

# OSHA Training Records Readiness Checklist

**Purpose:** To determine whether your OSHA training records would withstand scrutiny during:

- An OSHA inspection
- A serious injury or fatality investigation
- A civil liability claim

## 1. Required OSHA Training Identification

- OSHA-required training is identified by standard (e.g. 1910, 1926)
- Training is mapped to actual workplace hazards
- Refresher intervals are defined and enforced
- Site-specific hazards are covered

**Examples:** HazCom, Forklifts, Lockout/Tagout, Fall Protection, PPE, Confined Space

## 2. OSHA-Compliant Record Elements

- Records include: Employee name, Training date, Training subject, Instructor or provider name
- Records clearly show **initial vs refresher** training
- Records are legible, complete, and tamper-resistant

**OSHA reality:** “If it isn’t documented, it didn’t happen.”

## 3. Forklift & Equipment-Specific Training

- Operator-specific forklift certifications exist
- Site-specific evaluations are documented
- Re-evaluation occurs after incidents or unsafe operation
- Certifications are current

## 4. Hazard Communication (HazCom)

- SDS training is documented for all affected employees
- Training reflects current chemical inventory
- New chemicals trigger retraining
- Language comprehension is addressed

## 5. Supervisor & Management Training

- Supervisors receive role-specific OSHA training
- Supervisors understand enforcement responsibilities
- Failure-to-train risks are understood
- Documentation proves supervisor participation

## 6. New Hire & Temporary Worker Training

- Training occurs **before exposure** to hazards
- Temporary workers are trained, not assumed covered
- Orientation training is documented
- Staffing agencies do not replace employer responsibility

## 7. Inspection & Legal Defense Readiness

- Training records can be produced during an OSHA inspection
- Records show training occurred **before** the incident
- Deficiencies are documented with corrective actions
- Training supports a **good-faith / due diligence defense**

## OSHA RISK INDICATOR

- **Missing records:** Citation risk
- **Incomplete records:** Penalty escalation risk
- **Outdated training:** Willful or repeat classification risk