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## OSHA COMPLIANCE AUDIT

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## OSHA Program Self-Assessment Checklist

**Name and title of person completing:**

**Date:**

The following checklist is based on requirements of OSHA Standards 1910. Please consult the Standards for specific requirements at [www.osha.gov/law-regs.html](http://www.osha.gov/law-regs.html).

### Recordkeeping (1904)

Factors	Yes	No	Comments, follow-up action and recommendations
<p>If you have over 10 employees, you must keep an OSHA 300 log (injury log) and individual accident records.</p> <p>OSHA Injury Recordkeeping— 300 Log</p> <ul style="list-style-type: none"> <li>• 300 Log- 6 days to log reportable</li> <li>• 301/or WC Form for recordable</li> <li>• 2/1-3/1 posting</li> <li>• Retained for 5 years</li> <li>• 48 HR to OSHA (fatal/&gt;5 hospitalized</li> <li>• Accident Investigation procedure — completed timely and thoroughly</li> <li>• Signed by senior management</li> </ul> <p style="color: #A52A2A;">Documentation:</p> <ul style="list-style-type: none"> <li>• OSHA 300 log and 301 forms— 5 yrs</li> </ul>			
<p style="color: #A52A2A;">Recommendation:</p> <ul style="list-style-type: none"> <li>• Complete and maintain an OSHA 300 log for the last 5 years</li> </ul>			
<p style="color: #A52A2A;">Average fine per occurrence = \$215</p>			

### Walking/Working Surfaces Sub Part D 1910.21-30

Factors	Yes	No	Comments, follow-up action and recommendations
<p>Survey your facility for the following on-site factors, such as:</p> <ul style="list-style-type: none"> <li>• Wet/Slippery floors</li> <li>• Stairs where needed</li> <li>• Ladders in good condition</li> <li>• Fixed ladder fall protection (cage) over 25 ft.</li> <li>• Dockboards are working properly</li> <li>• Railing on stairs (4 risers)</li> <li>• No walking/work on top of scrap piles</li> </ul>			
<p style="color: #A52A2A;">Documentation:</p> <p>None</p>			
<p style="color: #A52A2A;">Recommendations:</p> <p>None</p>			
<p style="color: #A52A2A;">Average fine per occurrence = \$1,403</p>			

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## Emergency/Fire Sub Part 1910.33 - 39 & L 1910.155 - 165

Factors	Yes	No	Comments, follow-up action and recommendations
<p>You must have a written Emergency Plan including:</p> <ul style="list-style-type: none"> <li>• A written plan (fire, weather, evacuation, other)               <ul style="list-style-type: none"> <li>• A rescue plan</li> <li>• Reporting/alarms</li> <li>• Hazards designations</li> <li>• Annual review of Plan with employees</li> <li>• Unannounced drills</li> </ul> </li> <li>• Life Safety (NFPA 101) is adequate because it provides for:               <ul style="list-style-type: none"> <li>• no blocked exit</li> <li>• exit signs</li> <li>• emergency lighting</li> <li>• maintenance of exits/doors</li> </ul> </li> </ul> <p style="color: red;">Documentation:</p> <p>Written Emergency Plan/Fire Plan Drill logs Inspection records</p>			
<p>Do you have a Fire Hazard Control Plan?</p> <ul style="list-style-type: none"> <li>• List of fire hazards/controls</li> <li>• Hot Work (cutting) Procedures</li> <li>• Controls for Cutting/emptying fuel tanks/barrels</li> </ul> <p style="color: red;">Documentation:</p> <p>Hot Work Program and Training</p>			
<p>If you have a sprinkler system does a trained person inspect and maintains system:</p> <ul style="list-style-type: none"> <li>• Sprinkler (2" drain) —</li> <li>• Inspectors Test -</li> <li>• Pump —</li> <li>• Valves open—</li> </ul> <p style="color: red;">Documentation:</p> <p>Records of inspections.</p>			
<p>Fire Extinguishers</p> <ul style="list-style-type: none"> <li>• Do you have adequate fire extinguisher and are they mounted/visible?</li> <li>• Do you provide annual employee training (if Fire ext. available)</li> </ul> <p style="color: red;">Documentation:</p> <p>Training Records</p>			
<p style="color: red;">Recommendations:</p> <p>None</p>			
<p style="color: red;">Average fine per occurrence = \$855 - 924</p>			

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## Powered Platforms Sub Part F 1910.67

Factors	Yes	No	Comments, follow-up action and recommendations
<p>If you use vehicle-mounted powered platforms (boom lifts, etc.) you must provide:</p> <ul style="list-style-type: none"> <li>• Employee training on use.</li> <li>• Adequate construction and maintenance</li> <li>• Fall restraint worn (boom lifts)</li> <li>• Employee operation evaluation</li> </ul> <p><b>Documentation:</b> Training records</p> <p><b>Recommendations:</b> None</p> <p><b>Average fine per occurrence = \$2,725</b></p>			

## Occupational Noise Exposure Sub Part G 1910.95

Factors	Yes	No	Comments, follow-up action and recommendations
<p>If you have jobs that expose employees to noise over 85 dBA over an 8-hour average period, you need a Hearing Conservation Program that:</p> <ul style="list-style-type: none"> <li>• Documents noise levels &amp; includes a written program (recent if new processes or equipment)</li> <li>• Provide annual and pre-employment audiometric testing if over 85dBA TWA</li> <li>• Provide employee training annually</li> <li>• Ensures hearing protection (required over 90dBA) is worn correctly</li> <li>• Considers feasibility of engineering controls for noise</li> </ul> <p><b>Documentation:</b> Training records Written program Sound level measurements Audiometric test records</p> <p><b>Recommendations:</b> None</p> <p><b>Average fine per occurrence = \$1,369</b></p>			

## Ventilation Subpart G 1910.94

Factors	Yes	No	Comments, follow-up action and recommendations
<p>If you do abrasive blasting, spray finishing, etc., you need ventilation systems that:</p> <ul style="list-style-type: none"> <li>• are adequate for exposure</li> <li>• have adequate system flow and face velocity</li> <li>• are maintained</li> </ul> <p><b>Documentation:</b> Maintenance Records Ventilation Measurements</p>			
<p><b>Recommendations:</b> None provided</p>			
<p>Average fine per occurrence = Unknown</p>			

## Hazardous Materials Subpart H 1910.101-126

Factors	Yes	No	Comments, follow-up action and recommendations
Hazardous materials on-site must be controlled: <ul style="list-style-type: none"> <li>• Compressed gas cylinders must be secured/stored properly (flammables and O<sub>2</sub> separated)</li> <li>• Flammable liquids must be stored properly (NFPA)</li> <li>• Spray booths must be constructed/used properly (NFPA)</li> <li>• LP gas must be stored and used correctly</li> <li>• Only trained and qualified personnel should handle hazardous materials</li> </ul> <b style="color: #C00000;">Documentation:</b> Fire systems maintenance and Training records			
Hot Work Procedures (cutting fuel tanks, etc.) <ul style="list-style-type: none"> <li>• Employees must be trained on Torch cutting/chop saw use</li> </ul>			
Hazardous Waste Operations and Emergency Response Necessary if: <ul style="list-style-type: none"> <li>• facility stores or treats hazardous waste</li> <li>• facility has or needs emergency spill response for hazardous chemicals? If yes = 1910.120 applies</li> </ul>			
Review of flammable liquid storage (1910.106(e)). <ul style="list-style-type: none"> <li>• Tanks/Containers must be NFPA and DOT approved</li> <li>• Max gasoline storage inside containers is 25 gallons (unless in approved cabinets)</li> </ul>			
<b style="color: #C00000;">Recommendations:</b> None provided			
<b style="color: #C00000;">Average fine per occurrence = \$1,664</b>			

## Personal Protective Equipment (PPE) Subpart I 1910.132-138

Factors	Yes	No	Comments, follow-up action and recommendations
You must have: <ul style="list-style-type: none"> <li>• PPE Provided by employer or determined adequate</li> <li>• Sanitary &amp; reliable</li> <li>• PE Employee training and competence in use</li> </ul> <b>Documentation:</b> Written analysis			
Eyewash stations must be available near corrosives: 1910.157 <ul style="list-style-type: none"> <li>• Suitable eyewash/flush must be provided (see ANSI std.)</li> <li>• Eye wash is sanitary. Bottles must be kept up to date.</li> <li>• Near corrosives/injurious chemicals (not blocked)</li> </ul>			
Fall protection (PFAS) if needed for working at heights (over 6 ft.). <ul style="list-style-type: none"> <li>• Protection must be adequate</li> <li>• Employee training must occur</li> </ul>			
Employees should wear high visibility reflective vests when working around equipment or vehicle traffic.			
<b>Recommendations:</b> None provided			
<b>Average fine per occurrence = \$792</b>			

## Respiratory Protection 1910.134

Factors	Yes	No	Comments, follow-up action and recommendations
If your employees wear respirators you must provide a: <ul style="list-style-type: none"> <li>• Written Program including job evaluations</li> <li>• Quantitative measurements of air contaminant hazards</li> <li>• Annual Employee Training.</li> <li>• Annual Fit Testing &amp; Selection</li> </ul>			
<b>Documentation:</b> IH test results Medical determination Annual Training records Annual Fit Test records			
<b>Recommendations:</b> None Required			
<b>Average fine per occurrence = \$691</b>			

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## Confined Space 1910.146

Factors	Yes	No	Comments, follow-up action and recommendations
<p>If Confined Spaces (tanks, work in vessels) are entered, you must:</p> <ul style="list-style-type: none"> <li>• Determine entry requirements and have a written program</li> <li>• Evaluate criteria of space/opening</li> <li>• Label Spaces - Sign/lock opening</li> <li>• Test atmosphere</li> <li>• Provide or Permit entry only</li> <li>• Designate rescue crew or verify local availability</li> <li>• Training of employees</li> </ul> <p><b>Documentation:</b></p> <ul style="list-style-type: none"> <li>• Written program</li> <li>• Entry Forms</li> <li>• Training records</li> </ul>			
<p><b>Recommendations:</b> None</p>			
<p><b>Average fine per occurrence = \$3,761</b></p>			

## Lockout/Tagout 1910.147

Factors	Yes	No	Comments, follow-up action and recommendations
<p>Employees working on equipment or electrical systems must use Lockout/Tagout and you need to have:</p> <ul style="list-style-type: none"> <li>• A Written Program</li> <li>• Machine-Specific Procedures</li> <li>• Employee Training (Authorized and Affected)</li> <li>• Annual employee review of Authorized.</li> <li>• Stored energy (vehicles on hoists) should be addressed including inspections and procedures.</li> </ul> <p><b>Documentation:</b></p> <ul style="list-style-type: none"> <li>• Written Program</li> <li>• Machine specific procedures identifying energy sources and how to deenergize.</li> <li>• Training records — Annual review</li> </ul> <p><b>Recommendations:</b> None</p>			
<p><b>Average fine per occurrence = \$52,862</b></p>			

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**Medical and First Aid Subpart K 1910.151**  
**Bloodborne Pathogens 1910.1030**

Factors	Yes	No	Comments, follow-up action and recommendations
Do you require employees to provide first aid (or are they "Good Samaritans")? Is medical help available within 5 minutes? <ul style="list-style-type: none"> <li>If required — 1910.1030 applies</li> </ul> First Aid: <ul style="list-style-type: none"> <li>CPR/First Aid if care not near. (5 minutes)</li> <li>Employee training — CPR/First Aid/BBP annually</li> <li>First aid supplies must be available</li> </ul> <b>Documentation:</b> <ul style="list-style-type: none"> <li>Training records</li> <li>BBP Program</li> <li>Vaccination records</li> </ul>			
<b>Recommendations:</b>			
None			
<b>Average fine per occurrence = \$1,530</b>			

**Powered Industrial Trucks 1910.178**

Factors	Yes	No	Comments, follow-up action and recommendations
Do your employees drive lift trucks, powered pallet jacks, bob cats, or similar PITs? If they do, they must have a Powered Industrial Truck Program that includes: <ul style="list-style-type: none"> <li>Employee/Operator training (new &amp; every 3 years) — machine specific</li> <li>Daily inspection</li> <li>Proper operation</li> <li>Vehicle condition evaluation</li> </ul> On site observations must address: <ul style="list-style-type: none"> <li>Seat belt use</li> <li>Operation safety</li> <li>Condition of vehicles</li> <li>Operator License</li> <li>Operator protection (cage/windshield)</li> </ul> PM Program for all equipment is required Procedures for working around equipment is required <b>Documentation:</b> <ul style="list-style-type: none"> <li>Training Records</li> <li>Inspection records</li> <li>Operator observation</li> <li>SOPs</li> </ul>			
<b>Recommendations:</b>			
None			
<b>Average fine per occurrence = \$1,151</b>			

**Overhead and Gantry Cranes 1910.179 and Slings 1910.184  
Construction Standard 1926.1441 Jacks 1910.244**

<b>Factors</b>	<b>Yes</b>	<b>No</b>	<b>Comments, follow-up action and recommendations</b>
Do you use cranes in your operation? If so, you must: <ul style="list-style-type: none"> <li>• Perform a daily operator inspection</li> <li>• Conduct an annual inspection (outside expert)</li> <li>• Review for proper operation</li> <li>• Assess rigging condition and apply labeling (must have legible tag/label)</li> <li>• Inspection of magnets and other material handling equipment is also required</li> <li>• PM Program for all equipment is required</li> </ul> <p><b>Documentation:</b>            Training            Records inspection            Records Operator            Observation            Service Vehicle cranes/hoists also apply.</p>			
<p><b>Recommendations:</b>            None</p>			
<p><b>Average fine per occurrence: \$1,235</b></p>			

**Machine Guarding Subpart 0 1910.4211-219**

<b>Factors</b>	<b>Yes</b>	<b>No</b>	<b>Comments, follow-up action and recommendations</b>
Are machines guarded adequately?  Review specific machines for factors such as: <ul style="list-style-type: none"> <li>• Metal working machinery guarded</li> <li>• Process machinery</li> <li>• Belt drive on equipment completely covered</li> <li>• Maintenance tools adequate</li> <li>• Bench grinders (1/8" tool rest and tongue guard)</li> <li>• Alligator shears</li> <li>• Conveyor guarding</li> </ul> <p><b>Documentation:</b>            None</p>			
<p><b>Recommendations:</b>            None</p>			
<p><b>Average fine per occurrence: \$1,749</b></p>			

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## Welding Subpart Q 1910 (251-255)

Factors	Yes	No	Comments, follow-up action and recommendations
<p>If your employees weld/cut, check that:</p> <ul style="list-style-type: none"> <li>• Compressed gas cylinders are secured and stored properly</li> <li>• Flashback arrestors are on torches</li> <li>• Trained and qualified personnel only are welding</li> <li>• Equipment is adequate/maintained</li> <li>• Appropriate PPE (eye, clothes, gloves, etc.) is worn</li> <li>• IH/ventilation is working</li> <li>• The specialized hazards of Chromium (stainless) /galvanized/lead, and other metals (see subpart Z) are considered.</li> </ul> <p style="color: #C00000;">Documentation:</p> <p>Welder training IH testing — CR6, ZN, etc. Hot work program as applicable — see fire hazard</p>			
<p style="color: #C00000;">Documentation:</p> <p>Hot work program and training</p>			
<p style="color: #C00000;">Recommendations:</p> <p>None</p>			
<p style="color: #C00000;">Average fine per occurrence = \$1,381</p>			

## Electrical Subpart S 1910 301-399

Factors	Yes	No	Comments, follow-up action and recommendations
<p>Review on-site factors such as:</p> <ul style="list-style-type: none"> <li>• No extension cords allowed for permanent wiring</li> <li>• Blocked electrical panels shouldn't be blocked (3 ft. clearance required)</li> <li>• Open electrical panels/missing covers should not be allowed</li> <li>• Damaged equipment/Cords prohibited</li> <li>• No GFCIs in wet areas permitted</li> <li>• Electrical systems must be installed per NEC (quality and compliance of work)</li> <li>• Hazardous areas = appropriate systems (dust, flammables) must be identified</li> <li>• Arc Flash — PPE and labeling</li> <li>• Labeling and adequate storage of hybrid batteries required</li> <li>• Employees trained commensurate with job duties</li> </ul>			
<p style="color: #C00000;">Documentation:</p> <p>Training records</p>			
<p style="color: #C00000;">Recommendations:</p>			
<p style="color: #C00000;">Average fine per occurrence = \$1,154</p>			

## Hazard Communication 1910.1200

Factors	Yes	No	Comments, follow-up action and recommendations
All facilities must have a Hazard Communications Program including: <ul style="list-style-type: none"> <li>• Written program</li> <li>• Chemical Inventory (list of chemicals)</li> <li>• Assessment of hazards for chemicals</li> <li>• Labels/warnings on all containers</li> </ul> MSDS/SDS for all chemicals = current and available in work areas  <b style="color: red;">Documentation:</b> Written program MSDS/SDS Book with chemical inventory			
Initial Employee training on chemicals, hazards, and controls & training on new chemicals or transfer to new job.  <b style="color: red;">Documentation:</b> Training records.			
<b style="color: red;">Recommendations:</b> <b>None</b>			
<b style="color: red;">Average fine per occurrence = \$461</b>			

## Sub Part 1910.1000 - 1450 Toxic Substances

Factors	Yes	No	Comments, follow-up action and recommendations
<p>Hazard Assessment:</p> <ul style="list-style-type: none"> <li>• A quantitative analysis of employee exposure to hazardous chemicals (PEL, STEL or ACGIH guidelines) is required</li> <li>• Feasible engineering controls must be implemented to control overexposure</li> <li>• Ongoing monitoring as appropriate must occur</li> </ul> <p><b style="color: #C00000;">Documentation:</b> IH testing results</p>			
<p>Special Programs and Assessment needed for:</p> <p>Asbestos — 1910.1001            Coal tar —1910,1002            Carcinogens — 1910.1003 — 1016            Vinyl Chloride — 1910.1017            Inorganic Arsenic — 1910.1018            Lead — 1910.1025            Chromium IV (CR6) — 1910.1026            Cadmium — 1910.1027            Benzene — 1910.1028            Coke Oven — 1910.1029            Cotton Dust— 1910.1043            1,2-dibromo-3-chloropropane — 1910.1044            Acrylonitrile — 1910.1045            Ethylene oxide — 1910.1047            Formaldehyde— 1910.1048            Methylenedianiline — 1910.1910.1050            1,3-Butadiene — 1910.1051            Methylene Chloride — 1910.1910.1052            Ionizing radiation — 1910.1096</p> <p><b style="color: #C00000;">Documentation:</b> Assessment Records</p>			
<p><b style="color: #C00000;">Recommendations:</b> <b>None</b></p>			
<p style="color: #C00000;"><b>Average fine per occurrence = \$703</b></p>			

Photos

<b>(1910.)</b>	<b>(1910.)</b>
<b>Average Fine - \$ per occurrence</b>	<b>Average Fine - \$ per occurrence</b>

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