

## OSHA CHECKLIST

- 1- Recordkeeping & Emergency Preparedness
  - 300 Form- current year, plus 5 yrs. For review ; log only OSHA recordable; retain medical records for 30 yrs; different than workers' comp recording
  - track & trend losses; train according to trends
  - 300A Form- post Feb.1 thru April 30; then remove
  - 301 Form- (Injury Investigation) must complete for each injury incident OSHA recordable
  - Exit Plan-posted, reviewed & drills; Exit Doors marked & not blocked
  - Fire extinguishers- appropriate; mounted; employees trained; not blocked
- 2- Hazard Communication (Haz Comm)
  - Written program; contain MSDS for all chemical & harmful substance exposures
  - MSDSs available during work shift; written copy & computer access; kept 30 yrs.
  - Training provided initially & each time a change in exposure/process; training documented
- 3- Powered Industrial Trucks (PIT)
  - Training: (a) formal-in classroom, DVD/Video; (b) practical instruction (demonstration by trainer & allow trainee to perform under his direct supervision); and (c) evaluation by trainer to determine if competent to operate safely without incident
  - Document trainee is "certified" and signed by trainer; training certificate in file
  - Re-train operators every 3 yrs., after accident/incident, or change in equipment and/or procedures; document all training & keep in file for review
- 4- Machine Guarding
  - Point of operation guards; review operator manual for appropriate guarding & operation
  - Moving parts within 7' must be guarded
  - Saws – industrial use; double insulated or 3-prong plug
  - Bench Grinders- guard adjust to 1/8" workrest, 1/4" tongue & 75% of wheel covered; mounted
- 5- Housekeeping and Walking & Working Surfaces
  - Work area free & clear of hazards & debris; must be clean & orderly in sanitary condition
  - Aisles marked & kept free of obstructions & hazards
  - Stairs- 4 risers or more- standard handrails; 30-34"
  - Work surface 4'+ elevated; Standard guard rails (42"/21" 4" toe board; load rated markings
  - Wood Dust-(NEP) clean frequently> no collection on supports, electric boxes, in corners, etc.
  - Don't use air hoses for cleaning; 30psi nozzle with chip-guard; No water clamps; no PVC pipe
- 6- Electrical
  - Extension cords grounded, in good condition; no splices with electrical tape; minimal use
  - Electrical boxes- not blocked; no openings/exposed live wires/parts; dry floor & work areas
- 7- Lock-out Tag-out (LOTO)
  - Who is exposed- operator, mechanic, supervisors, etc.; level of training
  - De-energize equipment before maintenance & repairs
  - Locks distinguishable; tags; key controls
  - Written program specific to equipment; periodic evaluation for effectiveness

8- Hand Tools

- Inspect before use; no damaged electric cords
- Double insulated or 3-prong plug

9- Cranes & Hoists

- Inspections
- Load capacity markings
- Operators trained & certified in training file

10- Rack Storage

- Pallet racks- (1) secured per vendor recommendations; (2) stack heaviest items on bottom & lighter loads on top
- Bagged product stacked neat & interlocked
- Cantilever racks-(1) secure to floor (2) load rated noted on arms & columns
- Know load weight of bundles & palletized product before placing in racks; part of PIT training