

# OSHA Pre-Inspection Checklist

Compiled by SafetyBanners.Org and Safety Banners USA

When an OSHA inspection happens at your facility, you won't get a warning. The best way to prepare for an OSHA inspection is to have an active health and safety program with a safety coordinator or safety manager in charge who regularly assesses your OSHA inspection readiness.

The OSHA inspection preparation checklist below covers a wide range of safety topics that are frequently a part of typical OSHA inspection. This is not a complete list; however, this OSHA inspection preparation checklist will help you perform an OSHA pre-inspection assessment of your OSHA inspection readiness. If a topic doesn't apply to your facility, just skip it, and move on to the next one. Once you are finished, you'll have good sense of where your OSHA inspection readiness stands

Review Performed By: \_\_\_\_\_ Date: \_\_\_\_\_  
print your name

## COMPRESSED GAS CYLINDERS

- All cylinders are legibly labeled to identify their contents.

## COMPRESSORS/AIR RECEIVERS

- Every receiver has a pressure gauge and at least one automatic safety valve.
- There is a current operating permit.

## CONFINED SPACES

- Permit-required confined spaces are only entered with the proper permit and according to the procedures of the confined space program.
- Regular tests of the confined space atmosphere are performed before and while people are inside a confined space.
- An attendant is posted outside confined spaces while work is performed in case of an emergency.
- Respiratory protection is required if the atmosphere in the confined space is unsafe.
- If an emergency occurs, responders only enter the confined space with respiratory protection and a lifeline.

## EGRESS & EVACUATION

- Exits are labeled with exit signs and illuminated so they're always visible.
- Enough exits exist so people can leave quickly during an emergency.
- All doors and routes that could be mistaken for exits are marked so people aren't confused about their purpose (such as "NOT AN EXIT" or "TO STORAGE ROOM").
- All exits are free from obstructions.

## **ELECTRICAL**

- Electrical equipment is installed appropriately and receives regular maintenance.
- Necessary labels of electrical hazards are posted on equipment.
- Employees who work on or near electrical equipment have received proper training.
- Ensure temporary wiring such as flexible cords does not cause a tripping hazard.

## **EMPLOYER POSTING**

- The mandatory OSHA Job Safety and Health Protection Poster is prominently displayed where employees can see it.
- Emergency phone numbers are clearly posted.

## **ENVIRONMENTAL CONTROLS**

- All work areas have adequate lighting.
- Work areas have appropriate ventilation systems.
- Hazardous substances such as blood and infectious materials are identified.
- Water for drinking, cooking, and washing is potable

## **FIRE PROTECTION**

- The fire alarm system is certified and tested annually.
- All fire doors are clear from obstructions.
- Fire extinguishers of the appropriate type are mounted in accessible locations.
- Fire extinguishers are regularly recharged and is noted on the tag.

## **FIRST AID**

- Stocked first aid kits are available in all work areas. Someone is responsible for refilling these on a regular basis.
- Eyewash stations, sinks, and/or showers are available for flushing the eyes or skin after exposure to harmful substances.
- Employees have received appropriate first aid training and instructions about what to do in an emergency.

## **FLAMMABLE AND COMBUSTIBLE MATERIALS**

- Proper storage containers and methods are used to prevent spontaneous combustion of materials.
- All combustible waste, debris, and scrap is stored in metal containers and removed from the worksite appropriately.

## **FORKLIFTS**

- Employees who operate forklifts have received proper training for the fork trucks they operate.
- Untrained employees are not allowed to operate forklifts.
- Forklifts are equipped with warning horns that can be heard above normal noise levels.
- Forklifts have brakes that can bring trucks to a complete stop especially when the truck is fully loaded.

## **GENERAL WORK ENVIRONMENT**

- The workplace is clean and sanitary.
- The workplace is organized; tripping hazards and other problems associated with a messy workplace do not exist.
- The minimum number of restrooms is provided for employees.

## **HAZARD COMMUNICATION**

- Employees are trained so they understand hazards and can read SDSs and labels, plus know how to safely handle chemicals such as acids, bases, caustics, etc.
- Employees who handle hazardous chemicals must wear appropriate PPE.
- There is a comprehensive list of hazardous substances used in the workplace and the corresponding SDS for each chemical.
- Employees are trained so they understand OSHA's blood borne pathogens standard.

## **HAND TOOLS & POWER TOOLS**

- All tools used in the workplace are in good condition.
- Moving parts are guarded to prevent injury.
- Tools are stored in a secure, dry location.

## **LADDERS**

- All ladders are in good condition and receive maintenance when needed.
- All employees have received training about how to safely use a ladder.

## **LOCKOUT/TAGOUT**

- Procedures require that all equipment is de-energized or disengaged and locked out during maintenance or cleaning

## **MACHINE GUARDING**

- All machinery and equipment are regularly inspected and serviced as needed.
- Power shut offs are within reach of operators.
- Emergency stop buttons are red.

## **NOISE**

- Noise levels in the workplace do not exceed 85 decibels.
- In locations where loud noises occur, employees always wear hearing protection.

## **PERSONAL PROTECTIVE EQUIPMENT**

- Appropriate PPE such as face, head, eye, hand, and foot protection is available for employees who need to wear it to safely perform their jobs.
- Procedures exist for testing, storing, and cleaning of PPE.

## **PIPE IDENTIFICATION**

- Outlets and taps attached to pipes with non-portable water are marked as unsafe for drinking, washing, etc.
- When colored painted bands or tapes are used on pipelines, they are spaced at appropriate intervals and at outlets, valves, and connection points.
- A color code is posted for pipes so employees can see what hazards the pipes present.
- Names and name abbreviations are easily visible on pipe labels.

## **RECORD KEEPING**

- All injuries and illnesses, other than those only requiring first aid, are recorded in the OSHA 300 log.
- Employee training records are available for review.

## **SAFETY AND HEALTH PROGRAM**

- An active safety program exists for maintaining employee safety and health, and it's clear who oversees this program.

## **TRANSPORTING EMPLOYEES**

- Vehicles that transport employees have brakes, lamps, mirrors, horns, windshields, and turn signals and are in good working condition.
- Vehicles have handrails, steps, and other devices to help employees mount or dismount.

## **WALKWAYS**

- All aisles are appropriately marked and unobstructed.
- Holes in the walking surface are covered or repaired so people can walk safely.
- Non-slip materials are used on wet surfaces to improve traction.
- Walkways that pass by moving equipment or other hazards are positioned so people won't be exposed to hazards.

## **WELDING & CUTTING**

- Compressed air gas cylinders are examined on a regular basis for leaks, rust, or defects.
- Signs are posted clearly stating smoking, matches, and other ignition sources are not allowed.
- PPE including eye protection, helmets, goggles, and hand shields meet standards.

## **WRITTEN PROGRAMS**

- Documented Hazard Communication System exists, and all Safety Data Sheets are available to all employees.
- The lockout/tagout program is clearly written so employees know how to de-energize equipment.
- A written respiratory protection program exists that lays out the rules of selecting, testing, wearing, storing, and cleaning all personal protective equipment (PPE).

**A well-run quality safety program has nothing to fear from an OSHA inspection.**

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