



OSHA Compliance Checklist for Licensed Contractors

Your step-by-step guide to meeting OSHA's safety compliance requirements.

Core Safety Program Requirements

- ☐ Maintain a written Injury & Illness Prevention Program (IIPP) with clear responsibilities, compliance methods, hazard assessments, and correction procedures.
- ☐ Conduct Periodic Hazard Assessments (JSAs / JHAs) to document hazards, incidents, near misses and corrective action plans. (Recommended at least quarterly, when starting a new job site, or after a serious incident)
- ☐ Post all required OSHA workplace notices where employees can see them.

OSHA Logs & Recordkeeping

- ☐ Maintain OSHA 300, 300A, and 301 logs.
- ☐ Post annual OSHA 300A summary from Feb. 1 – Apr. 30.
- ☐ Report serious injuries, illnesses, and fatalities to OSHA within required timeframes.

Training Documentation & Standards

- ☐ Keep attendance records, agendas, and training materials for all safety sessions (orientation, refresher, task-specific).
- ☐ Ensure training is understandable to all employees (must document that training was in their spoken language).

Hazard Communication

- ☐ Maintain a written Hazard Communication Program with chemical inventory and Safety Data Sheets (SDS).
- ☐ Train employees on chemical hazards before exposure.

Tailgate Safety Training Requirements

- ☐ Hold Tailgate / Toolbox Safety Meetings at least every 10 working days
- ☐ Keep 12 months of attendance records and meeting topics.
- ☐ Provide training in the employee's primary spoken language (use interpreters or translated materials if necessary).

First Aid & Emergency Controls

- ☐ Maintain readily available First Aid & CPR supplies and trained personnel.
- ☐ Implement an Emergency Action Plan for fire, medical, severe weather, and evacuation.

Heat Illness Prevention Program

- ☐ Written program for heat illness prevention.
- ☐ Provide cool drinking water, shade, rest breaks, and emergency response procedures.

Special Requirements for High Hazard Contractors

Specialty contractors may need written programs for unique exposures such as Silica Safety, Scaffolding, Respirators, Fall Protection, Ladders, Confined Space, Trenching, Hoisting, Etc.