

Preparing for an OSHA Inspection



An OSHA inspection can be disruptive if unplanned. Understand what to expect during an inspection and how to prepare your furniture or home appliance retail operation to help reduce compliance risks, downtime, and financial loss.



Why OSHA May Inspect Your Business

- Employee complaints regarding unsafe conditions
- Referrals from other regulatory agencies
- General schedule inspections based on NAICS classification

Failure to comply may result in:

- OSHA citations and penalties
- Increased Workers' Compensation losses
- General liability exposure

What To Do During an Inspection

- Designate one trained management escort
- Answer questions factually—do not speculate
- Take parallel notes and photos of cited conditions
- Request clarification when standards are referenced

Three Parts of an OSHA Inspection

1. Opening Conference

Presentation of credentials: The compliance officer shows official identification with a photo and serial number.

Purpose and scope: The officer explains why OSHA selected the workplace (such as a complaint, accident, or random high-hazard targeting) and outlines what areas they will inspect.

Team selection: The employer and employees choose their respective representatives to join the upcoming tour.

2. Walkaround

Facility tour: The compliance officer, employer representative, and employee representative walk through the designated areas.

Hazard checks: The officer looks for safety or health violations, takes photos or measurements, and notes unsafe conditions.

Interviews and records: The officer privately interviews a number of workers and reviews safety documents like injury logs

3. Closing Conference

Discussion of findings: The officer talks about any observed violations and potential hazards with the employer.

Corrective actions: They discuss required fixes, possible citations, and appropriate abatement timeframes (how fast the issue must be fixed).

Next steps: The officer explains the employer's rights, including informal conferences or contesting penalties

Check out our [Safety Tips page](#) for more safety information.

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OSHA Inspection Compliance Checklist

1. OSHA ADMINISTRATIVE REQUIREMENTS

- ☐ OSHA 300, 300A, and 301 logs completed accurately (if 10+ employees)
- ☐ OSHA 300A posted Feb 1 – Apr 30 (if required)
- ☐ OSHA poster displayed in a conspicuous location
- ☐ Written safety and health policy in place
- ☐ Management representative designated for inspections
- ☐ Employee complaint response process established

2. HAZARD COMMUNICATION (29 CFR 1910.1200)

- ☐ Written Hazard Communication Program current
- ☐ Chemical inventory up to date
- ☐ Safety Data Sheets (SDS) readily accessible to employees
- ☐ Containers properly labeled (manufacturer or workplace labels)
- ☐ Employees trained on chemical hazards and SDS use

3. PERSONAL PROTECTIVE EQUIPMENT (PPE) (29 CFR 1910 Subpart I)

- ☐ Written PPE hazard assessment completed and documented
- ☐ Appropriate PPE provided at no cost to employees
- ☐ PPE maintained in sanitary and serviceable condition
- ☐ Employees trained on PPE use, limitations, and care
- ☐ Eye/face protection used where required

4. WALKING-WORKING SURFACES (29 CFR 1910 Subpart D)

- ☐ Floors clean, dry, and free of tripping hazards
- ☐ Aisles and passageways clearly marked and unobstructed
- ☐ Guardrails provided where required
- ☐ Ladders inspected and used correctly
- ☐ Stairways equipped with proper handrails

5. ELECTRICAL SAFETY (29 CFR 1910 Subpart S)

- ☐ Electrical panels labeled and unobstructed (36-inch clearance)
- ☐ Extension cords in good condition (no damage or splices)
- ☐ Grounding and GFCI protection provided where required
- ☐ Temporary wiring not used as permanent wiring
- ☐ Lockout/Tagout applied during servicing where applicable

6. MACHINE GUARDING & LOCKOUT/TAGOUT (29 CFR 1910 Subpart O & 1910.147)

- ☐ Machine guards in place and functional
- ☐ Written Lockout/Tagout program implemented
- ☐ Authorized and affected employees trained

- ☐ Lockout devices available and used
 - ☐ Periodic LOTO inspections conducted and documented
- ## 7. POWERED INDUSTRIAL TRUCKS (FORKLIFTS) (29 CFR 1910.178)

- ☐ Operators trained, evaluated, and certified
- ☐ Refresher training provided as required
- ☐ Daily forklift inspections performed
- ☐ Seatbelts used
- ☐ Pedestrian traffic controls in place

8. EMERGENCY ACTION & FIRE SAFETY (29 CFR 1910 Subpart E & L)

- ☐ Written Emergency Action Plan (EAP)
- ☐ Evacuation routes posted and unobstructed
- ☐ Fire extinguishers inspected monthly and maintained annually
- ☐ Employees trained on evacuation and extinguisher use (if applicable)
- ☐ Flammable materials stored properly

9. MEDICAL & FIRST AID (29 CFR 1910 Subpart K)

- ☐ First aid kits available and stocked
- ☐ Eyewash/shower stations provided where required
- ☐ Emergency contact information posted
- ☐ Incident reporting and investigation process in place

10. TRAINING & RECORDKEEPING

- ☐ New-hire safety orientation completed
- ☐ Job-specific safety training documented
- ☐ Training records maintained and accessible
- ☐ Toolbox talks or safety meetings conducted regularly
- ☐ Corrective actions tracked and closed

11. HOUSEKEEPING & GENERAL SAFETY

- ☐ Materials stored safely and securely
- ☐ Exits clearly marked and illuminated
- ☐ Waste removed regularly
- ☐ Lighting adequate for tasks
- ☐ No blocked fire protection equipment

INSPECTION READINESS CONFIRMATION

- ☐ Safety programs reviewed annually
- ☐ Internal audits conducted periodically
- ☐ Hazards corrected promptly and documented
- ☐ Employees know how to report safety concerns

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