

## 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?			

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