

OSHA 2026 Inspection Readiness Checklist

A practical year-end review for safety professionals and organizational leaders

Use this checklist as a starting point to identify potential documentation, training, and operational gaps. Document priority gaps below and assign an owner and target date for follow-up.

Hazard Communication

- ☐ The chemical inventory matches the chemicals actually onsite.
- ☐ Safety Data Sheets are current, accurate, and readily accessible.
- ☐ Primary and secondary container labels have been reviewed.
- ☐ The written Hazard Communication program reflects updated substance information, as necessary.
- ☐ Employees have received training on new or changed hazards, as necessary.
- ☐ Employees understand the chemical hazards relevant to their work.
- ☐ Procedures address non-routine tasks.
- ☐ HazCom coordination is addressed at multi-employer workplaces.
- ☐ Required updates for affected substances are on track for November 20, 2026.

Heat Illness Prevention

- ☐ A documented, site-specific heat illness prevention program is current.
- ☐ Adequate cool drinking water is available.
- ☐ Rest periods are established.
- ☐ Shade or climate-controlled recovery areas are available.
- ☐ Acclimatization procedures address new and returning employees.
- ☐ Training covers heat hazards and heat illness symptoms.
- ☐ Employee monitoring procedures are established.
- ☐ Environmental heat conditions are evaluated.
- ☐ Emergency response procedures are documented.
- ☐ Controls address indoor process heat where applicable.

Warehousing and Distribution

- ☐ Powered industrial truck requirements and operator training are current.
- ☐ Material handling and storage practices have been reviewed.
- ☐ Walking-working surfaces have been inspected.
- ☐ Slip, trip, and fall hazards have been evaluated.
- ☐ Means of egress and emergency exits are clear.
- ☐ Fire prevention and protection measures are current.
- ☐ Heat hazards have been evaluated.
- ☐ Ergonomic hazards have been assessed.
- ☐ Corrective actions have assigned owners and due dates.

Leadership and Inspection Readiness

- ☐ Priority gaps have an accountable owner and target date.
- ☐ Corrective actions are documented and tracked through completion.
- ☐ Current written programs are readily accessible.
- ☐ Training records and monitoring data are available.
- ☐ Applicable locations understand relevant national or regional emphasis programs.
- ☐ Proposed rules are being monitored without being treated as final requirements.
- ☐ Leadership has reviewed resource needs and barriers that could delay corrective action.
- ☐ Key personnel understand the organization's inspection response process.

Occupational Noise

- ☐ Initial noise hazard assessments are current.
- ☐ Personal noise dosimetry is current where applicable.
- ☐ Eight-hour time-weighted average (TWA) calculations support current exposure decisions.
- ☐ Engineering and administrative controls have been evaluated.
- ☐ Eligible employees are enrolled in hearing conservation at applicable action levels.
- ☐ Audiometric testing is current.
- ☐ Hearing protection has been appropriately selected.
- ☐ Employee training is current.
- ☐ Supporting records are complete and accessible.

Follow-up owner:

Target review date:

Top three gaps requiring action:

1.

2.

3.

Disclaimer: This resource is intended for general informational and planning purposes and is not legal advice. Employers should confirm which OSHA requirements and enforcement programs apply to their locations and operations.