



Quala

# OSHA AUDITS

*Tips on staying compliant.*

Travis O'Banion

VP, Environmental Health and Safety





THE KEY

# Preparation

What will OSHA be looking for?

Complete periodic audits

Follow up on issues discovered

Stay in control on  
the journey to safety  
excellence.





# THE OSHA AUDIT TOOL

## SECTION 1 MANAGEMENT LEADERSHIP

- Implements and communicates a written, signed policy
- Routinely demonstrates visible commitment to the program
- Defines specific goals
- Allocates appropriate resources
- Assigns responsibility
- Encourages, recognizes and rewards



# THE OSHA AUDIT TOOL

## SECTION 2 WORKER PARTICIPATION

- Are encouraged to participate
- Are trained on how to report incidents
- Report issues without fear of reprisal
- Report issues promptly
- Reports of issues are resolved promptly
- Have access to information
- Have assigned roles and are involved
- Workers have authority to initiate shutdown



LOOK FOR  
HAZARDS  
IN EVERY  
DIRECTION

# THE OSHA AUDIT TOOL

## SECTION 3 HAZARD IDENTIFICATION & ASSESSMENT

- Written materials reviewed
- Workplace inspected regularly
- Before ops changes, safety is reviewed
- Workplace evaluated for health hazards
- Injury trends are analyzed
- Incidents are investigated
- Recognized hazards addressed immediately





# THE OSHA AUDIT TOOL

## SECTION 4

### HAZARD PREVENTION & CONTROL

- Controls are selected according to the “hierarchy of controls,” emphasizing elimination, substitution, engineering controls, administrative controls, and finally PPE
- Hazard control plan is used to plan and prioritize controls
- Controls are identified as soon as a hazard is identified
- Workers are involved in selecting controls
- Controls are monitored
- Implementation of controls is tracked to completion

# THE OSHA AUDIT TOOL

## SECTION 5 EDUCATION & TRAINING

- Managers, supervisors and workers understand the elements of the safety and health program and how to participate in it
- Each worker understand his or her own role in the program
- Workers know whom to contact with questions or concerns
- Workers know their rights to participate in the program and make reports without fear of retaliation
- Workers with assigned roles under the program receive training
- Workers are trained to understand how to recognize hazards





# THE OSHA AUDIT TOOL

## SECTION 6

### PROGRAM EVALUATION & IMPROVEMENT

- Performance indicators are used to track progress toward program goal
- Performance data is analyzed and shared with workers
- Management does an initial review to evaluate the program
- Workers are involved in program review activities
- Program reviews examine key processes
- The program is modified as needed

# THE OSHA AUDIT TOOL

## SECTION 7 COMMUNICATION & COORDINATION FOR CONTRACTORS & OTHERS

- Specific employees of contractors are identified to implement elements of the program
- Information of the program and hazards are communicated to contractors
- Contractors inform host employer about injuries that occur on site
- Host employers communicate non-routine and emergency hazards and emergency procedures
- Staffing agency workers are adequately trained and equipped before arriving onsite





A photograph of two men in industrial settings. They are wearing yellow hard hats and high-visibility yellow safety vests over dark blue jackets. They are shaking hands in front of large white cylindrical tanks and metal walkways. The background shows a clear blue sky and more industrial structures.

# OSHA AUDIT PREPARATION

COMPLETE PERIODIC & SYSTEMATIC FACILITY AUDITS.  
FOLLOW UP ON ISSUES DISCOVERED.

Access the OSHA Audit Tool Here

[https://www.osha.gov/shpguidelines/docs/SHP\\_Audit\\_Tool.pdf](https://www.osha.gov/shpguidelines/docs/SHP_Audit_Tool.pdf)



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a Cleaner Company

Thank You

