHA). The checklist isn’t considered all-inclusive, but is a good place to start for employers evaluating for compliance gaps. You should refer to OSHA standards for specific guidance that may apply to your work situation. (See story, p. 3.)

**Employer posting**

- Is the required OSHA Job Safety and Health Protection Poster displayed in a prominent location where all employees are likely to see it?
- Are emergency telephone numbers posted where they can be readily found in case of emergency?
- Where employees may be exposed to toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records and Material Safety Data Sheets (MSDSs) been posted or otherwise made readily available to affected employees?
- Are signs concerning exit routes, room capacities, floor loading, biohazards, exposures to x-ray, microwave, or other harmful radiation or substances posted where appropriate?
- Is the Summary of Work-Related Injuries and Illnesses (OSHA Form 300A) posted during the months of February, March and April?

**Recordkeeping**

- Are occupational injuries or illnesses, except minor injuries requiring only first aid, recorded as required on the OSHA 300 log?
- Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date and in compliance with current OSHA standards?
- Are employee training records kept and accessible for review by employees, as required by OSHA standards?
- Have arrangements been made to retain records for the time period required for each specific type of record? (Some records must be maintained for at least 40 years.)
- Are operating permits and records up-to-date for items such as elevators, air pressure tanks, liquefied petroleum gas tanks, etc.?

**Safety and health program**

- Do you have an active safety and health program in operation that includes general safety and health program elements as well as the management of hazards specific to your work site?
- Is one person clearly responsible for the safety and health program?
- Do you have a safety committee or group made up of management and labor representatives that meets regularly and reports in writing on its activities?
- Do you have a working procedure to handle in-house employee complaints regarding safety and health?
- Are your employees advised of efforts and accomplishments of the safety and health program made to ensure they will have a workplace that is safe and healthful?
- Have you considered incentives for employees or workgroups who excel in reducing workplace injury/illnesses?
Medical services and first aid

☐ Have all employees who are expected to respond to medical emergencies as part of their job responsibilities received first aid training; had hepatitis B vaccination made available to them; had appropriate training on procedures to protect them from bloodborne pathogens, including universal precautions; and have available and understand how to use appropriate PPE to protect against exposure to bloodborne diseases?*

*Pursuant to an OSHA memorandum of July 1, 1992, employees who render first aid only as a collateral duty do not have to be offered pre-exposure hepatitis B vaccine only if the employer includes and implements the following requirements in his/her exposure control plan: (1) the employer must record all first aid incidents involving the presence of blood or other potentially infectious materials before the end of the work shift during which the first aid incident occurred; (2) the employer must comply with post-exposure evaluation, prophylaxis and follow-up requirements of the Bloodborne Pathogens standard with respect to “exposure incidents,” as defined by the standard; (3) the employer must train designated first aid providers about the reporting procedure; (4) the employer must offer to initiate the hepatitis B vaccination series within 24 hours to all unvaccinated first aid providers who have rendered assistance in any situation involving the presence of blood or other potentially infectious materials.

☐ If employees have had an exposure incident involving bloodborne pathogens, was an immediate post-exposure medical evaluation and follow-up provided?

☐ Are medical personnel readily available for advice and consultation on matters of employees’ health?

☐ Are emergency phone numbers posted?

☐ Are fully supplied first aid kits easily accessible to each work area, periodically inspected and replenished as needed?

☐ Have first aid kits and supplies been approved by a physician, indicating that they are adequate for a particular area or operation?

☐ Is there an eye-wash station or sink available for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?

Fire protection

☐ Is your local fire department familiar with your facility, its location and specific hazards?

☐ If you have a fire alarm system, is it certified as required and tested annually?

☐ If you have interior standpipes and valves, are they inspected regularly?

☐ If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule?

☐ Are fire doors and shutters in good operating condition?

☐ Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?

☐ Are fire door and shutter fusible links in place?

☐ Are automatic sprinkler system water control valves, air and water pressure checked periodically as required?

☐ Is the maintenance of automatic sprinkler systems assigned to responsible persons or to a sprinkler contractor?

☐ Are sprinkler heads protected by metal guards if exposed to potential physical damage?

☐ Is proper clearance maintained below sprinkler heads?

☐ Are portable fire extinguishers provided in adequate number and type and mounted in readily accessible locations?

☐ Are fire extinguishers recharged regularly with this noted on the inspection tag?

☐ Are employees periodically instructed in the use of fire extinguishers and fire protection procedures?

The items above are an excerpt from the extensive OSHA checklist. View the full checklist online at: http://bit.ly/2f7BG05.

Source: Occupational Safety and Health Administration