

OSHA Inspection Readiness Binder

A one-stop checklist for warehouse managers preparing for an OSHA inspection

Build Your Inspection Readiness Binder

To simplify inspections and ease stress on your team, it is vital to keep an Inspection Readiness Binder, be it physical or digital. This ensures that all essential documentation are organized in one place. Use the checklist below to verify that each section of your inspection readiness binder is complete before an inspector arrives.

SECTION	✓	DOCUMENTS TO INCLUDE
Safety Program	☐	Safety inspections, policies, emergency procedures
Housekeeping	☐	Cleaning schedules, housekeeping logs, inspection checklists
Equipment	☐	Forklift inspections, maintenance records
Training	☐	Employee training records, certifications
Compliance	☐	SDS binder, Hazard Communication Program, corrective action reports
Fire Safety	☐	Fire extinguisher inspections, evacuation plans
Visitors	☐	Visitor procedures, contractor safety requirements
Number of Documents		

Tip: Review and update your binder quarterly, and assign one team member as its owner so it's always inspection-ready.

Need help building a facility safety program that keeps you inspection-ready year-round? **Contact All 1 Service Team**

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