OSHA Readiness Checklist

General Safety

✓ Emergency exits clearly marked and unblocked
✓ Fire extinguishers present, accessible, and inspected
✓ First aid kits fully stocked
✓ Safety signage posted where required
✓ PPE (gloves, masks, goggles) readily available

Training & Documentation

✓ Safety training provided to all employees
✓ Written safety policies and procedures are up to date
✓ OSHA 300 logs maintained (if applicable)
✓ Incident reports and follow-ups documented

Hazard Communication

✓ SDS (Safety Data Sheets) are available for all chemicals
✓ All containers labeled correctly
✓ Employees trained on hazardous materials

Work Environment

✓ Floors and walkways are clear and dry
✓ Electrical cords are safely managed
✓ Proper ventilation in all work areas
✓ Adequate lighting throughout facility

© PEO Benefit Partners | All rights reserved.