# SAFETY AUDIT CHECKLIST

## Recordkeeping Audit

#### Location:

Audited by:

Date:

Check the box under Y for "yes" or N for "no" to determine if each item is within compliance.

## Y N Exposure & medical records

- I. Does the company maintain all employee exposure records for at least the duration of employment plus 30 years? 1910.1020(d)(1)(ii)
- 2. Are appropriate monitoring and medical surveillance records kept for toxic and hazardous substances? 1910.1020(d)(1)(ii)

#### <u>Fatality or multiple hospitalization</u> <u>reporting</u>

- 3. Does the company report within 8 hours any accident which results in the hospitalization of 3 or more employees? 1904.7
- □ □ 4. Does the company report within 8 hours any accidental deaths that occur in the workplace? 1904.7

### Injury & illness – Form 300

- □ □ 5. Does the company maintain a log of occupational injuries and illnesses? 1904.4(a)
- □ □ 6. Are OSHA 300 & 301 Forms retained for 5 years? 1904.4(a)
- □ □ 7. Are OSHA 200 & 201 Forms retained for 5 years? 1904.44
- 8. Are the previous year's records summarized and the summary posted in the workplace from February 1 through April 30? 1904.32(b)(6)

### **Inspections & citations**

- □ □ 9. Is the form 2203 or 3165 posted in a conspicuous place? 1903.2
- 10. Does the employer post any citation received at or near the place where the violation occurred? 1903.16

#### Hazard communication

□ □ 11. Does the company have a material safety data sheet for every hazardous chemical at the facility? 1910.1200(g)(1)

## <u>Y</u> <u>N</u>

- □ □ 12. Is there a written program, documenting how the hazardous communication program is complied with in the facility? 1910.1200(e)(1)
- □ □ 13. Has the company complied a hazardous chemical inventory? 1910.1200(e)(1)(i)
- □ □ 14. Is employee hazardous communication training documented? 1910.1200(h)(1)

#### Lockout tagout

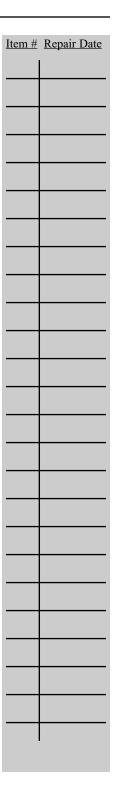
- Is. Do you have documented procedures for the control of potentially hazardous energy? 1910.147(c)(4)(i)
- If a constraint of the section of the
- 17. Are steps specified for the placement, removal and transfer of lockout devices or tagout devices and for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control measures? 1910.147(c)(4)(ii)

### Personal protective equipment

- 18. Has the company documented that a hazard assessment has been done, when and by whom? 1910.132(d)(2)
- □ □ 19. Has the company documented that PPE training has been done, who has relieved it and when? 1910.132(f)(4)

#### **Respiratory protection**

- 20. Has the company established a record of the qualitative and quantitative fit tests administered to employees including the name and identification of the employee tested? 1910.134(m)(2)(i)
- □ □ 21. Are the fit test records retained for respirator users until the next fit test is administered? 1910.134(m)(2)(ii)



Notes:

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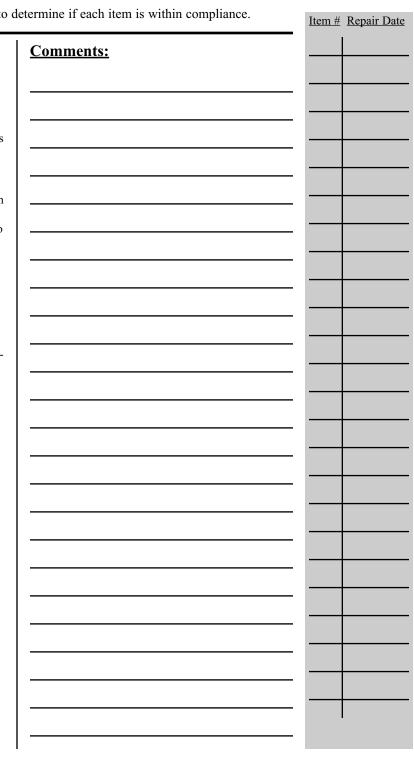
Audited by:

Date:

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### Y N Bloodborne pathogens

- 22. Is an accurate record established and maintained for each employee with occupational exposure to bloodborne pathogens? 1910.1030(h)(1)(i)
- 23. Are training records maintained for 3 years from the date on which the training occurred? 1910.1030(h)(2)(ii)
- □ □ 24. If applicable, does the company document annually consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure? 1910.1030(c)(1)(iv)
- 25. If applicable, has the company established and maintained a sharps injury log for the recording of percutaneous injuries from contaminated sharps? 1910.1030(h)(5)(i), (h)(5)(ii) & (h)(5)(iii)
- 26. Does the employer have a vaccination declination form for each employee who declines to accept the hepatitis B vaccination offered by the employer? 1910.1030(f)(2)(iv)



#### Notes: