

OSHA Compliance Starter Checklist

The 10 documents every construction company needs before OSHA shows up.

If an OSHA inspector knocked on your jobsite tomorrow, would your paperwork be ready? This 1-page checklist covers the foundational documents every construction contractor is expected to have on file — with a short note on what each one needs to include.

Use this as a quick self-audit. Anything you're missing? Forbes Safety has a ready-to-use template for it.

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10 required documents • What each one must contain • Audit-ready format

Prepared by Forbes Safety Solutions • forbessafety.com

The OSHA Starter Checklist

10 documents every contractor needs

- 1 Written Safety Program**
Your company-wide written program meeting OSHA 1926 (construction) or 1910 (general industry). Defines responsibilities, hazards, and procedures.

- 2 Hazard Communication Program (GHS-aligned)**
Chemical inventory, current Safety Data Sheets (SDS), GHS-compliant labels, and documented employee training on chemical hazards.

- 3 Fall Protection Program + Training Records**
Site-specific plan for work above 6 ft, plus signed/dated training records for every exposed employee. Cited in 30%+ of OSHA construction violations.

- 4 Job Hazard Analyses (JHAs) for each high-risk task**
A written JHA for every task with serious-injury potential: steps, hazards, controls. Reviewed and signed by the crew before the work starts.

- 5 Toolbox Talk / Safety Meeting Documentation**
Weekly meeting topic, date, attendee signatures, and the presenter's name. The single best paper trail of an active safety culture.

- 6 OSHA 300 / 300A Injury & Illness Log**
Current-year 300 log of recordable injuries, plus the 300A summary posted Feb 1–Apr 30. Required for most employers with 11+ employees.

- 7 Incident Investigation Reports**
A written report for every recordable injury, near-miss, or first aid case — root cause, corrective action, responsible party, completion date.

- 8 Equipment Inspection Logs**
Documented pre-use inspections for lifts, ladders, scaffolds, harnesses, rigging, power tools, and vehicles. Keep tagged-out gear out of service.

- 9 PPE Hazard Assessment + Training**
Written hazard assessment certifying the PPE selected for each task, plus signed training records showing employees know how to use and maintain it.

- 10 Emergency Action Plan (EAP)**
Written plan covering evacuation routes, emergency contacts, alarm systems, medical response, and roles. Reviewed with every new hire.
