

Workplace Safety and Compliance Checklist

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?

Hazard Communication (HAZCOM)

Have you developed a written Hazard Communication program?

If you have chemical inventory, is it documented?

Have you clearly identified hazardous chemicals by labeling all containers?

Are Safety Data Sheets for chemicals (or materials/substances) readily available?

Is your workforce trained in the globally harmonized system of identification and classification as part of a Hazard Communications plan?

Emergency Action Plan (EAP)

Do you have a documented emergency action plan with responses and responsibilities for all possible emergency and disaster scenarios including fire with an evacuation plan?

Do you provide training for employees on the emergency action plan?

Are fire code requirements met?

Are workers trained in the use of fire extinguishers, first aid and CPR?



Fall Protection/Walking & Working Surfaces

Are employees working at heights 4 feet or greater trained in fall prevention/protection?

Do you have a documented fall protection plan?

Are walking and working surfaces addressed in your fall protection plan?

Medical & First Aid

Are medical screenings performed for health programs that require them?

Is medical surveillance in place for workers who require it (ie. respirator users)?

Are one or more employees trained in First Aid, CPR/AED?

Personal Protective Equipment (PPE)

Do you have a documented PPE plan?

Are PPE assessments for all work areas/tasks been performed and documented?

Has each user of PPE been trained on its use and care?





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