**OSHA Inspection Planning Checklist**

This list is provided as a general overview of policies and items needed to be prepared for an OSHA inspection. It must be modified to meet the laws of your state and specific requirements of your company. You also will need to refer to OSHA standards for complete and specific standards that may apply to your particular work situation. (NOTE: This checklist is typical for general industry; not for construction or maritime industries.)

Under OSHA standards and regulations, there are certain documents that an employer is required to make available to OSHA upon request. Failing to produce them could result in separate violations. Examples of these documents include illness and injury logs, a facility's hazard communication program (HAZ/COM) including safety data sheets (SDS), and a lockout/tagout program. *Under federal OSHA regulations, OSHA Form 300 and 301 logs must be produced within four hours after they are requested.*

Note: The information or documents produced should be limited to the items OSHA is actually requesting. For example, a request for your written Hazard Communication program does not mean producing the HC program *and* training records *and* audits of the program.

The best way to address OSHA inspections is to prepare in advance by considering the issues that may arise, and deciding to the extent possible how they will be addressed. While every inspection is different and relationships with local OSHA Area Offices may influence the approach to an inspection, there are certain issues which may be anticipated. For reference, see the “OSHA Top Ten Violations FY 2017” at the end of this list.

**Employer Postings**

* Display Occupational Safety and Health Administration (OSHA) and state required posters in a prominent location.
* Post safety signs/warnings where appropriate.
* Post emergency telephone numbers where they can be readily found in case of emergency.
* Are emergency evacuation traffic routes clearly identified?
* Is a first aid kit available and adequately stocked?
* Is a written substance abuse policy in place?
* Is the Summary of Occupational Illnesses posted? (OSHA Form 300 must be posted between Feb. 1 and April 30.)

**Recordkeeping**

* Documentation that all visitors to the site, including contract and temporary labor, co-op students, interns, vendors, and sales people, have knowledge of site hazards applicable to them and how to protect themselves against those hazards, including emergency alarms and procedures. Management also ensures that these visitors do not introduce hazards that can be prevented or that are not properly controlled. A written orientation outline for all site visitors, including contractors, is helpful.
* Evidence of employee involvement, such as committee minutes or other records of employee participation in safety and health program decisions.
* Are OSHA 300/301 logs maintained and posted 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 for such items as elevators, air pressure tanks, and liquefied petroleum gas tanks?
* Are procedures in place to maintain records and logs?
	+ Safety inspections
	+ Safety meeting minutes
	+ Accident investigations
	+ Emergency response drills
* Have arrangements been made to back-up and preserve required records for the legal period of time for each specific type record? (Some records must be retained for at least 40 years.)

**Safety and Health Training**

The most important step to take when planning for the inevitable OSHA inspection is to select a company representative who will be responsible for the company’s interests during an OSHA inspection.

* All job descriptions should include clearly written safety and health responsibilities.
* Performance evaluations should include a written evaluation of the accomplishment of assigned safety and health responsibilities.
* Is one person clearly responsible for administering the Safety and Health Program?
* Is there documentation that all new employees received safety orientation training?
* Are there records that employees participate in regularly scheduled safety meetings?
* Are adequate training resources available and management committed to employee training?
* Is it documented that all employees have received required training
	+ Work area hazards
	+ Emergency action plan
	+ Equipment operation
	+ Personal protective equipment
	+ Location and use of emergency equipment
	+ Hazard communication/(Material) Safety Data Sheet (SDS/MSDS)
	+ Hearing conservation
* Do all employees receive annual refresher training? How is this documented?
* Have employees received instruction on procedures to report unsafe conditions, defective equipment, and unsafe acts?

**Medical Services and First Aid**

* Is there a hospital, clinic, or infirmary for medical care in proximity of your workplace?
* If medical and first-aid facilities are not near your workplace, is at least one employee on each shift currently qualified to render first aid?
* Have all employees who are expected to respond to medical emergencies as part of their work
	+ received first-aid training;
	+ had hepatitis B vaccination made available to them;
	+ had appropriate training on procedures to protect them from bloodborne pathogens, including universal precautions; and
	+ have available and understand how to use appropriate personal protective equipment to protect against exposure to bloodborne diseases?
* Where employees have had an exposure incident involving bloodborne pathogens, did you provide an immediate post-exposure medical evaluation and follow-up?
* Are medical personnel readily available for advice and consultation on matters of employees’ health?
* Are emergency phone numbers posted?
* Are first-aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?
* Are quick drenching showers and eye flushing stations available where corrosive liquids or materials are handled?

**Fire Protection**

* Is your local fire department well acquainted with your facilities, location and specific hazards?
* Is fire suppression equipment inspection current?
* Are fire alarm systems tested at least annually?
* Are interior standpipes and valves inspected regularly?
* Are fire doors and shutters maintained and inspected regularly?
* Are automatic sprinkler system water control valves, air and water pressure checked as required?
* Are sprinkler heads protected by metal guards if exposed to possible physical damage?
* Is proper clearance maintained below sprinkler heads?
* Are fire extinguishers provided in adequate number, type, and are they in readily accessible locations?
* Are fire extinguishers recharged regularly and noted on the inspection tag?
* Are employees periodically trained in use of fire suppression and protection procedures?

**General Worksite**

* 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?
* Are all work areas properly illuminated?
* Are workers aware of the hazards involved with the various chemicals they may be exposed to in their work environment?
* Is employee exposure to chemicals in the workplace kept within acceptable levels?
* Is the work area’s ventilation system appropriate for the work being done?
* Are noise levels in work areas within acceptable levels?
* Are proper precautions being taken when handling asbestos and other fibrous materials?
* Are caution labels and signs used to warn of hazardous substances and biohazards?
* Are wet methods used to prevent the emission of hazardous airborne fibers?
* Are grinders, saws, and other machines that produce respirable dusts vented to an industrial collector or central exhaust system?
* Is potable water provided for drinking, washing, and cooking?
* Are water outlets unsuitable for drinking clearly identified?

Exit Routes

* Are all exit routes marked with EXIT signs and illuminated by reliable light sources?
* Are doors, passageways or stairways, that are neither exits nor access to exits, and which could be mistaken for exits, appropriately marked “NOT AN EXIT,” “TO BASEMENT,” “STOREROOM” etc.?
* Is “Exit” sign lettering at least 5 inches high with ½ inch wide stroke?
* Are exit doors side hinged?
* Are all exits free from obstructions?
* Are there sufficient exits to permit prompt emergency escape?
* Where ramps are used as required exits, is the ramp slope limited to 1 foot vertical and 12 feet horizontal?
* Are frameless glass doors, glass exit doors, storm doors, etc., fully tempered and do they meet safety requirements for human impact?
* Do all exit doors open from the inside without the use of a key, tool or any special knowledge?
* If panic hardware is installed on exit door, will it allow the door to open with 15 pounds or less force in the direction of the exit traffic?
* Are exit doors opening onto a street, alley, or vehicle parking areas provided with adequate barriers and warnings to prevent employees stepping into traffic or vehicles blocking the exit?

**Material Handling**

* Is safe clearance for equipment maintained through all aisles and doorways?
* Are aisles properly marked and kept clear?
* Are motorized vehicles and mechanized equipment inspected daily or prior to use?
* Are vehicles shut off and their brakes set prior to loading or unloading?
* Are containers of combustibles or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability?
* Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?
* Are trucks and trailers secured from movement during loading and unloading operations?
* Are dock plates and loading ramps constructed and maintained with sufficient strength to support any imposed loading?
* Are all hand trucks maintained in safe operating condition?
* Are chutes equipped with sideboards of sufficient height to prevent the materials being handled from falling off?
* Are chutes and gravity roller (conveyor) sections firmly placed or secured to prevent displacement?
* Are provisions made to brake the movement of the handled material at the delivery end of the rollers or chutes?
* Are all pallets inspected before being loaded or moved?
* Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments will not accidentally slip off the hoist hooks?
* Are securing chains, ropes, chokers, or slings adequate for the job to be performed?
* When hoisting material or equipment, are provisions made to ensure that no one will be passing under the suspended loads?
* Are stacked material interlaced to prevent sliding or tipping?
* Are shelves secured and constructed to withstand the maximum designated storage weight?
* Are shelves secured to prevent tipping or falling?

**Do Not Overlook Other Topics or Areas of Concern to OSHA Inspectors:**

(To review the standards for these and other topics, please see <https://www.osha.gov/law-regs.html>.)

* Floor and wall openings
* Stairs and stairways
* Elevated surfaces
* Personal protective equipment (PPE)
* Ladders
* Welding, cutting and brazing areas and equipment
* Compressors and compressed air
* Compressed gas cylinders
* Lockout/Tagout procedures
* Confined spaces
* Flammable and combustible materials
* Fueling
* Hazardous chemical exposure
* Hazardous substances communication
* Electrical
* Noise
* Identification of piping systems
* Hoists and auxiliary equipment
* Industrial trucks and forklifts
* Hand tools and equipment
* Portable power tools and equipment
* Abrasive wheel equipment/grinders
* Machine guarding
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Note: This General Industry Self-Inspection Checklist is not designed to supersede existing safety inspection checklists, building codes, local or OSHA standards. It should be used only as a general guideline. You are encouraged to customize this general guideline to amend your specific accident prevention plan.

*If there is a safety rule, policy, or procedure checklist appropriate for your work or work environment which has not been included above, then a new checklist for that safety rule, policy, or procedure should be added to improve your documentation. Likewise, if specific checklist items in this document do not apply because the equipment or work operation described is not used, then that specific item should be crossed out or deleted. If accidents occur, new safety rules should be developed and incorporated to prevent their recurrence.*

Disclaimer

*This document is written as a general guideline.* MIA+BSI: Natural Stone Institute *and its Member companies have neither liability nor can they be responsible to any person or entity for any misunderstanding, misuses, or misapplication that would cause loss or damage of any kind, including loss of rights, material, or personal injury, or alleged to be caused directly or indirectly by the information contained in this document.*

OSHA recently released the top ten violations for fiscal year 2017, which ended September 30.  Generally, this list does not change much from year to year with the top three violations always being fall protection, hazard communication and scaffolding. OSHA noted that not all violations had been added to its reporting system but that the list was not expected to change.

1. **Fall Protection** (Construction – 29 CFR 1926.501).  Total of 6,072 violations with frequently violated requirements including failure to provide fall protection for unprotected edges and open sides in residential construction and failure to provide fall protection on low-slope roofs.
2. **Hazard Communication** (29 CFR 1910.1200) Total of 4,176 violations with frequently violated requirements for failure to have a written hazard communication program and failure to provide employee access to safety data sheets.
3. **Scaffolding** (29 CFR 1926.451) Total of 3,288 violations with the most frequent violations including improper access to surfaces and lack of guardrails.
4. **Respiratory Protection** (29 CFR 1910.134) Total of 3,097 violations with the most frequent violations for failure to establish a written respiratory protection program and failure to provide medical evaluations.
5. **Lockout/Tagout** (29 CFR 1910.147) Total of 2,877 violations with the most frequent violations for employee training and failure to conduct periodic inspections.
6. **Ladders** (Construction – 29 CFR 1926.1053) Total of 2,241 violations with frequent violations including improper use of ladders, damaged ladders, and using the top step.
7. **Powered Industrial Trucks** (29 CFR 1910.178) Total of 2,162 violations including employee training and refresher training.
8. **Machine Guarding** (29 CFR 1910.212) Total of 1,933 violations with the most frequent for failure to guard points of operation.
9. **Fall Protection—Training** (Construction – 29 CFR 1926.503) Total of 1,523 violations with the most frequent for failure to train employees in identifying fall hazards and proper use of fall protection equipment.
10. **Electrical** (29 CFR 1910.305) Total of 1,405 violations including temporary wiring in lieu of permanent wiring.

Listed below are the standards which were cited by Federal OSHA for NAICS Code 327991, ***Cut Stone and Stone Product Manufacturing*** during the period October 2016 through September 2017. Penalties shown reflect current rather than initial amounts.

Safety and health officials recommend that you meet with your employees on a regular basis to discuss steps in keeping compliant with regulations as well as any safety issues employees want to address.

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| --- | --- | --- | --- | --- |
| **Standard** | **Citations** | **Inspections** | **Penalty** | **Description** |
| 19100134 | 72 | 30 | $49,065 | Respiratory Protection. |
| 19101200 | 46 | 24 | $32,850 | Hazard Communication. |
| 19100178 | 25 | 16 | $27,877 | Powered industrial trucks. |
| 19100095 | 18 | 9 | $17,731 | Occupational noise exposure. |
| 19100305 | 11 | 7 | $12,231 | Wiring methods, components, and equipment for general use. |
| 19101000 | 11 | 6 | $12,372 | Air contaminants. |
| 19100147 | 9 | 6 | $29,142 | The control of hazardous energy (lockout/tagout). |
| 19100213 | 9 | 4 | $10,212 | Woodworking machinery requirements. |
| 19100107 | 6 | 4 | $19,330 | Spray finishing using flammable and combustible materials. |
| 19100212 | 6 | 6 | $17,855 | General requirements for all machines. |
| **Total Top Ten** | **213** | **112** | **$228,665** | *Top Ten Standards cited for Cut Stone and Stone Product Manufacturing* |
| **Total - All** | **274** | **67** | **$315,118** | All Standards cited for Cut Stone and Stone Product Manufacturing |

**Take time now to review your safety policies and procedures *before* OSHA asks to see them!**

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*Data shown reflects Federal OSHA citations issued during the period October 2016 through September 2017.*

*Data is included in the query based on the date the citation was issued.*

* *Cited represents the number of times the specified standard was cited. The number in the total line is the sum of the #Cited for each standard.*
* *Insp represents the number of inspections in which the specified standard was cited. For the total line, it represents the number of inspections in which one or more citations were issued. Note that the total is not the sum of the number of inspections associated with each standard cited: multiple standards may be cited in one inspection.*
* *Penalty represents the total penalty amount currently assessed for the specified (#cited) citations. The number in the total line is the sum of the $Penalty for each standard. The amounts reflect what exists at the current time, taking into consideration any settlement action adjustments which may have taken place.*

*Example: If #Cited = 120 and #Insp = 40, then the average number of times per inspection that the specified standard was cited is 3. If $Penalties is $60,000, then the average current penalty amount per standard cited is $500.*