

Self-Inspection Checklist

Recordkeeping

Date Inspected _____ Date Completed _____

Checklist	Needs to be Addressed	Completed	Not Applicable
Are all occupational injury and illnesses , except minor injuries requiring only first aid, being recorded as required by the record keeping regulations of OSHA 300 Log ?			
Are employee medical records and OSHA record keeping of employee exposure to hazardous substances or harmful physical agents up-to-date and in compliance with current OSHA recordkeeping standards?			
Are employee training records kept and accessible for review by employees, when required by OSHA standards?			
Have arrangements been made to maintain required records for the legal period of time required by record keeping regulations, for each specific type of record ? (Some records must be maintained for at least 40 years.)			
Are operating permits and records up-to-date for such items as:			
Elevators			
Air Pressure Tanks			
Liquefied Petroleum Gas Tanks			

This checklist is NOT all-inclusive. You should add to them or skip parts that are not applicable to your company. Carefully consider each item, and refer to OSHA standards for complete and specific guidelines that may apply to your work environment. This list is typical for general industry, not construction or maritime. Please contact NATIONAL SAFETY COMPLIANCE for any training or safety supplies you may need.