

SAFETY PROGRAM AUDIT FORM: LAST UPDATED / /

Topic	Review/Inspection Frequency	Date Last Completed
Hazard Communication Written Policy	Initial/Last Revision	
SDS Books	Annual	
SDS Chemical Inventory List	Annual	
Hazard Communication Training	Annual	
Lockout/Tagout Written Policy	Initial/Last Revision	
Machine-Specific Lockout/Tagout Procedures	Annual	
Lockout/Tagout Audits	Annual	
Lockout/Tagout Training	Initial/When required	
Emergency Action/Fire Safety Plan	Initial/Last Revision	
Emergency Action/Fire Safety Training	Annual	
Internal Fire Extinguisher Inspections	Monthly	
External Fire Extinguisher Inspections	Annual	
Fire Drill	Not Required	
Sprinkler System External Inspections	Annual	
Eyewash Station Documented Inspections	Weekly	
Personal Protective Equipment Written Policy	Initial/Last Revision	
Workplace Hazard Assessments	Ongoing process	
Personal Protective Equipment Training	Initial/When required	
Audiometric Testing	Annual	
Hearing Conservation Training	Annual	
Respiratory Protection Written Policy	Initial/Last Revision	
Medical Evaluations	Initial	
Fit Testing	When Required	
Respiratory Protection Training/Inspection	Annual	
Powered Industrial Trucks (Forklift) Policy	Not Required	
Forklift Classroom Training	Initial training required	
Forklift Hands-On Road Tests	Initial and every three (3) yrs	
Pallet Jack Hands-on Road Tests	Initial and every three (3) yrs	
Completed Pre-Shift Inspection Checklists On-File?	Daily	
Confined Space Written Policy	Initial/Last Revision	
Confined Space Program Training	Initial/When required	
OSHA 300 Log - Updated	Monthly	
Supporting 301 accident report for every entry on 300	Monthly	
OSHA 300A Annual Summary	Annual - Feb-Apr	
New Employee Safety Orientation	First Full Day on Job	

