

# 2025 OSHA Compliance Checklist

Thank you for downloading this resource from BlueHive! Included are two versions of our 2025 OSHA checklist (one in color, one in black and white). While this should not be the end-all source of information for ensuring compliance and preparing for OSHA inspections, it can be a great jumping-off point for you and your team!



# 2025 OSHA Compliance Checklist

## Training and Certification

- Ensure all employees complete OSHA training based on their roles and industry (e.g., fall protection, hazard communication).
- Verify certifications for specialized roles, such as forklift operators or confined space workers.
- Schedule refresher training for expiring certifications and distribute updated training materials.

## Record-Keeping and Reporting

- Maintain updated records of workplace incidents, near-misses, and employee health screenings.
- Transition to electronic reporting systems to meet OSHA's enhanced data submission requirements.
- Conduct internal audits of your record-keeping system to ensure accuracy and compliance.

## Health and Safety Protocols

- Confirm that all work environments, including remote workspaces, meet OSHA physical and ergonomic safety standards.
- Promote preventative health measures such as vaccination clinics, health screenings, and wellness initiatives.
- Regularly update emergency action plans and conduct safety drills.

# 2025 OSHA Compliance Checklist (cont.)

## Inspections and Audits

- Schedule regular workplace safety audits to identify hazards and address potential compliance gaps.
- Prepare for OSHA inspections by creating a checklist of required documentation and safety protocols.
- Ensure key team members are trained to handle OSHA visits professionally and effectively.

## Employee Engagement and Communication

- Regularly communicate compliance updates and safety protocols to your workforce.
- Empower employees to report potential hazards and provide feedback on workplace safety.
- Offer clear, accessible resources on compliance expectations and requirements.

## Digital Tools and Automation

- Implement a centralized compliance platform to track certifications, screenings, and safety records.
- Automate reminders for training renewals, health screenings, and reporting deadlines.
- Use analytics tools to identify trends in workplace safety and make data-driven improvements.

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