

# Quick Start Guide to Conducting Your Own Mock Indiana OSHA Audit

## Introduction

Conducting a mock OSHA audit is an essential step for businesses to identify potential safety hazards, ensure compliance with regulations, and reduce the risk of costly violations. This quick-start guide will help you perform an internal safety assessment based on Indiana OSHA (IOSHA) requirements.

## Step 1: Prepare for the Audit

- **Assemble Your Audit Team:** Include safety officers, supervisors, and key personnel from different departments.
- **Review OSHA Standards:** Familiarize yourself with **Indiana OSHA (IOSHA)** regulations applicable to your industry.
- **Gather Documentation:** Collect safety policies, OSHA 300 logs, training records, and incident reports.

## Step 2: Conduct a Walkthrough Inspection

- **General Workplace Safety:**
  - Ensure all work areas are clean, well-lit, and free of trip hazards.
  - Check emergency exits for accessibility and proper signage.
- **Equipment & Machinery:**
  - Inspect all machinery for proper guarding and maintenance records.
  - Verify that lockout/tagout (LOTO) procedures are in place and followed.
- **Hazard Communication:**
  - Ensure all hazardous materials are properly labeled.
  - Confirm that Safety Data Sheets (SDS) are available for all chemicals.

## Step 3: Review Employee Safety Training

- **Confirm all employees have received required OSHA safety training** for their job roles.
- **Check training records** to ensure certifications are up to date.
- **Conduct employee interviews** to assess their understanding of safety protocols.

## Step 4: Audit Safety Procedures & Recordkeeping

- **OSHA 300 Logs:** Verify that injury and illness records are properly maintained.
- **PPE Compliance:** Ensure that employees are using required personal protective equipment (PPE).
- **Emergency Preparedness:** Review fire drill records, first aid kit accessibility, and evacuation plans.

## Step 5: Identify & Address Compliance Gaps

- Document any safety deficiencies identified during the mock audit.
- Develop an action plan to correct issues before an official OSHA inspection.
- Assign responsibilities and deadlines for corrective actions.

## Step 6: Follow Up & Continuous Improvement

- Conduct regular safety meetings to review findings and reinforce best practices.
- Schedule periodic mock audits to ensure ongoing compliance.
- Encourage employee involvement in maintaining a safe workplace.

## Conclusion

A well-executed mock OSHA audit can prevent violations, reduce workplace hazards, and improve overall safety culture. Use this guide as a starting point and consider consulting with a Certified Safety Professional (CSP) for a more in-depth assessment.

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For additional guidance on OSHA compliance or to schedule a professional safety audit, contact **Johnson Environmental Services**. Visit us online at [www.jesonline.com](http://www.jesonline.com) or call **(812) 820-0558**.