












*Safety Northwest is here ready to help with your end-of-the-year safety requirements. Contact Safety Northwest today: 503-709-7129*



**SAFETY  
NORTHWEST**  
LLC

**End of the year Safety and OSHA checklist:**

	Safety Question?	Safety Answer!
	1. Safety Committee Meetings?	1. 12 months of documented meeting minutes
	2. New employees? Long term employees?	2. New hire and annual safety training completed and documented
 PPE must be worn	3. Potential safety hazards in work areas?	3. Hazard recognition and personal protection equipment training completed and documented
	4. Employees work in buildings?	4. Emergency action and evacuation training completed and documented
	5. Use a forklift or electric pallet jack?	5. All operators are trained and certified
	6. Employees work with or near hazardous chemicals?	6. GHS HazCom training completed
	7. Near-miss incidents? Injuries? Illnesses?	7. Accident investigation training for supervisors and safety committee completed and documented
	8. Exposure to blood or bodily fluids?	8. BBP exposure response safety training completed and documented
	9. Employees move, lift and handle product and supply materials?	9. Material handling and safe lifting training completed and documented
	10. Employees use ladders or exposed to heights of 6 feet or more?	10. Ladder safety and/or fall protection training completed and documented