OSHAlytics

The Complete Guide to Safety Inspection Programs

How to build, implement, and improve your safety inspection program from the ground up.

Resource Guide | 2026 Edition

For Safety Directors, EHS Managers, and Compliance Leaders

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Table of Contents

0 Introduction

Why Safety Inspections Matter

Workplace safety inspections are one of the most effective tools available to prevent injuries, illnesses, and fatalities on the job. They serve as the frontline defense in identifying hazards before they cause harm — turning potential incidents into corrective actions and turning compliance obligations into genuine worker protection.

According to the Bureau of Labor Statistics, private industry employers reported approximately 2.8 million nonfatal workplace injuries and illnesses in recent years.[1] OSHA estimates that for every $1 in direct injury costs, employers pay $2–$3 in indirect costs including lost productivity, administrative time, and training replacements.[2] A well-structured inspection program doesn't just keep workers safe — it protects your bottom line.

In 2026, OSHA is expanding its inspection capacity with increased federal funding, focusing National Emphasis Programs on heat exposure, falls, and warehousing, while accelerating whistleblower investigations.[3] The message is clear: proactive safety programs are no longer optional. They're a business imperative.

> KEY INSIGHT: Organizations using both leading and lagging indicators can reduce workplace incidents significantly. OSHA recommends that a good safety and health program uses leading indicators to drive change and lagging indicators to measure effectiveness.

This guide walks you through every phase of building, implementing, and continuously improving a safety inspection program — whether you're starting from scratch or strengthening an existing framework. It is grounded in OSHA's Recommended Practices for Safety and Health Programs and informed by industry best practices across construction, manufacturing, and industrial operations.

1. Bureau of Labor Statistics — Employer-Reported Workplace Injuries and Illnesses, https://www.bls.gov/iif/
2. OSHA — Safety Management Recommended Practices, https://www.osha.gov/safety-management
3. OSHA — National Emphasis Programs and Enforcement Priorities, https://www.osha.gov/enforcement/directives/nep

1 Foundations of an Effective Program

Understanding OSHA's Framework

OSHA's Recommended Practices for Safety and Health Programs provide the foundational framework for any effective inspection program. These practices are built around seven core elements that work together as an integrated system — not as isolated activities.[4] Understanding these elements is essential before designing your inspection procedures.

The Seven Core Elements

Each element below plays a distinct role in your safety program. Your inspection activities touch every one of them:

Core Element	Description
Management Leadership	Top management demonstrates visible commitment. Sets goals, allocates resources, assigns accountability, and communicates expectations for safety performance.
Worker Participation	Workers are involved in all aspects — reporting hazards, conducting inspections, investigating incidents, and tracking progress. Workers must be able to participate without fear of retaliation.
Hazard Identification and Assessment	Systematic procedures to identify workplace hazards through inspections, review of injury logs, Safety Data Sheets, and incident investigations. Includes characterizing hazards by severity, likelihood, and number of exposed workers.
Hazard Prevention and Control	Controls selected using the hierarchy of controls: elimination, substitution, engineering controls, administrative controls, and PPE. Interim controls used while permanent solutions are implemented.
Education and Training	All workers trained on hazard recognition, reporting procedures, and control techniques. Managers trained on their responsibilities under the OSH Act and incident investigation.
Program Evaluation and Improvement	Performance tracked using leading and lagging indicators. Annual reviews evaluate whether the program is functioning as planned. Modifications made to correct shortcomings.
Communication and Coordination	Host employers, contractors, and staffing agencies coordinate to ensure consistent safety information, hazard communication, and emergency procedures across all workers.

Legal Requirements and Standards

Beyond OSHA's recommended practices, employers must comply with specific regulatory requirements that directly relate to inspection activities:

- OSHA General Duty Clause (Section 5(a)(1)): Employers must provide a workplace free from recognized hazards likely to cause death or serious physical harm.
- Recordkeeping Standards (29 CFR 1904): Maintain OSHA Forms 300, 300A, and 301. Since January 2024, certain high-hazard employers must electronically submit these forms.[5]
- Hazard Communication (29 CFR 1910.1200): All hazardous materials labeled, Safety Data Sheets maintained, and employees trained on chemical hazards.
- Industry-Specific Standards: Fall protection (29 CFR 1926.501), lockout/tagout (29 CFR 1910.147), confined spaces (29 CFR 1910.146), machine guarding (29 CFR 1910.212), and personal protective equipment (29 CFR 1910.132).
- The Upcoming Heat Standard: OSHA's Heat Illness Prevention Standard is expected to be finalized in 2026 with mandatory monitoring thresholds at 80°F and 90°F heat index.[6] This will require documented evidence of automated monitoring and response.

> REGULATORY ALERT: OSHA's instance-by-instance citation policy now applies to high-gravity serious violations including machine guarding, falls, and respiratory protection. Each individual violation can carry a separate penalty — making thorough inspections more critical than ever.

4. OSHA — Recommended Practices for Safety and Health Programs (OSHA 3885), https://www.osha.gov/sites/default/files/publications/OSHA3885.pdf
5. OSHA — Electronic Recordkeeping Rule (29 CFR 1904.41), https://www.osha.gov/recordkeeping/electronic-submission
6. OSHA — Heat Exposure Rulemaking, https://www.osha.gov/heat-exposure/rulemaking

2 Building Your Inspection Program

Building an inspection program requires methodical planning. This chapter walks through the six essential steps to design a program tailored to your operation.

Step 1: Assess Your Current State

Before writing a single policy, take an honest inventory of where you stand today. The strongest inspection programs are built on a clear-eyed understanding of real-world conditions — not template assumptions.[7]

Conduct a gap analysis by asking:

- Do you have a written safety policy signed by senior leadership?
- Are workplace inspections currently being conducted? How often? By whom?
- Do you have documented toolbox talks from the last 90 days?
- Are near-misses being reported and investigated?
- What does your OSHA 300 log tell you about injury patterns and trends?
- How are hazards currently identified, tracked, and resolved?
- Are contractors and subcontractors included in your safety activities?

Review all existing documentation: injury and illness logs, Safety Data Sheets, prior inspection results, incident investigation reports, and manufacturer safety literature. Walk your facility. Talk to your crews. The goal is to base your program around the real risks happening in your business right now.[8]

> TIP: If you can't answer "yes" to having a written safety policy, documented inspections, and recent toolbox talks, you're starting from the ground floor. That's fine — most companies do. This guide will get you there.

Step 2: Define Scope and Objectives

A clear scope prevents your inspection program from being either too broad to execute or too narrow to be effective. Define:

- Coverage: Which facilities, work areas, equipment, and processes will be inspected?
- Goals: What specific outcomes are you targeting? (e.g., reduce recordable injuries by 25%, achieve 100% inspection completion rate, close corrective actions within 72 hours)
- Compliance baseline: Which OSHA standards and industry regulations apply to your operations?
- Stakeholders: Who needs to be involved — operations, maintenance, HR, subcontractors?

OSHA recommends establishing realistic, measurable goals that emphasize injury and illness prevention rather than focusing solely on injury and illness rates.[9] Frame goals around leading activities (inspections completed, hazards identified, training hours delivered) rather than only lagging outcomes.

Step 3: Design Your Inspection Types

Not all inspections serve the same purpose. An effective program uses multiple inspection types, each targeting different aspects of your safety posture:

Inspection Type	Purpose	Frequency
Routine / Scheduled	Systematic walkthroughs of all work areas on a fixed schedule. The backbone of your program.	Weekly to monthly
Pre-Task / Job Hazard Analysis	Completed before starting high-risk tasks. Identifies task-specific hazards and required controls. Documents safe work practices.	Before each task
Informal / Safety Observations	Unannounced walkthroughs by supervisors and safety staff. Observes actual work behaviors and conditions in real time.	Daily / ongoing
Focused / Targeted	Deep inspection of a specific area, process, or piece of equipment. Often triggered by an incident, near-miss, or regulatory change.	As needed
Pre-Startup / Change Management	Conducted before new equipment, processes, or materials are introduced. Identifies hazards created by changes to operations.	Before changes
Regulatory / Compliance	Formal audits verifying compliance with specific OSHA standards, permits, and industry requirements (fire extinguishers, LOTO, confined space, etc.).	Quarterly to annually

Step 4: Develop Checklists and Forms

Checklists are the engine of consistent inspections. A well-designed checklist ensures that every inspector covers the same ground, every time — preventing the omission of critical items and creating a defensible record of due diligence.[10]

Every inspection checklist should include:

- Date, time, location, and inspector identification
- Area or equipment being inspected
- Specific items to evaluate (tied to applicable OSHA standards)
- Pass / fail / N/A options for each item
- Space for observations, photos, and notes
- Severity rating for identified hazards (critical, serious, minor)
- Corrective action assignment fields (who, what, when)
- Inspector and supervisor signatures

Common inspection categories to cover:

Category	Items to Inspect
Housekeeping	Walking surfaces, aisles, exits, storage, spill containment
Fire Safety	Extinguishers, alarms, sprinklers, exit routes, signage, electrical panels
Electrical	Cords, outlets, panels, GFCI, lockout/tagout compliance
Machine Guarding	Guards in place, emergency stops, interlock systems, labeling
PPE	Availability, condition, proper use, storage, training records
Chemical / HazCom	SDS availability, labeling, storage, ventilation, spill kits
Fall Protection	Guardrails, covers, harness systems, ladder condition, scaffolding
Ergonomics	Workstation setup, lifting procedures, repetitive motion controls
Emergency Readiness	First aid kits, AEDs, evacuation routes, assembly points, drills

Step 5: Establish Roles and Responsibilities

OSHA's framework emphasizes that both management leadership and worker participation are essential.[11] Your inspection program needs clearly defined roles:

Role	Responsibilities
Senior Management	Set safety policy, allocate budget and resources, review program performance, demonstrate visible commitment
Safety Director / EHS Manager	Design and oversee the inspection program, develop checklists, analyze trends, report to leadership, manage corrective actions
Supervisors / Foremen	Conduct daily observations, participate in scheduled inspections, ensure corrective actions are completed, coach workers on safe practices
Workers / Crew Members	Report hazards and near-misses, participate in inspections, follow safe work procedures, provide feedback on safety conditions
Safety Committee	Meet regularly to review inspection findings, recommend improvements, participate in incident investigations, champion safety culture

Step 6: Set Frequency and Scheduling

Inspection frequency should be based on risk level, regulatory requirements, and operational tempo. OSHA's implementation checklist specifies that workplaces should be inspected regularly, covering all areas, activities, and vehicles.[12]

Frequency	Activities
Daily	Pre-task hazard assessments, informal safety observations, high-risk area walkthroughs, equipment pre-use checks
Weekly	Scheduled area inspections of active work zones, housekeeping reviews, fire extinguisher visual checks
Monthly	Comprehensive facility walkthroughs, PPE inventory and condition checks, emergency equipment inspections
Quarterly	Management safety reviews, compliance audits, trend analysis meetings, safety committee program evaluations
Annually	Full program review and update, regulatory compliance audit, training needs assessment, goal-setting for the next year

7. OSHA — Recommended Practices for Safety and Health Programs (OSHA 3885), https://www.osha.gov/sites/default/files/publications/OSHA3885.pdf
8. OSHA — Small Business Safety and Health Management, https://www.osha.gov/smallbusiness/stepbystep
9. OSHA — Recommended Practices (OSHA 3885), https://www.osha.gov/sites/default/files/publications/OSHA3885.pdf
10. OSHA — Hazard Identification and Assessment (SHP Implementation Checklist), https://www.osha.gov/sites/default/files/SHP_Implementation_Checklist.pdf
11. OSHA — Safety and Health Program Implementation Checklist, https://www.osha.gov/sites/default/files/SHP_Implementation_Checklist.pdf
12. OSHA — SHP Implementation Checklist, Section 3: Hazard Identification and Assessment, https://www.osha.gov/sites/default/files/SHP_Implementation_Checklist.pdf

3 Implementing Your Program

Training Your Inspection Team

An inspection is only as good as the inspector. OSHA requires that workers with assigned roles receive specific training on how to carry out their responsibilities, and that all workers are trained to recognize hazards and understand effective control techniques.[13]

Essential training topics for inspectors:

- How to use inspection checklists and forms effectively
- Hazard recognition — what to look for in each inspection category
- Severity assessment — how to classify and prioritize findings
- Documentation standards — writing clear, actionable findings with supporting photos
- Communication skills — delivering findings constructively, not punitively
- Applicable OSHA standards for your industry and operations
- Corrective action procedures — how findings become resolved issues
- Emergency procedures and stop-work authority

> OSHA REQUIREMENT: Training must be delivered in a language and at a literacy level that all workers can understand. Provide materials in Spanish or other languages spoken by your workforce. Workers should be able to ask questions, receive answers, and provide feedback during and after training.

Conducting Effective Inspections

The quality of an inspection depends on the inspector's approach, thoroughness, and objectivity. Follow these principles for every inspection:

Before the inspection:

- Review previous inspection reports for the area — what was found last time?
- Check recent incident and near-miss reports related to the area
- Ensure you have the correct, current checklist for the inspection type
- Confirm you have necessary PPE and documentation tools (camera, tablet, forms)

During the inspection:

- Follow the checklist systematically — don't skip items or rush through sections
- Observe actual work practices, not just physical conditions
- Engage workers — ask what hazards concern them, listen to their input

- Document everything with photos, notes, and specific location details
- If you identify an imminent danger, address it immediately — don't wait for the report
- Note positive observations too — reinforcing safe behaviors builds culture

After the inspection:

- Complete the inspection report within 24 hours while details are fresh
- Classify each finding by severity (critical, serious, minor, observation)
- Assign corrective actions with specific owners and deadlines
- Communicate results to affected workers and management
- Enter findings into your tracking system for trend analysis

> REALITY CHECK: If your inspections always come back clean, your inspectors aren't looking hard enough. Even the safest workplaces have opportunities for improvement. A consistently "perfect" inspection record is a red flag, not a sign of success.

Documenting and Reporting Findings

Documentation transforms an inspection from a walk-around into a defensible, actionable record. Every finding should include:

- What was found: Specific, factual description of the hazard or condition
- Where it was found: Exact location (building, floor, area, equipment ID)
- When it was found: Date, time, and during what activity
- Why it matters: Severity classification and potential consequences
- Photo evidence: Visual documentation of the condition
- Who is responsible: Assigned corrective action owner
- When it must be resolved: Target completion date based on severity

The Corrective Action Cycle

Identifying hazards is only half the equation. The real value of your inspection program lies in how effectively you resolve findings. OSHA's framework requires that controls are tracked to completion, that interim controls are used when permanent solutions take time, and that installed controls are monitored and maintained.[14]

Follow the closed-loop corrective action cycle:

Step	Action
1. Identify	Hazard documented during inspection with severity classification and photo evidence.
2. Assign	Specific person assigned responsibility with a deadline based on severity: critical (24 hrs), serious (72 hrs), minor (30 days).
3. Implement Interim Controls	If permanent fix requires time, put temporary controls in place immediately (barricades, warning signs, temporary PPE requirements).
4. Implement Permanent Controls	Apply the hierarchy of controls: eliminate, substitute, engineer, administer, then PPE as last resort.
5. Verify	Independent verification that the corrective action was completed and is effective. Don't rely on self-reporting.
6. Document and Close	Record the completed action with evidence. Update your tracking system. Close the finding.

Integrating with Other Safety Programs

Your inspection program doesn't exist in isolation. It should feed into and draw from every other element of your safety management system:

- Incident Investigation: Inspection findings inform where incidents are likely to occur. Incident investigations reveal gaps in your inspection coverage.
- Training Programs: Recurring inspection findings in specific categories signal where additional training is needed.
- Document Control: Inspection checklists, SOPs, and safety procedures should be version-controlled and easily accessible to all workers.
- Corrective Action Tracking: Every inspection finding should flow into a unified corrective action system where nothing falls through the cracks.
- Toolbox Talks: Use inspection trends to drive relevant, timely toolbox talk topics.
- Contractor Pre-Qualification: Inspection performance should factor into contractor selection and ongoing evaluation.

13. OSHA — SHP Implementation Checklist, Section 5: Education and Training, https://www.osha.gov/sites/default/files/SHP_Implementation_Checklist.pdf
14. OSHA — SHP Implementation Checklist, Section 4: Hazard Prevention and Control, https://www.osha.gov/sites/default/files/SHP_Implementation_Checklist.pdf

4 Measuring and Improving Performance

Leading vs. Lagging Indicators

OSHA defines leading indicators as proactive and preventive measures that reveal the effectiveness of safety activities and potential problems in your program. Lagging indicators measure the occurrence and frequency of events that already happened.[15]

A comprehensive inspection program tracks both. Leading indicators tell you whether your activities are preventing incidents. Lagging indicators confirm whether those prevention efforts are working.

Leading Indicators (Proactive)	Lagging Indicators (Reactive)
Inspection completion rate	Total Recordable Incident Rate (TRIR)
Near-miss reports submitted	Days Away, Restricted, or Transferred (DART)
Corrective action closure time	Lost Time Injury Frequency Rate (LTIFR)
Training completion rate	Workers' Compensation costs
Safety observation frequency	Severity rate (days lost per injury)
JHA completion before task start	Experience Modification Rate (EMR)
PPE compliance rate	Number of OSHA citations
Toolbox talk participation	Fatality rate

BENCHMARK: OSHA estimates healthy near-miss reporting programs have 5–10 near-miss reports for every recordable injury. If your ratio is significantly lower, workers may not feel safe reporting, or your observation processes need improvement.

Key Metrics to Track

Start with a manageable set of metrics and expand as your program matures. OSHA recommends picking 2–3 lagging indicators and 3–5 leading indicators that predict your specific injury types.[16]

Essential inspection program metrics:

Metric	What It Measures	Target
Inspection Completion Rate	% of scheduled inspections actually completed on time	100% target
Finding Rate	Average number of findings per inspection	Stable or improving
Critical Finding Rate	% of findings classified as critical or serious	Decreasing trend
Corrective Action Closure Rate	% of corrective actions closed within the assigned deadline	>90% within deadline
Average Time to Close	Mean days from finding identification to verified closure	Critical: <24 hrs Serious: <72 hrs
Overdue Actions	Number of corrective actions past their deadline	Zero target
Near-Miss Ratio	Near-miss reports per recordable injury	5–10:1 or higher
Worker Participation	% of workforce actively involved in inspections or reporting	Increasing trend

Using Data to Drive Continuous Improvement

Data without action is just noise. The purpose of tracking metrics is to identify patterns, allocate resources, and make evidence-based decisions about where your program needs strengthening.

Monthly analysis should answer:

- Which areas or equipment generate the most findings?
- Are the same types of hazards recurring despite corrective actions?
- Which crews or shifts have the highest (or lowest) inspection completion rates?
- Are corrective actions being completed on time, or is the backlog growing?
- Do leading indicator trends predict your lagging indicator outcomes?
- Where do near-miss clusters suggest an incident is likely to happen?

Plot leading and lagging indicators on the same charts over time. Look for correlations over 3–6 month windows. When inspection completion or near-miss reporting drops, do injuries follow? When training improves, does TRIR decrease? These connections validate your program and justify continued investment.[17]

Annual Program Reviews

OSHA's implementation checklist requires an initial review followed by subsequent annual reviews to evaluate whether the program is fully implemented and functioning as planned. Workers should be involved in all review activities.[18]

Your annual review should:

- Evaluate all inspection data trends for the year
- Assess whether goals were met and set new ones for the coming year
- Review and update all inspection checklists for regulatory changes
- Evaluate inspector training needs and schedule refreshers
- Benchmark your performance against industry averages (TRIR, DART, EMR)
- Solicit feedback from workers, supervisors, and the safety committee
- Document findings and the action plan in a formal review report
- Share results with senior leadership and all workers

15. OSHA — Using Leading Indicators to Improve Safety and Health Outcomes, https://www.osha.gov/leading-indicators
16. OSHA — Using Leading Indicators to Improve Safety and Health Outcomes (Publication 3909), https://www.osha.gov/sites/default/files/publications/OSHA3909.pdf
17. Bureau of Labor Statistics — Occupational Safety and Health Statistics, https://www.bls.gov/iif/
18. OSHA — SHP Implementation Checklist, Section 6: Program Evaluation and Improvement, https://www.osha.gov/sites/default/files/SHP_Implementation_Checklist.pdf

5 Going Digital

Technology and Modern Inspection Programs

The Case for a Closed-Loop Safety Platform

Most safety teams don't have a technology problem — they have a disconnection problem. Inspections are conducted on paper or in one app, corrective actions are tracked in a spreadsheet, analytics live in a separate report, and training records sit in a filing cabinet. When your safety data is scattered across four or five systems, things fall through the cracks. Corrective actions go unresolved. Trends go unnoticed. And when OSHA shows up, your team scrambles to pull records from a dozen different places.[19]

The solution isn't more tools — it's one platform that connects the entire safety workflow into a closed loop: inspection → finding → corrective action → verification → analytics → continuous improvement. That's the principle OSHAlytics was built on. Every inspection, every corrective action, every trend, and every compliance record lives in one place — accessible to your field crews, your safety team, and your leadership from any device, in real time.[20]

When an inspector marks a finding on a daily walk in OSHAlytics, the platform automatically generates a corrective action, assigns it to a named owner with a deadline, sends a notification, and tracks it to verified closure. The finding, the photo evidence, the corrective action, and the close-out documentation all live in one record. There is no handoff to a spreadsheet. There is no email chain to chase. The loop is closed the moment the finding is entered.

Why OSHAlytics

OSHAlytics was built by safety professionals who spent decades managing inspection programs on job sites — not by software engineers guessing at what field teams need. The platform is designed around one principle: simplicity drives compliance. If the tool is hard to use, your crews won't use it. If the data is hard to find, leadership won't trust it. OSHAlytics eliminates both problems.

Capability	How OSHAlytics Delivers It
Closed-Loop Workflow	Inspections, findings, corrective actions, and verification are connected in a single workflow. Nothing falls through the cracks because there are no handoffs between systems.
Mobile-First Inspections	Conduct inspections from any device, online or offline. Guided checklists with photo capture and GPS tagging. Built for the field, not the back office.
Automated Corrective Actions	Every finding instantly generates an assigned corrective action with an owner, deadline, and automatic notifications. Track to closure in the same platform — no spreadsheets, no email chains.

Capability	How OSHAlytics Delivers It
Real-Time Analytics Dashboard	Visualize trends, track leading and lagging KPIs, and identify patterns across all locations. Ask your data questions directly using the built-in analytics assistant.
Multi-Site Visibility	Manage safety across every location from a single dashboard. Roll up data, compare site performance, and standardize your program company-wide.
Audit-Ready Records	Every inspection, corrective action, and close-out is automatically documented and stored. Generate compliance reports on demand. When OSHA arrives, your records are already organized.

Getting Started

Moving from paper or disconnected tools to a closed-loop platform doesn't have to be complicated. OSHAlytics was designed for fast deployment — most teams are up and running within days, not months:

Timeline	Activities
Week 1	Start with your most frequent inspection type (daily walkthroughs). OSHAlytics' guided setup builds your first checklist in minutes. Train your pilot group of inspectors — the mobile interface requires minimal training.
Weeks 2–3	Expand to all inspection types. Connect findings to the corrective action workflow. Your team sees the closed-loop process working in real time — findings get assigned, tracked, and closed without leaving the platform.
Month 2	Roll out to all locations and crews. Activate the analytics dashboard and begin tracking leading indicators. Leadership gets real-time visibility into program performance across every site.
Ongoing	Refine checklists based on trending data. Use OSHAlytics' analytics to identify your top hazard categories, longest corrective action close times, and highest-performing sites. Drive continuous improvement with data, not guesswork.

> THE BOTTOM LINE: The strongest safety programs run on a closed loop: inspect, find, fix, verify, analyze, improve. OSHAlytics puts that entire loop in one place — simple enough for your field crews to use every day and powerful enough for leadership to trust the data. Stop managing safety in spreadsheets. Start managing it in a system built for the way safety actually works.

19. OSHA — Recommended Practices for Safety and Health Programs, Chapter 3: Hazard Identification, https://www.osha.gov/sites/default/files/publications/OSHA3885.pdf
20. OSHA — Workplace Safety and Health Topics: Safety and Health Management, https://www.osha.gov/safety-management

Appendix

Inspection Program Quick-Start Checklist

Use this checklist to track your progress as you build or strengthen your safety inspection program. Each item maps to a specific section in this guide.

Foundation

- [ ] Written safety policy signed by senior leadership
- [ ] Gap analysis completed — current state documented
- [ ] OSHA standards applicable to your operations identified
- [ ] Safety goals established (leading and lagging targets)
- [ ] Budget and resources allocated for the inspection program

Program Design

- [ ] Inspection types defined (routine, pre-task, focused, compliance)
- [ ] Checklists developed for each inspection type and area
- [ ] Roles and responsibilities documented and communicated
- [ ] Inspection schedule created with appropriate frequencies
- [ ] Corrective action process defined (assign, implement, verify, close)

Implementation

- [ ] Inspectors trained on checklists, hazard recognition, and documentation
- [ ] Workers trained on reporting procedures and their rights
- [ ] First round of inspections completed and documented
- [ ] Corrective actions from first inspections assigned and tracked
- [ ] Safety committee established and meeting regularly

Measurement

- [ ] Leading and lagging indicators selected and baselined
- [ ] Tracking system established (digital preferred)
- [ ] Monthly trend analysis process in place
- [ ] Quarterly management review scheduled
- [ ] Annual program review process documented

Continuous Improvement

- [ ] Checklists reviewed and updated based on findings and regulatory changes
- [ ] Worker feedback collected and incorporated into program updates
- [ ] Inspection data integrated with incident investigation and training

[ ] Benchmarking against industry averages completed

[ ] Next year’s goals established based on current year data

Sources

1. Bureau of Labor Statistics — Employer-Reported Workplace Injuries and Illnesses. https://www.bls.gov/iif/
2. OSHA — Safety Management — Recommended Practices. https://www.osha.gov/safety-management
3. OSHA — National Emphasis Programs and Enforcement Priorities. https://www.osha.gov/enforcement/directives/nep
4. OSHA — Recommended Practices for Safety and Health Programs (OSHA 3885). https://www.osha.gov/sites/default/files/publications/OSHA3885.pdf
5. OSHA — Electronic Recordkeeping Rule (29 CFR 1904.41). https://www.osha.gov/recordkeeping/electronic-submission
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7. OSHA — Recommended Practices for Safety and Health Programs (OSHA 3885). https://www.osha.gov/sites/default/files/publications/OSHA3885.pdf
8. OSHA — Small Business: Step-by-Step Safety and Health Management. https://www.osha.gov/smallbusiness/stepbystep
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12. OSHA — SHP Implementation Checklist — Hazard Identification and Assessment. https://www.osha.gov/sites/default/files/SHP_Implementation_Checklist.pdf
13. OSHA — SHP Implementation Checklist — Education and Training. https://www.osha.gov/sites/default/files/SHP_Implementation_Checklist.pdf
14. OSHA — SHP Implementation Checklist — Hazard Prevention and Control. https://www.osha.gov/sites/default/files/SHP_Implementation_Checklist.pdf
15. OSHA — Using Leading Indicators to Improve Safety and Health Outcomes. https://www.osha.gov/leading-indicators
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18. OSHA — SHP Implementation Checklist — Program Evaluation and Improvement. https://www.osha.gov/sites/default/files/SHP_Implementation_Checklist.pdf
19. OSHA — Recommended Practices for Safety and Health Programs — Hazard Identification. https://www.osha.gov/sites/default/files/publications/OSHA3885.pdf
20. OSHA — Workplace Safety and Health Topics: Safety and Health Management. https://www.osha.gov/safety-management

Ready to Transform Your Safety Inspection Program?

OSHAlytics brings inspections, corrective actions, document control, and analytics together in one platform — built by safety professionals for safety professionals.

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