



AUDIT CHECKLIST

Essential checklists for OSHA
General Industry workplace safety.

To get started, take a look at your compliance checklist,
find the gaps, and start putting together a strategy that
helps your company achieve compliance.

QUICK CHECKLISTS

In this section, you will find numerous checklists to help you locate potentially unsafe conditions in your work area. These checklists are not all-inclusive. You should add to them, modify, or delete items that do not apply to your work area.

You should refer to OSHA standards or to your safety department for specific guidance that may apply to your work situation.

CHEMICALS

- ☐ Containers labeled with contents
- ☐ Containers in good condition - no leaks or residue
- ☐ Employees aware of potential hazards
- ☐ SDSs available for all hazardous chemicals
- ☐ Employees trained in safe use
- ☐ Eyewashes/showers in areas where corrosives are present
 - ☐ Within 10-second travel distance
- ☐ PPE available and used where needed
- ☐ Containers closed when not in used
- ☐ Spill equipment available
- ☐ Emergency procedures in place and communicated
- ☐ Permissible exposure limits observed
- ☐ Adequate ventilation
- ☐ _____
- ☐ _____

FLAMMABLES / COMBUSTIBLES

- ☐ Employees trained on hazards, safe practices
- ☐ Inventory appropriate to workload
- ☐ Quantities within acceptable limits
- ☐ Containers closed - stored in fireproof storage containers when not in use
- ☐ Safety cans approved
- ☐ Stored only with compatible chemicals
- ☐ Stored where vapors cannot collect
- ☐ Away from electrical motors, ignition sources
- ☐ Containers labeled
 - ☐ Expiration dates observed

FLAMMABLES / COMBUSTIBLES (CONT.)

- ☐ Bonding/grounding provisions for transfers
- ☐ Fire extinguishers selected and provided for the types of materials in the areas where they are to be used:
 - ☐ Class A - Ordinary combustible material fires
 - ☐ Class B - Flammable liquid, gas, or grease fires
 - ☐ Class C - Energized-electrical equipment fires
- ☐ Spill cleanup procedures/kits
- ☐ "NO SMOKING" signs where appropriate

COMPRESSED GAS CYLINDERS

- ☐ Conditions OK
 - ☐ No leaks
 - ☐ Valves OK
 - ☐ Safety devices OK
 - ☐ No signs of wear
 - ☐ No heat/fire damage
 - ☐ No rusting/corrosion
- ☐ Handling practices safe
 - ☐ Securely fastened on special hand trucks
 - ☐ Upright as possible
 - ☐ No dragging or rolling
 - ☐ No magnets for lifting
- ☐ Stored properly
 - ☐ Upright
 - ☐ Grouped by hazard class
 - ☐ Safe, dry, ventilated area
 - ☐ Relief device in direct contact with cylinder vapor space
 - ☐ Oxygen cylinders at least 20 feet from flammables/combustibles or separated by 5 foot fire barrier

- ☐ _____
- ☐ _____
- ☐ _____

CRANES (OVERHEAD)

- ☐ Operators qualified/trained
- ☐ Manufacturer's guidelines followed
- ☐ Brakes working properly
- ☐ Control markings match actual motion
- ☐ Stopping distances normal
- ☐ Hooks not damaged
- ☐ Hook latches function properly
- ☐ Wire ropes not damaged and in proper location
- ☐ Hoist chains not damaged
- ☐ Hoist chains in proper location
- ☐ Limit switches functioning properly
- ☐ No oil leaks
- ☐ No unusual sounds
- ☐ Warning and safety labels present and legible
- ☐ Housekeeping and lighting adequate
- ☐ Frequent/periodic inspections conducted
- ☐ _____
- ☐ _____
- ☐ _____

Hoists

- ☐ Limit device to stop hook at highest and lowest point of safe travel
- ☐ Rated load marked and visible to operator
- ☐ Stops provided for trolley hoists
- ☐ Controls plainly marked
- ☐ Hoist ropes in sheave grooves
- ☐ Guards provided for nip and contact points
- ☐ Slings in good condition
- ☐ No loads carried above people
- ☐ Warning and safety labels present and legible
- ☐ Housekeeping and lighting adequate
- ☐ Frequent/periodic inspections conducted
- ☐ _____
- ☐ _____
- ☐ _____

ELECTRICAL

- ☐ Components in good shape
 - ☐ Appliance ground wires
 - ☐ Bonding straps
 - ☐ Cords
 - ☐ Plugs
- ☐ Extension cords OK
 - ☐ No broken plugs
 - ☐ No missing ground prongs
 - ☐ No exposed or chafed wiring
 - ☐ NOT used as permanent wiring
- ☐ Circuit breaker panels and equipment disconnects appropriately marked
- ☐ Only approved equipment (e.g., UL approved) used
- ☐ Power strips used per manufacturer's instructions
- ☐ Employees trained adequately
- ☐ Lockout/tagout not interfered with
- ☐ Only "qualified" persons allowed to work on live electrical components
 - ☐ PPE used
- ☐ _____
- ☐ _____
- ☐ _____

ERGONOMICS

- ☐ Task requirements visible from comfortable positions
- ☐ Armrests and footrests provided where needed
- ☐ Cushioned floor mats provided for long periods of standing
- ☐ Mechanical aids and equipment provided where feasible
- ☐ Clothing and PPE fitted appropriately
- ☐ Wrist supports present at computer workstations
- ☐ Working space allows for a full range of work movements
- ☐ No pressure to hands/arms from sharp edges on work surfaces
- ☐ Work flow properly organized
- ☐ Work surface height proper and adjustable
- ☐ Twisting or bending at waist limited
- ☐ Reaching above shoulder minimized
- ☐ Extension of the arms limited

ERGONOMICS (CONT.)

- ☐ Bending or twisting limited
- ☐ Elevation of elbows minimized
- ☐ Chairs/stools adjustable and suited to the task
- ☐ _____
- ☐ _____
- ☐ _____

Computer Workstations

- ☐ Seat width and depth OK
- ☐ Seat cushioned and rounded
- ☐ Armrests do not interfere with work
- ☐ Keyboard/input device platform(s) stable
- ☐ Mouse location OK
- ☐ No sharp edges
- ☐ Monitor adjustable
- ☐ No glare
- ☐ Sufficient clearance under workstation
- ☐ _____
- ☐ _____
- ☐ _____

EYEWASHES

- ☐ Provided in areas where corrosives exposure present
- ☐ Located within 10 seconds from hazard
- ☐ Nozzles 33-45 inches from floor
- ☐ Minimum capacity - 1.5 liters per minute for 15 minutes
- ☐ Nozzles protected from contaminants by covers
- ☐ Any nozzle covers do not require extra step beyond activation of unit
- ☐ Squeeze bottles used only in **addition** to regular eyewashes, **not** as a substitute
- ☐ Visually checked/tested weekly
- ☐ _____
- ☐ _____
- ☐ _____

FIRE EXTINGUISHERS

- ☐ In designated place
- ☐ Clearly visible
- ☐ Not blocked or covered
- ☐ Nameplate with operating instructions legible and facing outward
- ☐ Pressure gauge showing a full charge
- ☐ Pin and tamper seal intact
- ☐ Good condition, no signs of damage, corrosion, or leakage
- ☐ Used only by trained individuals
- ☐ Correct Class for conditions
 - Class A - Paper, cloth, wood, rubber many plastics
 - Class B - Flammable and combustible liquids and gases
 - Class C- Electrical
 - Class D - Combustible metals - magnesium, titanium, etc.
 - Class K - Kitchen fires
- ☐ Travel distance to extinguisher OK
 - Class A - 75 feet or less
 - Class B - 50 feet or less
 - Class C - Based on pattern for existing Class A or B
 - Class D - 75 feet or less
- ☐ _____
- ☐ _____
- ☐ _____

FORKLIFTS

- ☐ Only operated by trained individuals
 - ☐ Evaluated at least once every three years
- ☐ Operating rules posted and enforced
- ☐ Overhead protection provided on high lift riders
- ☐ Directional lighting provided where needed
- ☐ Warning horn, whistle, gong, or other similar device on equipment
- ☐ Brakes in good shape
- ☐ Approved for location (e.g., for flammable atmospheres)
- ☐ Hoses in good condition
- ☐ Wiring in good condition
- ☐ Lifting arms lubricated
- ☐ Oil and coolant levels adequate
- ☐ Air cleaner OK

FORKLIFTS (CONT.)

- ☐ Belts in good shape
- ☐ Battery in good shape
- ☐ Tires inflated properly, good shape
- ☐ Headlights/reflectors OK
- ☐ Washer solution adequate
- ☐ Chains, cables in good shape
- ☐ Forks in good shape, no excessive wear
- ☐ Equipment clean
- ☐ Seat-belts in good condition
 - ☐ Used where provided
- ☐ Gauges and signals working
- ☐ Steering OK
- ☐ Lift and tilt system working properly
- ☐ Rated capacities observed
- ☐ Adequate ventilation in area
- ☐ Docks/bridge-plates adequate
 - ☐ Used when transferring materials between docks and trucks
 - ☐ Secured
- ☐ _____
- ☐ _____
- ☐ _____

HAZARD COMMUNICATION

- ☐ SDS for each hazardous substance
 - ☐ Readily available
- ☐ Each container for a hazardous substance labeled
 - ☐ Labels not smeared
 - ☐ Portable containers labeled unless to be used up by an individual on 1 shift
 - ☐ Product identity
 - ☐ Hazard warning
- ☐ Employees trained on hazardous substances
 - ☐ Explanation of SDS
 - ☐ Where SDS located
 - ☐ Labeling systems
 - ☐ Health/physical hazards
- ☐ _____
- ☐ _____

HAZARDOUS WASTE

- ☐ Containers OK
 - ☐ Approved (Meets DOT requirements)
 - ☐ In good condition
 - ☐ Compatible with waste material
 - ☐ Marked with date accumulation began
 - ☐ Marked with "Hazardous Waste"
 - ☐ Separated from incompatible containers
- ☐ Storage areas OK
 - ☐ Weekly inspections conducted
 - ☐ Satellite accumulation within limits
 - Less than 55 gallons (or less than 1 quart for acutely toxic waste)
 - ☐ Emergency response information posted
 - ☐ Emergency equipment available
- ☐ Employees trained
- ☐ _____
- ☐ _____
- ☐ _____

HOUSEKEEPING

- ☐ No trip hazards (e.g., extension cords, clutter)
- ☐ Mats, grating, etc., used where drainage is needed
- ☐ Tools returned to proper locations
- ☐ Work areas clean
- ☐ Sufficient waste cans provided
- ☐ Work surfaces kept dry
- ☐ Scrap and debris piled neatly
- ☐ Compressed air prohibited to clean employees' clothing or bodies
- ☐ Compressed air for work surface cleaning under 30 p.s.i.
- ☐ Lighting adequate (e.g., burned out bulbs replaced)
- ☐ _____
- ☐ _____
- ☐ _____

LADDERS (PORTABLE)

- ☐ Good condition
- ☐ Rungs and steps intact
- ☐ Duty rating (capacity) posted
- ☐ Joints between steps and side rails tight
- ☐ Hardware and fittings securely attached
- ☐ Move-able parts operating freely
- ☐ Non-slip safety feet provided as appropriate
- ☐ Rungs and steps free of grease and oil
- ☐ No doors opening toward ladder
- ☐ Ladders on firm surface
- ☐ No "additional height" measures used
- ☐ Employees face ladder when ascending or descending
- ☐ Top step of ordinary stepladders not used as a step
- ☐ Portable rung ladders extend at least 3 feet above the elevated surface
- ☐ Base secured
- ☐ Portable metal ladders marked with electrical warning
- ☐ Rungs of ladders uniformly spaced at 12 inches center to center
- ☐ Locks/braces engaged before climbing
- ☐ _____
- ☐ _____
- ☐ _____

MACHINE GUARDING

- ☐ Guards OK
 - ☐ Secured and in place
 - ☐ No point of operation hazards
 - ☐ Ingoing nip points guarded
 - ☐ No hazards from rotating parts
 - ☐ No flying chips/spark hazards
 - ☐ Moving chains and gears guarded
- ☐ Machinery condition OK
 - ☐ Clean and properly maintained
 - ☐ Sufficient clearance around machine
 - ☐ Securely placed and anchored
 - ☐ No excessive vibration

MACHINE GUARDING (CONT.)

- ☐ Controls OK
 - ☐ Within operator's reach
 - ☐ Foot-operated switches guarded
 - ☐ Identified
 - ☐ Emergency stop controls colored red
- ☐ Operations safe
 - ☐ Necessary PPE being worn
 - ☐ No loose clothing/jewelry around machine
 - ☐ Special hand tools used where appropriate

- ☐ _____
- ☐ _____
- ☐ _____

MEDICAL/FIRST AID

- ☐ First aid kits easily accessible and complete
- ☐ Persons trained in first aid on each shift, unless near medical facility
- ☐ Eyewash and/or shower station available for corrosives exposure
 - ☐ Located within 10 seconds of hazard
 - ☐ Visually checked/tested weekly
- ☐ Proper containers for blood-borne pathogen disposal
 - ☐ Employees trained where exposure reasonably anticipated

- ☐ _____
- ☐ _____
- ☐ _____

PERSONAL PROTECTIVE EQUIPMENT & CLOTHING

- ☐ Appropriate for the job
- ☐ Properly fitted
- ☐ Sanitary and ready for use
- ☐ Not damaged

- ☐ _____
- ☐ _____
- ☐ _____

PERSONAL PROTECTIVE EQUIPMENT & CLOTHING (CONT.)

Eye Protection

- ☐ ANSI 287.1 mark present
- ☐ In good condition
 - ☐ Lenses not chipped, scratched, or scraped
- ☐ Clean and sanitary
- ☐ Appropriate for task
- ☐ _____
- ☐ _____
- ☐ _____

Foot Protection

- ☐ ANSI 241 (or ASTM F 2412-05 and F 2413-05) mark present
- ☐ In good condition
 - ☐ Uppers not scuffed, cracked, or lacerated
 - ☐ No signs of separation between soles and uppers
 - ☐ No holes or cracks in soles or heels
 - ☐ Appropriate for conditions
- ☐ _____
- ☐ _____
- ☐ _____

Gloves

- ☐ Appropriate for task
- ☐ Proper fit
- ☐ In good condition
 - ☐ No cracks, scrapes, or lacerations
 - ☐ No thinning or discoloration
 - ☐ No break through to the skin
- ☐ _____
- ☐ _____
- ☐ _____

Head Protection (Hard Hats)

- ☐ ANSI Z89.1 mark present
- ☐ In good condition

PERSONAL PROTECTIVE EQUIPMENT & CLOTHING (CONT.)

- ☐ Suspension systems not cracked, torn, frayed, deteriorated
- ☐ Brims or shells not deformed, cracked, or perforated
- ☐ No flaking, chalking, or loss of surface gloss
- ☐ Appropriate type for conditions
 - Type I - Top of the head exposure
 - Type II - Of center blows
- ☐ Appropriate class for conditions
 - Class G - Low voltage conductors
 - Class E - High voltage
 - Class C - No electrical protection
- ☐ Stored away from sunlight and heat
- ☐ Care taken when marking/decorating Class G or E helmets
 - ☐ No holes
 - ☐ Get manufacturer authorization for metallic based markers
- ☐ _____
- ☐ _____
- ☐ _____

Hearing Protection

- ☐ Protection worn where needed (Check with safety professional)
- ☐ In good condition
- ☐ Properly fitted and worn
- ☐ Appropriate for environment
- ☐ Employees in high noise areas given periodic audiometric testing
- ☐ _____
- ☐ _____
- ☐ _____

Respiratory Protection

- ☐ In good condition
- ☐ Adequately cleaned and disinfected (§1910.134 Appendix B)
- ☐ Used only by qualified (medically, fit tested, trained, etc.) employees
- ☐ MOSH approved for conditions (Check with your safety manager)
- ☐ _____
- ☐ _____
- ☐ _____



SLINGS

- ☐ Good condition - no wear or damage
- ☐ Labels and capacities visible
- ☐ Original length
- ☐ No kinks
- ☐ Loads at or below the rated capacities
- ☐ Securely attached to their loads
- ☐ Padded or protected from the sharp edges of loads
- ☐ Suspended loads kept clear of all obstructions
- ☐ Employees clear of loads to be lifted and suspended
- ☐ _____
- ☐ _____
- ☐ _____

TOOLS (HAND TOOLS)

- ☐ In good condition (no bends, cracks, splinters, etc.)
- ☐ No mushroomed heads
- ☐ No broken or fractured handles
- ☐ Handles wedged tightly into tool heads
- ☐ Cutting edges kept sharp
- ☐ Proper storage (dry, secure location) used
- ☐ Eye/face protection when flying materials or breakage could occur
- ☐ _____
- ☐ _____
- ☐ _____

Portable Power Tools

- ☐ Appropriate safety guards in place
 - ☐ Point of operation, moving parts, belts, sprockets, etc.
- ☐ Manufacturer's operating instructions followed
- ☐ Electric tools in good condition
 - ☐ Suitable for location
 - ☐ GFCIs used where appropriate
- ☐ Portable fans guarded
 - ☐ No opening greater than ½ inch
- ☐ _____
- ☐ _____
- ☐ _____



WALKWAYS

- ☐ Clear and marked as appropriate
- ☐ In good condition (e.g., holes repaired or covered)
- ☐ Wet surfaces covered/cleaned-up
- ☐ Safe clearance near mechanical handling equipment
- ☐ No sharp projections in aisles
- ☐ Changes of elevations identifiable
- ☐ Away from hazards (e.g., moving machinery, welding operations)
- ☐ Adequate headroom
- ☐ _____
- ☐ _____
- ☐ _____

What's Next?

For over 30 years, iSi has been helping customers move along this compliance journey faster. That's why you can't use just one tactic or an ongoing series of unfocused compliance efforts.

You need a plan that addresses every stage of the compliance journey. And you need to think in terms of optimizing that journey. What's next? Giving us a call.

