



Checklist: Complying with OSHA

To comply with OSHA’s workplace safety standards, be sure you are following the below procedures in your workplace.

- Do you have rules requiring employees to use or wear protective equipment at all times?
- Do you keep detailed records of job-related injuries and illnesses?
- Do you regularly perform an audit of your operations to ensure compliance with all standards and rules?
- Have you established and posted safety rules on operating machinery?
- Do you train all employees on how to use their equipment safely?
- Do you perform a safety check of your employees’ tools and equipment?
- Do you have copies of OSHA’s standards available to your workers?
- Do you place posters and signs warning employees of hazards?
- Do you monitor and keep medical records on your employees’ exposure to toxic or hazardous substances?
- Do you post the annual summary of recorded illnesses and injuries, as required?

If you answered “No” to any of these questions, you should review your policies to ensure your company is complying with OSHA’s provisions.