



# General Industry Self-Inspection

## SAFETY CHECKLIST

Company

Name

Date

This General Industry Self Inspection Checklist is not designed to supersede existing safety inspection checklists, rather it should be used only as a general guideline. You are encouraged to customize this general guideline to accommodate your specific accident prevention plan.

### Worksite General

DESCRIPTION	YES	NO	N/A
Are Occupational Safety and Health Administration (OSHA) and state-required posters displayed in a prominent location?			
Are safety signs/warnings posted where appropriate?			
Are emergency telephone numbers posted where they can be found readily?			
Is a first aid kit available and adequately stocked?			
Is a substance abuse policy in place?			
Is the Summary of Occupational Illnesses posted between February 1 - April 30?			
Are emergency evacuation traffic routes identified?			
Are all work areas clean and orderly?			
Are combustible scrap, debris, and waste stored safely and removed from work areas promptly?			
Are adequate toilets and washing facilities provided?			
Are toilets and wash areas clean and sanitary?			
Are work areas adequately illuminated?			

### Record Keeping

DESCRIPTION	YES	NO	N/A
Are OSHA 300/301 logs maintained as required?			
Are medical records and exposure records maintained as required?			
Are training records maintained in accordance with OSHA requirements?			
Are employee records being maintained for the required time frames?			
Are operating permits and records up-to-date?			
Are procedures in place to maintain records and logs?			
a. Safety inspections			
b. Safety meeting minutes			
c. Accident investigations			
d. Emergency response drills			