

## OSHA SMALL BUSINESS CHECKLIST

OSHA compliance is essential for protecting both your employees and your business. This comprehensive checklist helps small business owners and managers ensure they're meeting OSHA's key safety requirements. While OSHA regulations can be complex, this checklist breaks down the main compliance areas into manageable tasks. Use it to conduct regular safety audits, train new managers, or create your safety protocols. Remember that depending on your industry and location, additional requirements may apply – consult OSHA's website or a safety professional for requirements specific to your business.

### General Working Environment

- Workplace is clean and sanitary
- Proper ventilation systems are installed and maintained
- Adequate lighting throughout facility
- Temperature is reasonably controlled
- Noise levels are within acceptable limits
- Floors are kept dry where possible
- Ergonomic equipment is provided where necessary

### Record-Keeping and Posting

- OSHA job safety and health poster is displayed prominently
- Warning signs for hazardous materials/situations are posted
- Employee health records are maintained and accessible
- Training records are up to date
- System in place for reporting workplace fatalities (within 8 hours)
- System in place for reporting workplace injuries (within 24 hours)

### Health and Safety Program

- Designated safety leader or specialist appointed
- Health and safety committee established (if applicable)

- [ ] Written safety policies and procedures documented
- [ ] Regular workplace condition reports conducted
- [ ] System for employees to report safety concerns
- [ ] Regular review and updates of safety protocols

### **Walking/Working Surfaces**

- [ ] All walking surfaces are free from hazards
- [ ] Slip and fall prevention measures in place
- [ ] Regular inspection of walking surfaces
- [ ] Prompt cleanup of spills and wet areas
- [ ] Adequate drainage in wet process areas

### **Medical Standards**

- [ ] Qualified first aid personnel available
- [ ] Fully stocked first-aid kits accessible
- [ ] Eyewash stations installed where needed
- [ ] Emergency contact information posted
- [ ] Location information (latitude/longitude) displayed for 911 calls

### **Electrical Safety**

- [ ] Regular electrical equipment inspections
- [ ] No exposed wiring
- [ ] No broken insulation
- [ ] No short circuits
- [ ] All equipment properly grounded
- [ ] Circuit breakers clearly labeled

### **Hazard Communication**

- [ ] All hazardous materials properly labeled
- [ ] Safety Data Sheets (SDS) available and accessible
- [ ] Employee training on hazardous materials
- [ ] Proper storage of hazardous materials
- [ ] Disposal procedures documented and followed

### **Personal Protective Equipment (PPE)**

- [ ] Required PPE identified for each task/area
- [ ] Adequate supply of PPE available
- [ ] PPE properly maintained and stored
- [ ] Employees trained on proper PPE use
- [ ] Regular inspection of PPE condition
- [ ] PPE fits properly and is comfortable for extended use

### **Fire Prevention and Exit Routes**

- [ ] Fire exits clearly marked
- [ ] Exit routes unobstructed
- [ ] Fire extinguishers readily available
- [ ] Regular fire drills conducted
- [ ] Fire prevention plan documented
- [ ] Sprinkler systems regularly inspected
- [ ] Local fire department familiar with facility

### **Training and Education**

- [ ] New employee safety orientation program
- [ ] Regular safety training sessions
- [ ] Documentation of all training



- Training materials up to date
- Refresher courses scheduled as needed
- Emergency response procedures trained

### **Documentation and Review**

- All OSHA-required documents maintained
- Regular review of safety procedures
- Incident reports properly filed
- Corrective actions documented
- Annual review of safety program
- Updates made based on incidents/near misses

\*Note: This checklist is a general guide and may need to be modified based on your specific industry, state requirements, and workplace conditions. Some industries may have additional requirements not covered here.\*