

# Workplace Safety and Compliance Checklist

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This document is designed to help businesses perform a high-level evaluation of their workplace safety and compliance programs. It is a self-paced assessment based on current OSHA regulations, and best practice recommendations.

## Directions

Simply read through the checklist and mark your answer to each question. If your answer is 'yes' to a question please click the check box. If you answer "no" or "don't know" to a question, leave it blank and make a note. There may be gaps in this area that require further evaluation.

For a more detailed review of your safety program, Safety Services Company offers a FREE consultation with one of our certified safety advisors.

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## Injury & Illness Prevention Program (IIPP)

Do you have a written injury and illness prevention program?

Are workplace hazards identified proactively?

Do you have a documented training program and records of training completed?

## Fall Protection

Are employees working at heights 6 feet or greater (10 feet or greater if on scaffolding), trained in fall protection/prevention?

Is the Fall Protection Plan process followed for each fall scenario?

Are your Fall Protection systems engineered by a “Qualified Person”?

Are all floor openings guarded?

Have users of fall protection PPE, systems and equipment completed training with a “Competent Person”?

Are drop/falling object protection plans in place?

## Stairs & Ladders

Have stairway requirements for all measurements been met for landings, guardrails, toe boards, rise and run, and tread depth?

Are unprotected openings such as stair landings guarded?

Can all ladders support their loads without failure?

Are ladders inspected prior to use?



## Scaffolding

Has scaffolding direction and guidance been documented?

Has scaffolding been engineered to support (4) times the intended load?

Has scaffold been designed by a qualified person?

Are scaffolds inspected by a "Competent Person"?

Is each platform planked and decked as fully as possible?

Can scaffold guard railing withstand 200lbs of force?

Are toe boards capable of withstanding 50lbs of force?

## Electrical Safety

Do you have a documented electrical safety program with instruction on controlling of energy?

Have all authorized and affected employees been trained in "Lock Out/Tag Out"?

Does your energized work follow the direction of NFPA 70e?

Are all electrical equipment & systems on a maintenance program such as NFPA 70b?



## Trenching & Excavations

Is all trenching, shoring and excavation work documented in a trenching & excavations policy?

Are your trenching, shoring and excavation operations overseen by a "Competent Person"?

Are daily Inspections performed by a "Competent Person"?

Do all excavations have cave in protection by shoring or shielding?

Are all those who work in a trench trained in trenching, shoring and excavation?

## Motor Vehicle Safety & Highway Work Zones

Do you have a driver safety policy in place, and are drivers trained on the policy?

Are all operators of motor vehicles trained and licensed for the class of vehicle driven?

Do you follow OSHA Maritime and Agriculture Regs as well as Federal Motor Carrier regulations for operation of Motor Vehicles?

Do you implement traffic control zones and train workers on how to operate them?

Do workers wear high visibility clothing in highway work zones?

Are workers trained on the use of signs, signals and barricades?







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