



THE TASK ALCHEMIST

Your Partner for Resilient Growth

THE SELF-AUDIT SAFETY FRAMEWORK

———— a guide to evaluating your workplace ————

created by Lindsey Turner

The Self-Audit Safety Framework

A Strategic Checklist for Evaluating Your Workplace Safety Program



Introduction: Beyond the Checklist

This framework provides a structured approach to evaluating your workplace safety program. For a growing business, a safety audit is more than just a compliance exercise; it's a critical component of a resilient business strategy. Use this tool to methodically identify potential hazards, assess your current level of compliance, and develop a robust action plan for continuous improvement.

How to Use This Framework:

- **Section I: Pre-Audit Preparation:** Gather the necessary documents and assemble your internal audit team.
- **Sections II-X: The Audit:** Conduct a thorough, honest assessment of your current safety practices, from your physical environment to your documentation.
- **Section XI: Action Plan Development:** Transform your findings into a clear, actionable plan to address any identified gaps and mitigate risks.

Note: *If any question is not applicable to your operations, feel free to mark it 'N/A'.*

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I. Pre-Audit Preparation

1. Gather Essential Documents

Current Safety Policies and Procedures – Date of Last Review/Update: _____

Universal & Broadly Applicable Programs

(Required California Workplace Safety Programs)

	Y	N
Injury and Illness Prevention Program (IIPP) [8 CCR §3203] (required for all employers)	☐	☐
Bloodborne Pathogens Exposure Control Plan [8 CCR §5193] (required if employees have occupational exposure to blood or other potentially infectious materials)	☐	☐
Emergency Action Plan (EAP) [8 CCR §3220] (required for most employers)	☐	☐
Fire Prevention Plan (FPP) [8 CCR §3221] (required if your workplace has more than 10 employees or if fire extinguishers are provided)	☐	☐
Hazard Communication Program (HazCom) [8 CCR §5194] (required if your employees use or are exposed to hazardous chemicals)	☐	☐
Workplace Violence Prevention Plan (WVPP) [Labor Code §6401.9] (required for most employers) (Mandatory as of July 1, 2024)	☐	☐
Heat Illness Prevention Program (Indoor) [8 CCR §3396] (required if indoor temperatures reach 82°F or higher where employees are present)	☐	☐
Heat Illness Prevention Program (Outdoor) [8 CCR §3395] (required for all outdoor places of employment)	☐	☐
Ergonomics Program (Repetitive Motion Injuries) [8 CCR §5110] (required if two or more employees report repetitive motion injuries from a similar task within a 12-month period)	☐	☐

Equipment & Process-Specific Programs

	Y	N
Respiratory Protection Program [8 CCR §5144] (required when employees must use respirators to protect against airborne contaminants)	☐	☐
Hearing Conservation Program [8 CCR §5097] (required if employee noise exposure equals or exceeds an 8-hour time-weighted average of 85 decibels)	☐	☐
Control of Hazardous Energy (Lockout/Tagout) [8 CCR §3314] (required if employees service or maintain equipment where unexpected startup could cause injury)	☐	☐
Confined Space Program [8 CCR §5157] (required if employees must enter permit-required confined spaces)	☐	☐
Powered Industrial Truck Operator Training Program [8 CCR §3668] (required if employees operate forklifts or other powered industrial trucks)	☐	☐

Industry-Specific Programs

Construction

Accident Prevention Program [8 CCR §1509]
(required for all employers in the construction industry)

Y	N
☐	☐

Agriculture

(All Types, including Dairies)

Tractor and Agricultural Equipment Safety Program [8 CCR §3441]
(required if you use agricultural tractors)

Y	N
☐	☐

Pesticide Safety and Hazard Communication [Dept. of Pesticide Regulation Rules]
(required if employees handle pesticides or work in treated fields)

☐	☐
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Field Sanitation Program [8 CCR §3457]
(required for hand-labor operations)

☐	☐
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First Aid and Emergency Response Plan [8 CCR §3439]
(required for remote locations)

☐	☐
--------------------------	--------------------------

Restaurants

(Must be addressed in IIPP)

Slips, Trips, and Fall Prevention Procedures

☐	☐
--------------------------	--------------------------

Cut and Laceration Prevention Procedures

☐	☐
--------------------------	--------------------------

Burn Prevention Procedures

☐	☐
--------------------------	--------------------------

Dairies & Calf Ranches

(Must be addressed in IIPP)

Animal Handling Safety Procedures

☐	☐
--------------------------	--------------------------

Electrical Safety in Wet Environments

☐	☐
--------------------------	--------------------------

Guarding of Farm Equipment [8 CCR §3440]

☐	☐
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Additional Industry- or Hazard-Specific Programs
(The list above covers common state-wide requirements. However, many industries have their own dedicated safety plans. Use this space to add any other programs required for your specific operations. For example, this could include programs for **Asbestos Safety**, **Crane Operations**, or a **Code of Safe Practices** if you are in construction.)

	Y	N
•	☐	☐
•	☐	☐
•	☐	☐
•	☐	☐
•	☐	☐

	Y	N
Previous Injury and Incident Reports Date of Last 300 Log Review: _____	☐	☐
All employee safety training records and certifications Are records easily accessible?	☐	☐
Past OSHA inspection reports or citations (if any) Were all citations resolved?	☐	☐

Workers’ Compensation Claims History

Review of recurring incident types:

	Y	N
Emergency Response Plans Date of Last Review/Drill: _____	☐	☐

2. Assemble Your Audit Team

Management Representative(s): (Names(s))

Employee Representative(s): *(from different departments)* (Names(s))

Safety Committee Member(s): *(if applicable)*

External Expertise: *(if utilized)*

II. General Workplace Safety

1. Physical Environment

Lighting

	Y	N
Adequate in all areas?	☐	☐
Any excessively dim or bright spots?	☐	☐

Walkways & Aisles

	Y	N
Clear , unobstructed, and well-marked?	☐	☐
Minimum width maintained?	☐	☐

Exits

	Y	N
Clearly marked, unobstructed, and accessible?	☐	☐
Emergency lighting functional?	☐	☐

Ventilation

	Y	N
Adequate air circulation and quality?	☐	☐
Any noticeable fumes or odors?	☐	☐

Temperature

	Y	N
Comfortable and safe for work tasks?	☐	☐

Noise Levels

	Y	N
Within acceptable limits?	☐	☐
Hearing protection provided if needed?	☐	☐

2. Housekeeping

Lighting

	Y	N
Cleanliness:		
Work areas, restrooms, and common areas clean and tidy?	☐	☐
Waste Disposal:		
Proper receptacles, regularly emptied?	☐	☐
Hazardous waste disposed of correctly?	☐	☐
Spill Procedures:		
Clear procedures in place and understood?	☐	☐
Spill kits readily available?	☐	☐
Organized Storage:		
Materials stored safely, off aisles, and within weight limits?	☐	☐
Shelving secure and in good condition?	☐	☐

III. Emergency Preparedness

1. Emergency Procedures

	Y	N
Written Emergency Response Plan: Accessible and regularly reviewed?	☐	☐
Emergency Exits/Routes: Clearly marked and unobstructed?	☐	☐
Are employees aware of all exits?	☐	☐
Emergency Contacts: Posted and up to date?	☐	☐
Emergency Lighting: Functional and regularly tested?	☐	☐
First Aid Kits: Readily accessible, fully stocked, and regularly checked?	☐	☐
Emergency Assembly Points: Clearly designated and communicated?	☐	☐

2. Fire Safety

	Y	N
Fire Extinguishers: Accessible, charged, inspected monthly/annually?	☐	☐
Appropriate types for potential hazards?	☐	☐
Smoke/Carbon Monoxide Detectors: Functional and regularly tested?	☐	☐
Sprinkler Systems (if applicable): Inspected and maintained?	☐	☐
Storage of Flammables: Stored in approved containers/cabinets, away from ignition sources?	☐	☐
Electrical Code Compliance: No frayed wires, overloaded circuits, or exposed wiring?	☐	☐
Extension cords used safely and temporarily?	☐	☐

IV. Personal Protective Equipment (PPE)

1. PPE Program

	Y	N
Hazard Assessment: Has a written hazard assessment been conducted?	☐	☐
Appropriate PPE Identified/Provided: Is PPE suitable for hazards present?	☐	☐
Provided to employees at no cost?	☐	☐
Training on Use/Maintenance: Employees trained in proper use, care, and limitations of PPE?	☐	☐
Training documented?	☐	☐
Employee Compliance Monitoring: Are employees consistently using required PPE?	☐	☐
PPE Availability/Condition: Is PPE readily available and in good condition?	☐	☐

V. Equipment and Machinery Safety

1. Machine Guarding

	Y	N
Proper Guarding: All moving parts, pinch points, and power transmission apparatuses guarded?	☐	☐
Lockout/Tagout Procedures: Developed, implemented, and utilized during maintenance/servicing?	☐	☐
Employees trained and authorized?	☐	☐
Maintenance Schedules: Regular preventative maintenance performed and documented?	☐	☐
Functional Safety Devices: All emergency stop buttons, interlocks, and other safety devices working?	☐	☐

2. Tool Safety

	Y	N
Good Condition Tools: All hand and power tools free from damage and defects?	☐	☐
Proper Storage/Handling: Tools stored securely and handled correctly?	☐	☐
Training: Employees trained in safe operation of all tools?	☐	☐
Regular Inspections: Tools regularly inspected for damage or wear?	☐	☐

VI. Chemical and Hazardous Material Safety

1. Hazard Communication

	Y	N
Chemical Inventory: Up-to-date list of all hazardous chemicals on site?	☐	☐
Safety Data Sheets (SDS): Readily accessible to all employees for all chemicals?	☐	☐
Labeling System: All chemical containers properly labeled with hazard information?	☐	☐
Employee Training: Employees trained in understanding SDS, labels, and chemical hazards?	☐	☐
Proper Storage/Handling: Chemicals stored according to SDS, segregated incompatible materials?	☐	☐
Spill containment measures in place?	☐	☐

VII. Ergonomics and Workplace Design

1. Workstation Setup

	Y	N
Adjustable Stations: Workstations adjustable to fit different employees?	☐	☐
Proper Lifting Training: Employees trained on safe lifting techniques?	☐	☐
Repetitive Motion Hazard Identification: Are repetitive tasks identified and addressed?	☐	☐
Break Schedules: Are regular breaks encouraged/provided for repetitive tasks?	☐	☐
Ergonomic Assessments: Have ergonomic assessments been conducted for high-risk jobs?	☐	☐

VIII. Training and Communication

1. Safety Training Program

	Y	N
New Employee Orientation: Comprehensive safety orientation for all new hires?	☐	☐
Job-Specific Training: Employees trained on hazards specific to their jobs?	☐	☐
Refreshers: Regular refresher training provided?	☐	☐
Documentation: All training documented with dates, topics, and attendees?	☐	☐
Supervisor Training: Supervisors trained on safety leadership, hazard recognition, and incident investigation?	☐	☐

2. Communication

	Y	N
Regular Safety Meetings: Conducted regularly and documented?	☐	☐
Suggestion System: Employees encouraged to provide safety suggestions/concerns?	☐	☐
Incident Reporting: Clear and accessible process for reporting incidents/near misses?	☐	☐
Performance Tracking: Safety performance tracked and communicated?	☐	☐

IX. California-Specific Requirements (Cal/OSHA)

1. Cal/OSHA Compliance

	Y	N
Injury and Illness Prevention Program (IIPP): Written, implemented, and effective?	☐	☐
Includes specific elements required by Cal/OSHA?	☐	☐
Heat Illness Prevention Program (if applicable): Written and implemented for outdoor workers?	☐	☐
Includes water, shade, rest, and emergency response?	☐	☐
Workplace Violence Prevention Program: Written and implemented? <i>(Required by July 1, 2024, for most California employers)</i>	☐	☐
Required Safety Training: Are all Cal/OSHA mandated trainings provided (e.g., Hazard Communication, Lockout/Tagout)?	☐	☐
Current Workers' Compensation Insurance: Proof of current coverage available?	☐	☐

X. Record Keeping and Documentation

1. Hazard Communication

	Y	N
OSHA 300 Log: If 10+ employees, accurately maintained and posted annually?	☐	☐
Training Records: All safety training records complete and accessible?	☐	☐
Incident Investigation Reports: All incidents/near misses investigated and documented?	☐	☐
Safety Meeting Minutes: Documented topics, attendees, and action items?	☐	☐
Inspection/Maintenance Records: Records for equipment, machinery, and facilities maintained?	☐	☐

XI. Action Plan Development

For each "No" answer or identified hazard, create an action item below.

Hazard / Non-Compliance Identified	Specific Corrective Action Required	Responsible Party	Target Completion Date	Resources Needed (Budget, Personnel)	Follow-Up Procedure

Hazard / Non-Compliance Identified	Specific Corrective Action Required	Responsible Party	Target Completion Date	Resources Needed (Budget, Personnel)	Follow-Up Procedure

Beyond The Framework: Your Next Steps

Completing this self-audit is a powerful first step in building a proactive safety culture. It provides you with the data and clarity needed to make informed decisions. But data is only as valuable as the action it inspires.

Consistent effort in safety not only protects your team but also strengthens your entire business through reduced incidents, lower insurance premiums, and enhanced productivity.

Professional Safety Consulting: Your Partner for a Safer Workplace

Navigating the complexities of Cal/OSHA, implementing effective safety systems, and fostering a true culture of safety requires specialized expertise. If you've completed this audit and identified significant gaps, lack internal resources, or simply desire an expert, objective partner to guide your efforts, professional consulting is a strategic investment in your business's resilience.

At The Task Alchemist, we don't just identify problems; we help you build sustainable solutions. Our **Safety Health Check (\$2,250)** provides the expert, third-party assessment you need to validate your findings and build a robust safety foundation. For ongoing support, our **retainer packages (starting at \$1,750/month)** offer the continuous guidance and program advisory needed to protect your team and your business year-round.

Your employees' safety and your business' future are worth the investment. Contact us today to discuss how we can partner to ensure your business is fully protected and compliant.

BOOK YOUR FREE CONSULTATION TODAY

Connect with The Task Alchemist:

- **Website:** <https://www.thetaskalchemist.com>
- **Phone:** 951.234.7346
- **Email:** info@thetaskalchemist.com
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IS YOUR SAFETY PROGRAM A LIVING STRATEGY OR A BINDER ON A SHELF?

A PROACTIVE SAFETY AUDIT IS ONE OF THE MOST POWERFUL ACTIONS YOU CAN TAKE TO PROTECT YOUR TEAM AND YOUR BOTTOM LINE. THIS GUIDE PROVIDES A COMPREHENSIVE, PROFESSIONAL FRAMEWORK TO MOVE BEYOND GUESSWORK AND CONDUCT A METHODOICAL REVIEW OF YOUR WORKPLACE. USE THESE TOOLS TO IDENTIFY HIDDEN RISKS, UNCOVER COMPLIANCE GAPS, AND BUILD A RESILIENT SAFETY CULTURE.

INSIDE, YOU WILL FIND A STRUCTURED CHECKLIST COVERING:

- CORE WORKPLACE SAFETY & EMERGENCY PREPAREDNESS
 - EQUIPMENT, CHEMICAL & ERGONOMIC HAZARDS
 - KEY CAL/OSHA COMPLIANCE REQUIREMENTS
- TRAINING, DOCUMENTATION & RECORD KEEPING

THIS FRAMEWORK IS YOUR FIRST STEP TOWARD CLARITY. BUT DATA IS ONLY AS VALUABLE AS THE ACTION IT INSPIRES. WHEN YOU'RE READY TO PARTNER WITH AN EXPERT TO TRANSFORM YOUR FINDINGS INTO A SUSTAINABLE, COMPLIANT, AND WORLD-CLASS SAFETY SYSTEM, THE TASK ALCHEMIST IS HERE TO HELP.

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