

## Self-inspection checklist

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### Recordkeeping

- Are all occupational injuries and illnesses, including those involving loss of life, loss of consciousness, loss of time from work, and those requiring treatment other than first aid, recorded as required on the OSHA Form 300?
- Are copies of OSHA Form 300 and First Report of Injury, Form 801, kept for five years?
- Are employee's medical records and records of exposure to hazardous substances or harmful physical agents current?
- Have arrangements been made to maintain required records for the legal period for each type of record? (Some records must be maintained for at least 40 years.)
- Are operating permits and records current for elevators, pressure vessels, and liquefied petroleum gas tanks?
- Are employee safety and health training records maintained?
- Are safety inspections and corrections documented and maintained?