

# SAFEPATH Solutions Group LLC OSHA AUDIT READINESS CHECKLIST

Practical pre-audit checklist for Florida employers preparing for OSHA inspections, internal reviews, and leadership walkthroughs.

How to use: Walk each area, mark gaps, assign an owner, and set a due date. Focus first on hazards that could cause serious injury, OSHA citations, or operational disruption.

## 1. General Safety & Housekeeping

- Walkways, aisles, and exits are clear and unobstructed.
- Floors are dry, clean, and free of slip/trip hazards.
- Emergency exits are marked, accessible, and unlocked during occupancy.
- Safety signage is visible and current.

## 2. PPE

- PPE hazard assessment is completed or updated.
- Required PPE is available, used, and maintained.
- Employees are trained on proper PPE use and limitations.

## 3. Machine Guarding & Lockout/Tagout

- Machine guards are in place and not bypassed.
- Lockout/tagout procedures are available for equipment.
- Authorized employees are trained and annual LOTO reviews are completed.

## 4. Electrical Safety

- Electrical panels have required working clearance.
- Panels are labeled and not blocked by storage.
- No exposed wiring, damaged cords, or overloaded power strips observed.

## 5. Forklifts & Powered Industrial Trucks

- Operators are trained and authorized.
- Daily inspections are completed and documented.
- Pedestrian routes, mirrors, and traffic controls are reviewed.

## 6. Hazard Communication

- Chemical containers are labeled.
- Safety Data Sheets are accessible to employees.
- Employees are trained on chemical hazards and protective measures.

## 7. Emergency Preparedness

Fire extinguishers are accessible and inspected.

Emergency action plan is current.

Evacuation routes and assembly areas are communicated.

### Action Plan

Gap 1: \_\_\_\_\_ Owner: \_\_\_\_\_ Due: \_\_\_\_\_

Gap 2: \_\_\_\_\_ Owner: \_\_\_\_\_ Due: \_\_\_\_\_

Gap 3: \_\_\_\_\_ Owner: \_\_\_\_\_ Due: \_\_\_\_\_

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