



### OSHA Audit Checklist

### Status

- 1 Determine Reason For Visit
  - a) Routine Visit (SIC Code)
  - b) Employee Complaint
  - c) Serious Accident
- 2 Review Previous Inspection Results (penalties?)
  - a) Willful Violations?
  - b) Repeat Violations?
  - c) Industry Wide Citations?
- 3 Review OSHA Log 300
  - a) All inclusive
  - b) Up-to-date
  - c) Confirm recordability
- 4 Retrieve copy of OSHA 300A Posting
  - a) Was it posted for required time period?
- 5 Review Employee Training Records
  - a) No signature, it didn't happen!
  - b) All required training completed?
  - c) Curriculums available?
- 6 Review Written Programs
  - a) All topics written & available?
  - b) Are plans up-to-date?
- 7 Review Previous Accident Reports
  - a) Typically will ask for "last 3 years"
- 8 Discussion(s) with Union Representatives
  - a) Can be your ally. . .
  - b) Can be your demise!
- 9 Plant Tour / Walk Around Inspection
  - a) Decide who should accompany the C/O.
- 10 Industrial Hygiene Testing / Reports?
  - a) Retrieve any previous I/H studies
- 11 Personal Protective Equipment
  - a) Available?
  - b) Used Appropriately?
  - c) Enforced?
- 12 Machine Guarding
- 13 Lock-Out / Tag Out Program Review
- 14 PR/CS Program Review
- 15 Housekeeping Practices
- 16 Other: \_\_\_\_\_
- 17 Other: \_\_\_\_\_
- 18 Other: \_\_\_\_\_
- 19 Other: \_\_\_\_\_
- 20 Other: \_\_\_\_\_
- 21 Other: \_\_\_\_\_
- 22 Other: \_\_\_\_\_