

OSHA Response Plan Checklist

Site Contact + Key Roles			
Task	Assigned To	Mobile #	Complete
Primary site contact clearly posted			
Supervisor briefed on inspection protocol			
Safety lead ready to access documentation			
Admin (if used) prepped for backup support			

Document Access Plan			
Item	Location (Binder/Folder/Cloud)	Last Updated	Complete
OSHA 300, 300A, 301 logs <i>(last 5 years)</i>			
Recent toolbox talks <i>(past 30 days)</i>			
JHAs / Pre-job hazard assessments			
Incident reports + corrective actions			

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Crew Readiness		
Prep Task	Method/Notes (eg. "What to say if OSHA arrives")	Complete
Toolbox talk includes inspection prep		
Crew briefed on who is site contact		
Scripts practiced (factual, no guessing)		

Inspection Walkthrough Protocol		
Task	Notes	Complete
Decide if workers will accompany inspector		
Photos allowed? (Yes / No)		
Crew briefed to stay clear and defer questions		

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Closing Conference Follow-Up			
Task	Assigned To	Due Date	Complete
Log all verbal agreements with inspector			
Document each citation & OSHA violation level			
Assign and schedule corrective actions			