

BRIGHTADVISOR®

Workplace Safety Checklist

OSHA Compliance, Hazard Assessment, and Safety Program Essentials

Building a Culture of Workplace Safety

Workplace safety is both a legal requirement and a business imperative. OSHA's General Duty Clause requires employers to provide a workplace free from recognized hazards. Beyond compliance, a strong safety program reduces workers compensation costs, improves productivity, and protects your most valuable asset: your people.

Employers pay nearly \$1 billion per week for direct workers compensation costs alone. For every \$1 of direct cost, employers pay an additional \$2-\$4 in indirect costs including lost productivity, retraining, and administrative time.

Workplace Hazard Assessment

A job hazard analysis (JHA) identifies potential hazards for each role and establishes controls to eliminate or mitigate risks. Complete this assessment for every position.

Hazard Category	Examples	Present?	Controls in Place?
Ergonomic	Repetitive motions, awkward postures, heavy lifting		
Chemical	Cleaning agents, solvents, fumes, dusts		
Physical	Noise, temperature extremes, vibration, radiation		
Biological	Bloodborne pathogens, mold, bacteria, allergens		
Electrical	Exposed wiring, wet conditions, high voltage equipment		
Fall hazards	Elevated surfaces, ladders, uneven floors, wet surfaces		
Struck-by hazards	Falling objects, moving vehicles, machinery		
Machine guarding	Unguarded moving parts, pinch points, rotating equipment		

Personal Protective Equipment (PPE)

PPE Type	When Required	Standard	Provided?
Safety glasses/goggles	Flying particles, chemical splash, dust	ANSI Z87.1	
Hard hats	Overhead hazards, falling objects, electrical contact	ANSI Z89.1	
Hearing protection	Noise exposure at or above 85 dB TWA	ANSI S3.19	
Respiratory protection	Airborne contaminants above PEL	29 CFR 1910.134	
Gloves	Chemical handling, sharp objects, temperature extremes	Task-specific	

Safety footwear	Heavy objects, puncture hazards, electrical hazards	ASTM F2413
Fall protection	Working at heights of 4+ feet (general) or 6+ feet (construction)	29 CFR 1926.502

Employers must provide PPE at no cost to employees and ensure it fits properly. PPE training must cover when PPE is required, what type is needed, how to put on and adjust, limitations of the PPE, and proper care and disposal.

Emergency Action Plan

OSHA requires employers with more than 10 employees to have a written emergency action plan (EAP). Even smaller employers benefit from a documented plan that ensures orderly evacuation and response during emergencies.

Required EAP Elements

Element	Details	Documented?
Emergency escape procedures and routes	Posted evacuation maps; multiple exit routes identified	
Procedures for employees who remain to operate critical equipment	Designated personnel with specific shutdown procedures	
Procedures to account for all employees after evacuation	Assembly points, headcount procedure, visitor logs	
Rescue and medical duties	Trained first aid/CPR responders identified by name	
Means of reporting emergencies	Phone numbers, alarm systems, notification chain	
Contact information for plan coordinator	Name, phone number, and backup coordinator	

Emergency Response Preparedness

- Conduct fire drills at least annually (quarterly recommended)
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Test fire alarm and detection systems monthly

- Inspect and maintain fire extinguishers monthly with annual professional inspection
- Maintain first aid kits in accessible locations; inspect quarterly
- Post emergency phone numbers prominently throughout the workplace
- Train employees on severe weather shelter procedures for your region
- Establish lockdown procedures for active threat scenarios
- Review and update EAP whenever building layout or personnel changes occur

Safety Training Programs

Training Topic	Audience	Frequency	Status
New employee safety orientation	All new hires	Before starting work	
Hazard communication (HazCom/GHS)	Employees with chemical exposure	Initial + as needed	
Fire extinguisher use	All employees (voluntary)	Annual	
Bloodborne pathogens	Employees with exposure risk	Annual	
Lockout/tagout (LOTO)	Maintenance and machine operators	Initial + as needed	
Forklift/powered industrial trucks	Operators only	Every 3 years + as needed	
Fall protection	Employees working at heights	Initial + as needed	
Confined space entry	Affected employees	Initial + as needed	
Ergonomics and safe lifting	All employees	Annual	
Emergency action plan review	All employees	Annual	

Incident Reporting and Investigation

Prompt and thorough incident reporting is both an OSHA requirement and a critical tool for preventing future injuries. Every incident, including near-misses, should be documented and investigated.

Incident Reporting Procedures

1. Provide immediate first aid or emergency medical care as needed
2. Secure the scene to prevent additional injuries and preserve evidence
3. Notify supervisor and safety coordinator within 1 hour
4. Complete written incident report within 24 hours
5. Conduct root cause investigation within 48 hours
6. Document corrective actions with assigned owners and deadlines
7. Report to OSHA if required (fatality within 8 hours; hospitalization, amputation, or eye loss within 24 hours)
8. Record on OSHA 300 Log within 7 calendar days
9. Follow up on corrective actions to verify completion and effectiveness

OSHA Recordkeeping Requirements

Form	Purpose	Requirement
OSHA 300 Log	Log of all recordable work-related injuries and illnesses	Maintain for 5 years; available for inspection
OSHA 300A Summary	Annual summary of injuries and illnesses	Post Feb 1 - Apr 30; submit electronically if 250+ employees
OSHA 301 Form	Individual incident report for each recordable case	Complete within 7 days of learning of injury

Monthly Safety Inspection Checklist

- Walking surfaces clear of tripping hazards, spills, and obstructions
- Exit routes unblocked and clearly marked with illuminated exit signs
- Fire extinguishers accessible, charged, and inspection tags current
- Electrical panels accessible (36-inch clearance) and covers in place

- Machine guards in place and functioning properly
- First aid kits stocked and accessible
- Safety data sheets (SDS) available for all hazardous chemicals
- PPE in good condition and available where required
- Emergency lighting functional (test monthly)
- Housekeeping and storage areas organized and orderly

BrightWealth® PEO partners include comprehensive workplace safety programs with hazard assessments, training, claims management, and OSHA compliance support. Our safety professionals help you build a culture of prevention that protects employees and reduces costs. Contact us for a complimentary safety assessment.