**EMPLOYER POSTING**

🞏 Is the required OSHA *Job Safety and Health it’s the Law* poster displayed in a prominent location where all employees are likely to see it?

🞏 Are emergency telephone numbers posted where they can be readily found in case of emergency?

🞏 Where employees may be exposed to toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records, Material Safety Data Sheets (MSDSs) and Safety Data Sheets (SDSs) been posted or otherwise made readily available to affected employees?

🞏 Are signs concerning exit routes, room capacities, floor loading, biohazards, exposures to x-ray, microwave, or other harmful radiation or substances posted where appropriate?

🞏 Is the *Summary of Work-Related Injuries and Illnesses* (OSHA Form 300A) posted during the months of February, March and April?

**RECORDKEEPING**

🞏 Are occupational injuries or illnesses, except minor injuries requiring only first aid, recorded as required on the OSHA 300 log?

🞏 Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date and in compliance with current OSHA standards?

🞏 Are employee training records kept and accessible for review by employees, as required by OSHA standards?

🞏 Have arrangements been made to retain records for the time period required 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 items such as elevators, air pressure tanks, liquefied petroleum gas tanks, etc.?