



OSHA / MNOSHA Inspection Readiness Checklist

If OSHA or MNOSHA comes knocking, are you ready?

A practical pre-inspection screening tool for employers. The core checklist addresses federal OSHA readiness and is useful in federal-OSHA states such as Wisconsin. A separate Minnesota section highlights MNOSHA requirements that may go beyond federal OSHA. Mark each item **Ready**, **Needs Attention**, or **N/A**.

1. Core OSHA Programs & Documentation

Readiness check	Ready	Needs Attention	N/A
Have you identified the OSHA standards and written programs that apply to your actual operations and hazards?	☐	☐	☐
Are applicable programs current - such as lockout/tagout, respiratory protection, hearing conservation, PPE, confined spaces, bloodborne pathogens, fall protection, emergency action, and others as applicable?	☐	☐	☐
Are required employee training records current, understandable, documented, and consistent with actual work practices?	☐	☐	☐
Can supervisors and employees explain the safety procedures they are expected to follow?	☐	☐	☐
Can required programs and records be located promptly if requested during an inspection?	☐	☐	☐

2. Hazard Communication & Chemical Safety

Readiness check	Ready	Needs Attention	N/A
Is there a current written Hazard Communication program where hazardous chemicals are present?	☐	☐	☐
Is the chemical inventory current and are Safety Data Sheets readily accessible to employees?	☐	☐	☐
Are workplace containers appropriately labeled and are employees trained on chemical hazards and protective measures?	☐	☐	☐
Do actual chemical handling and storage practices match the written program and training?	☐	☐	☐

3. Injury & Illness Recordkeeping

Readiness check	Ready	Needs Attention	N/A
Have you determined whether OSHA injury and illness recordkeeping requirements apply to each establishment?	☐	☐	☐
Where required, are OSHA 300, 301 (or equivalent), and 300A records accurate, complete, and current?	☐	☐	☐
Is the OSHA 300A summary certified and posted Feb. 1 through April 30 where required?	☐	☐	☐
Can required injury/illness records and supporting information be produced promptly?	☐	☐	☐

4. Workplace Hazard Review

Readiness check	Ready	Needs Attention	N/A
Have you recently reviewed machine guarding, electrical safety, walking-working surfaces, housekeeping, emergency equipment, PPE, and chemical storage?	☐	☐	☐
Have mobile equipment and powered industrial truck hazards been reviewed where applicable?	☐	☐	☐
Are known hazards assigned for correction, tracked, and closed out?	☐	☐	☐
Do actual workplace practices match written programs, procedures, and training?	☐	☐	☐

Jurisdiction matters: Most private-sector employers are covered either directly by federal OSHA or by an OSHA-approved State Plan. State Plans may have different or additional requirements. Confirm the jurisdiction and rules that apply to each worksite.

Mark each item:

Ready ■

Needs Attention ■

N/A ■

5. Inspection-Day Readiness

Is it clear who will meet the compliance officer/investigator and who has authority to represent the employer?	■	■	■
Have leadership and supervisors been briefed on the opening conference, records review, walkaround, employee interviews, and closing conference?	■	■	■
Have you decided who will accompany the inspection and independently document areas observed, photographs, samples, and issues raised?	■	■	■
Do managers understand employee rights during an OSHA/MNOSHA inspection and the prohibition against retaliation?	■	■	■

6. Corrective Action & Follow-Through

Are identified deficiencies documented with responsible persons and target completion dates?	■	■	■
Are interim protective measures used when a hazard cannot be corrected immediately?	■	■	■
Is there a method to verify corrective actions are effective and remain in place?	■	■	■
Can the organization demonstrate a consistent response to reported hazards, incidents, and near misses?	■	■	■

7. Minnesota Addendum - MNOSHA-Specific Readiness

If operating in Minnesota, have you determined whether your NAICS classification triggers the AWAIR program requirement?	■	■	■
If AWAIR applies, is the written program current, implemented, and reviewed/documented at least annually?	■	■	■
Does the AWAIR program address responsibilities, hazard identification/control, communication, accident investigation/corrective action, and enforcement?	■	■	■
Does your Minnesota Employee Right-to-Know program address applicable chemicals, physical agents, and infectious agents, including annual training and required training records?	■	■	■
Have you determined whether a Minnesota joint labor-management safety committee is required?	■	■	■
Have you accounted for Minnesota recordkeeping rules and other Minnesota requirements that differ from federal OSHA?	■	■	■

Wisconsin example: Wisconsin does not operate an OSHA-approved State Plan. Federal OSHA covers most private-sector employers and workers in Wisconsin. State and local government workers are not covered by federal OSHA, so jurisdiction should be confirmed for public-sector work.

How many boxes did you mark “Needs Attention”?

Sage Safety Compliance Engines LLC helps employers evaluate programs, documentation, workplace practices, and OSHA/MNOSHA inspection-response readiness before an inspection occurs.

Justin Stevens, MS, CSP | Owner - Former MNOSHA Senior Safety Investigator - 507-213-7064 - sagecomply@gmail.com
Driving Safety. Strengthening Workplaces.

Important: General educational resource only; not legal advice, a guarantee of compliance, or a guarantee of any inspection outcome. Requirements depend on jurisdiction, employer, industry, hazards, workforce, and operations. Sage Safety Compliance Engines LLC is independent and is not affiliated with or endorsed by OSHA, MNOSHA, or any government agency.

References reviewed: U.S. OSHA State Plans and employer coverage information; Minnesota DLI MNOSHA standards/regulations and differences between Minnesota and federal OSHA. Reviewed Sept. 28, 2026.