

Posting of Required Safety and Health Information, Recordkeeping and Reporting, Compressed Gas Cylinders Checklist for Small Businesses

This checklist is intended to help you determine actions to be taken in terms of posting of required safety and health information, recordkeeping and reporting, and handling of compressed gas cylinders to make your workplace safer and healthier for your employees. This checklist is based on a variety of sources, including OSHA regulations and generally accepted safety and health principles.

SR. NO.	Questions	Yes	No	Comments
Posting of Required Safety and Health Information				
1	Is the mandatory OSHA Job Safety and Health Poster displayed prominently in the workplace?			
2	Is the OSHA Form 300A, Annual Summary of Work-Related Injuries and Illnesses, posted?			
3	Are any citations issued as a result of OSHA workplace inspections posted until the violation is corrected or for three working days, whichever comes first?			
4	Are emergency phone numbers posted somewhere where they can be easily found in an emergency?			
Recordkeeping and Reporting				
5	Are there any occupational injuries or illnesses recorded on OSHA Form 300, except minor injuries requiring only first aid?			
6	Is a supplementary record of each recordable occupational injury and illness prepared for OSHA Form 301 recordable cases?			
7	Is an annual summary prepared using OSHA Form 300A at the end of each calendar year?			
8	Is Form 300A data electronically submitted to OSHA on an annual basis?			
9	Are injury and illness records (OSHA 300, 300A, and 301) kept on-site for a minimum of five years?			
10	Are worker medical and exposure records kept for the time periods specified for each type of record?			
11	Are worker training records kept and accessible for review by workers, as required by OSHA standards?			
12	Is OSHA notified of all workplace fatalities within 8 hours?			
Compressed Gas Cylinders				
13	Are the contents of cylinders clearly labeled?			
14	Are cylinders stored in a location where they cannot be damaged by passing or falling objects, and where they cannot be tampered with by unauthorized individuals?			

15	Are cylinders inspected on a regular basis for obvious signs of defects, deep rusting, and leakage?			
16	Is proper care taken to prevent damage when handling and storing cylinders, safety valves, relief valves, and so on?			
17	Is proper precaution taken to avoid dropping or striking cylinders?			
18	When in service, do all cylinders without fixed wheels have keys, handles, or non-adjustable wrenches on stem valves?			
19	Are liquefied gases stored and transported with valve-protection caps in place?			
20	Are valve-protection caps installed on cylinders when they are not in use or when they are connected for use?			
21	Are valves closed before moving cylinders, when cylinders are empty, and at the end of each job?			
22	Are empty cylinders properly labeled, and are their valves properly closed?			

You have come to the correct place if you are seeking a next-gen, AI-powered safety management suite for your company to manage your workers' safety, health, and well-being. By adding new modules, building bespoke workflows and processes, and seamlessly automating repetitive tasks, the ComplianceQuest safety solution package can seamlessly integrate into your organization's processes. It has the capacity to handle all the challenges that your safety processes and data requirements present. Moreover, you can digitize these checklists right into the ComplianceQuest safety management module. Watch an [8 min demo video](#) of our Incident Management module. You can also request a free personalized demo with a CQ safety expert.

[Request A Demo](#)

DISCLAIMER: This document neither creates nor confers any rights towards any person or organization and does not enforce to abide by the content. It is only intended to support organization(s) or individual(s) referring to this document to understand the basics of health and safety of small businesses by Occupational Safety and Health Administration (OSHA). Please refer to the applicable guidance for complete detail at <https://www.osha.gov/sites/default/files/publications/small-business.pdf>

Doc: CQEH5-053 Ver1.0, eff. August 2nd, 2022

About ComplianceQuest

Transform to a fully connected business with a next-generation AI-Powered Product, Quality and Safety management platform, built on Salesforce. Our connected suite of solutions helps businesses of all sizes increase quality, safety and efficiency as they bring their products from concept to customer success. Our intelligent data-driven platform comes with best-in-class integrated processes to mitigate risks, protecting your employees, suppliers and brand reputation, and to increase innovation, compliance, profit and customer loyalty. ComplianceQuest is pre-validated and easy to implement, use, and maintain, allowing for streamlined communication and collaboration across the product value chain.

For more information, or to request a demo with a ComplianceQuest expert, contact ComplianceQuest today:

 Visit www.compliancequest.com

 • Email us at marketing@compliancequest.com

• Call us at 408-458-8343