Safety Program & Documentation Audit

Reference: OSHA safety management and applicable 1910 / 1926 requirements | Preliminary self-assessment; not an exhaustive compliance determination.

Company / Site: _____ Date: _____ Reviewer: _____

Mark Yes, No, or N/A. A “Yes” requires actual supporting evidence. Record unresolved items on the corrective-action section.

#	Self-audit question	Yes	No	N/A
1	Is management responsibility for workplace safety defined?	■	■	■
2	Are employee hazard reporting and stop-work expectations communicated?	■	■	■
3	Are worksite hazards identified and periodically reassessed?	■	■	■
4	Are written programs maintained where regulations require them?	■	■	■
5	Is a hazard communication program current and accessible?	■	■	■
6	Are emergency action procedures documented when required?	■	■	■
7	Are applicable PPE hazard assessments completed?	■	■	■
8	Are equipment inspection and preventive maintenance records retained?	■	■	■
9	Are JSAs/JHAs available for higher-risk work activities?	■	■	■
10	Are subcontractor safety expectations established and communicated?	■	■	■
11	Are employee orientations and training records retained?	■	■	■
12	Are required OSHA injury and illness records maintained?	■	■	■
13	Are incidents, near misses, and corrective actions investigated and tracked?	■	■	■
14	Are competent-person assignments made where regulations require them?	■	■	■
15	Are permits and high-risk work authorizations managed as applicable?	■	■	■
16	Are safety documents version-controlled and reviewed after changes?	■	■	■
17	Are safety meetings and toolbox talks documented where used?	■	■	■
18	Are inspection findings assigned an owner and target completion date?	■	■	■
19	Are emergency contacts and site-specific response resources verified?	■	■	■
20	Are program effectiveness and outstanding risks periodically reviewed?	■	■	■

Corrective action log — item # / deficiency / owner / target date / closure evidence

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IMPORTANT: Applicability depends on tasks, hazards, jurisdiction and client requirements. This checklist does not guarantee OSHA compliance, avoidance of penalties, or acceptance by ISNetworld, Avetta, Veriforce or a hiring client.