

OSHA does not provide advance notice of inspections. To help the inspection process go smoothly and increase the likelihood of a good outcome, private employers should be prepared in advance and understand the inspection process before OSHA knocks. This checklist provides an overview of key elements of a workplace safety program that employers should review and keep current.

Review and Update Workplace Hazard Assessments

- Review prior hazard assessments for each worksite
- Review existing control measures
- Assess any new hazards identified and evaluate the risks of each hazard
- Can the hazard be eliminated?
- If the hazard cannot be eliminated, determine and implement appropriate control measures

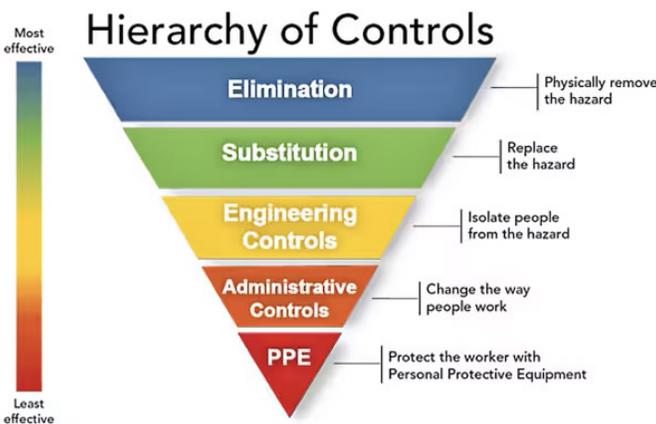


Image by: NIOSH 2021

Know the Applicable OSHA Standards

- Review the OSHA standards applicable to each worksite
- Confirm the existing safety program is compliant with applicable standards and the General Duty Clause
- Identify any gaps in compliance with applicable standards and implement safety program enhancements

The OSHA Standards—Title 29 of the Code of Federal Regulations (C.F.R.)

- Recordkeeping and reporting (29 C.F.R. Part 1904)
- General industry standards (29 C.F.R. Part 1910)
- Construction standards (29 C.F.R. Part 1926)
- Maritime standards
 - Shipyards (29 C.F.R. Part 1915)
 - Marine Terminals (29 C.F.R. Part 1917)
 - Longshoring (29 C.F.R. Part 1918)
 - Gear Certification (29 C.F.R. Part 1919)
- Agriculture standards (29 C.F.R. Part 1928)

Review and Organize OSHA Mandated Documents and Records

- Review and confirm OSHA injury and illness records are current for each establishment, including:
 - OSHA form 300 (work-related injury and illness log)
 - OSHA form 300A (annual summary of work-related injuries and illnesses)
 - OSHA form 301 (work-related injuries and illnesses incident report)
- Review and confirm applicable written programs and plans are available and current, such as:
 - Bloodborne Pathogen Exposure Program
 - Confined Space Entry Plan
 - Crane/Hoisting Inspection Program
 - Electrical Safety Program
 - Emergency Action Plan
 - Fall Protection Program
 - Fire Prevention Plan
 - Hazard Communication Program
 - Hearing Conservation Program
 - Hot Work Program
 - Laboratory Chemical Safety Plan
 - Lockout/Tagout Program
 - Personal Protective Equipment Program
 - Respiratory Protection Program
 - Trenching and Excavation Plans

Review Training Programs

- Review current training programs
- Update existing training programs or implement new training programs if needed
- Confirm employees are current on applicable training
- Check for any training gaps and implement and conduct additional training as applicable
- Confirm training documentation is organized and current

Review Monitoring Programs

- Review and confirm supervisors and managers are enforcing the Company's safety policies and procedures
- Review and confirm on-going safety inspections are occurring to monitor for hazards in the workplace
- Identify any gaps in existing monitoring programs and implement enhancements

Listen to Employees

- Remind employees to report any safety concerns
- Encourage employees to make safety suggestions
- Listen to and respond to any employee questions or complaints

Designate Employer Representative

- Identify one or more individuals to represent the employer during the inspection process
- Consider the individual's knowledge of the Company, OSHA standards, and the Company's safety program
- Educate the employer representative on the inspection process
- Educate others to notify the employer representative when OSHA arrives to conduct an inspection

Top 10 Most Frequently Cited Standards FY 2023

- Fall Protection, construction (29 C.F.R. § 1926.501)
- Hazard Communication, general industry (29 C.F.R. § 1910.1200)
- Ladders, construction (29 C.F.R. § 1926.1053)
- Scaffolding, construction (29 C.F.R. § 1926.451)
- Powered Industrial Trucks, general industry (29 C.F.R. § 1910.178)
- Control of Hazardous Energy (lockout/tagout), general industry (29 C.F.R. § 1910.147)
- Respiratory Protection, general industry (29 C.F.R. § 1910.134)
- Fall Protection Training, construction (29 C.F.R. § 1926.503)
- Eye and Face Protection, construction (29 C.F.R. § 1926.102)
- Machinery and Machine Guarding, general industry (29 C.F.R. § 1910.212)

Top 10 Most Frequently Cited Standards in the Construction Industry (NAICS Code 23) FY 2023

- Fall Protection (29 C.F.R. § 1926.501)
- Ladders (29 C.F.R. § 1926.1053)
- General Requirements, Scaffolds (29 C.F.R. § 1926.451)
- Training Requirements, Fall Protection (29 C.F.R. § 1926.503)
- Eye and Face Protection, Personal Protect and Life Saving Equipment, (29 C.F.R. § 1926.102)
- Head Protection, Personal Protect and Life Saving Equipment (29 C.F.R. § 1926.100)
- General Safety and Health Provisions (29 C.F.R. § 1926.20)
- Abatement Verification (29 C.F.R. § 1903.19)
- Specific Excavation Requirements, Excavations (29 C.F.R. § 1926.651)
- Ariel Lifts, Scaffolds (29 C.F.R. 1926.453)

Employers can search the most frequently cited standards for a specific industry using the NAICS code here: <https://www.osha.gov/ords/imis/citedstandard.html>