



J. J. Keller
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WORKPLACE SAFETY DIAGNOSTIC AUDIT

SAMPLE COMPANY
City, State

Prepared by:

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Neenah, Wisconsin

May 19, 20XX

The guidance provided in this report includes advice and opinions from J. J. Keller along with information from governmental sources. This report is a "snapshot in time" summary that offers options to assist with achieving and maintaining compliance; it is not legal or accounting advice. Please keep in mind that issues and items that were not observed, reviewed, or discussed during the course of this review, may also have an impact on your company's overall compliance program. Copyright 2017 J. J. Keller & Associates, Inc.

The following is a report detailing the observations and corrective action recommendations from the OSHA Workplace Safety Diagnostic Audit conducted by J. J. Keller & Associates, Inc. (J. J. Keller) on May 19, 20XX, at Sample Company in City ST.

ACTIVITY SUMMARY

Sample Company management team members were present for the initial meet and greet meeting and during the closing meetings for the workplace assessment. Sample Company is a full-service resort with departments associated with the resort and hospitality sector. These departments consist of Executive Team members, Housekeeping Staff, Food & Beverage Staff, Maintenance & Operations Staff, Security, Human Resources and Supporting Staff.

This workplace safety audit includes a review of current written safety policies, procedures, and training documentation. A physical walk-through of the resort grounds and a detailed review of company safety policies and procedures occurred. Detailed observations were made on current security policies and documentation.

COMPANY

The current Sample Company facility opened in 2017 as a luxury resort. Visitors to the resort are met at the airport by Sample Company personnel and transported to the resort. Staff members are trained to meet and exceed the guests' expectations to ensure total satisfaction.

WORKPLACE SAFETY DIAGNOSTIC AUDIT

The audit observations identified within this report are recommended to be an extension of Sample Company's ongoing internal safety management and monitoring process. New workplace safety regulatory requirements, safety hazards, or operational changes may occur at any time. The observations documented in the next section of this report were acquired during the facility walk-through and are documented with the applicable OSHA regulation standard for reference.

In the following pages, you will see the results of your J. J. Keller™ Diagnostic Audit, including your overall scoring and the J. J. Keller™ Regulatory Compliance Risk Rating that we have given your operation. During this audit, we reviewed up to 45 safety areas in 39 categories, applicable to your business, for compliance to the OSHA Federal regulations.

We rated your overall compliance in 31 main categories (8 categories do not apply to your business) and provide you with these scores to give you quick and easy visibility to those areas where you are performing very well, and those areas that have compliance gaps. Each category and individual compliance item is identified as one of the following: Compliant, Minor Gap, Major Gap, Absent, or Not Applicable.

DIAGNOSTIC AUDIT	
Regulatory Compliance Risk Rating	Color
CRITICAL	
SEVERE	
SERIOUS	
MODERATE	
LOW	
MINIMAL	

The overall results of the Sample Company’s Diagnostic Audit produced an overall compliance percentage of **66.0%**, for a Regulatory Compliance Risk Rating of **MODERATE**. A Moderate Risk Rating indicates that your company has a number of safety areas that present greater risk of injury, to your personnel than needed, and would likely result in violations and potential fines if an OSHA inspection took place.

Attached to the end of this report is a bar chart of your regulatory compliance levels in each of the 39 OSHA Safety Categories. The table below is your distribution of categories sorted by compliance and Risk Rating:

Risk Rating	# of Categories	Average Compliance
Minimal	15	93.2%
Low	4	77.0%
Moderate	8	57.9%
Serious	0	-
Severe	3	20.0%
Critical	1	4.4%
MODERATE	31	66.0%





With 19 categories rated as Minimal Risk or Low Risk approximately 61% of your OSHA Compliance is in good to great shape. The other 39% of your compliance program has gaps ranging from Moderate Risk to Critical Risk. We recommend that Sample Company prioritize addressing these higher risk gaps based upon the associated Risk Rating provided in this report.






Your areas of Critical Risk and Severe Risk include: Noise Exposure: Hearing Conservation Program, Confined Space, and HAZWOPER. Although HAZWOPER has a critical rating; the number of employees who work in areas where these hazards exist are very minimum and apply to the waste water treatment employees only.






Your areas of Moderate Risk include: OSHA Hazardous Materials, Powered Industrial Tools, Material Handling & Storage, and PPE – General. Items in these categories should be addressed second as they present a moderate level of risk for injury.






The areas of Minimal Risk or Low Risk indicate that you are doing very well in regards to compliance in these areas. There may be opportunity for improvement or addressing small compliance gaps listed in this report.






OSHA WORKPLACE SAFETY AUDIT FINDINGS


No.	Observation/Finding	Recommendations	Regulatory References	
1.	Pipe labelling to identify pipes containing compressed air was missing.	Label all pipes per ANSI ASME A13.1.	ANSI ASME A13.1	
2.	A standard operating procedure (SOP) and training were not available for the press equipment.	Implement a SOP and training for the press equipment and associated job tasks. The SOP should address personal protective equipment (PPE) and general equipment use. If the press is no longer utilized, non-operational tags must be attached.	OSHA 29 CFR 1910.217 and OSH Act 1970 General Duty Section 5	
3.	A ladder was not being stored properly.	Securely store all ladders to avoid tip over and/or falling hazards.	OSHA 29 CFR 1910.26	
4.	Required protection was not installed to prevent falls to the lower level.	Ensure proper railing is installed to prevent falls to the lower level.	OSHA 29 CFR Subpart D	






No.	Observation/Finding	Recommendations	Regulatory References	
5.	Food and drinks were found in maintenance areas.	Assess if any toxic substances are present near the area. If toxic substances are found, food is not allowed in the area. If not, place signs on appliances intended for food preparation and storage stating "Food Use Only."	OSHA 29 CFR 1910.141(g)(2)	
6.	Guard gate was missing from a mezzanine.	Require the use of a guard gate on the mezzanine when material handling processes are not in operation.	OSHA 29 CFR 1910 Subpart D	
7.	Chemical labeling was missing from a secondary container.	Ensure all chemicals in the workplace are properly labelled.	OSHA 29 CFR 1910.1200	
8.	Forklift daily inspection sheets were missing.	Ensure daily inspections are conducted and documented for all forklifts prior to use.	OSHA 29 CFR 1910.178	
9.	Forklift competency test was not performed for each class of forklift; training documentation was missing.	Ensure competency training is performed for each class of forklift and maintain the training documentation.	OSHA 29 CFR 1910.178	





No.	Observation/Finding	Recommendations	Regulatory References	
10.	A trip and fall hazard was present on the floor.	Provide a smooth floor surface with no potential trip and fall hazards or obstructions for the food storing operations.	OSHA 29 CFR 1910 Subpart D	
11.	Chemical labeling was missing from a chemical storage drum.	Ensure all chemicals in the workplace are properly labelled.	OSHA 29 CFR 1910.1200	
12.	A high voltage clearance area was blocked.	Ensure the required clearance is maintained around high voltage areas.	OSHA 29 CFR 1910.303 and NFPA 70E	
13.	Illumination in laundry facility was low.	Ensure proper lighting is present for the laundry operations.	OSH Act 1970 General Duty Section 5	
14.	A compressed gas cap was not securely applied while the cylinder was in storage.	Remove the regulator cap and securely apply the safety cap to the cylinder.	OSHA 29 CFR 1910.253 and the Compressed Gas Association Pamphlet 1-1965 3.2.1	






No.	Observation/Finding	Recommendations	Regulatory References	
15.	The monthly fire extinguisher inspection was not performed.	Perform and document monthly fire extinguisher inspections for all portable fire extinguishers.	OSHA 29 CFR 1910.157(e)(1)	
16.	Fire extinguisher access was obstructed.	Ensure proper clearance and access is available for all fire extinguishers.	OSHA 29 CFR 1910.157(c)(1)	
17.	Maintenance documentation for the dust collection system was not found.	Obtain and retain maintenance documentation for all dust collection systems.	OSHA 29 CFR 1910.22 and the Safety & Health Information Bulletin (SHIB) 07-03-2005, NFPA 654.12, and NFPA 654.8	
18.	A compressed gas cylinder was not stored properly.	Ensure all compressed gas cylinders are stored securely to prevent tip over and/or damage to the cylinder.	OSHA 29 CFR 1910.253 and Compressed Gas Association Pamphlet 1-1965 3.2.1	
19.	Housekeeping was not sufficient; trip and fall hazards were present.	Practice good housekeeping and remove trip and fall hazards.	OSHA 29 CFR 1910.22 and OSH Act 1970 General Duty Section 5	



No.	Observation/Finding	Recommendations	Regulatory References	
20.	Flammable liquids, aerosols, and chemicals were stored improperly.	Provide proper storage cabinets for storing flammable liquids, aerosols, and chemicals.	OSHA 29 CFR 1910.106(d)	
21.	NFPA labeling and voltage labeling were missing and/or not legible; circuits were not labelled.	Provide legible NFPA labels, voltage labels, and circuit labels.	NFPA 70E	
22.	Load limit was not posted on storage racking system.	Post load limits on all racking units.	ANSI MH16.1-2012	
23.	Stair rails were missing.	Provide proper stair rails to prevent falls.	OSHA 29 CFR 1910 Subpart D	
24.	Electrical panel box was blocked and open.	<p>Ensure proper clearance is maintained in front of all panel boxes.</p> <p>Ensure panel boxes remain closed at all times.</p>	OSHA 29 CFR 1910.303	

No.	Observation/Finding	Recommendations	Regulatory References	
25.	Flammable liquids, aerosols, and chemicals were stored improperly.	Provide proper storage cabinets for storing flammable liquids, aerosols, and chemicals.	OSHA 29 CFR 1910.106(d)	
26.	A confined space was not marked and not on an inventory.	Ensure proper signage is placed on all confined spaces and add the pictured space to the confined space inventory.	OSHA 29 CFR 1910.136	
27.	A confined space was not marked and not on an inventory.	Ensure proper signage is placed on all confined spaces and add the pictured space to the confined space inventory.	OSHA 29 CFR 1910.136	
28.	Flammable chemicals and aerosols were being improperly stored in a wood cabinet.	Provide proper storage cabinets for storing flammable liquids, aerosols, and chemicals.	OSHA 29 CFR 1910.106(d)	
29.	A drill was not anchored to floor.	Ensure drills are properly anchored for stability and safety during usage. If equipment is not in use, place out-of-service tag or label on the equipment.	OSHA 29 CFR 1910.212(b)	

No.	Observation/Finding	Recommendations	Regulatory References	
30.	Housekeeping was not sufficient; trip and fall hazards were present.	Practice good housekeeping and remove trip and fall hazards.	OSHA 29 CFR 1910.22 and OSH Act 1970 General Duty Section 5	
31.	Housekeeping was not sufficient.	Practice good housekeeping; keep all work stations in good order.	OSH Act 1970 General Duty Section 5	
32.	Housekeeping was not sufficient.	Practice good housekeeping; keep all work stations in good order.	OSH Act 1970 General Duty Section 5	
33.	Housekeeping was not sufficient.	Practice good housekeeping; keep all work stations in good order.	OSH Act 1970 General Duty Section 5	
34.	Documentation to validate periodic inspection of hand tools was missing.	Periodically inspect powered hand tools; document the inspections.	OSHA 29 CFR 1910.243(d)(4) (i)	

No.	Observation/Finding	Recommendations	Regulatory References	
35	Noise levels in laundry area were tested at 100 dB when the motors for the washing machine were in the spin cycle.	Perform a time weighted average (TWA) test for establishing noise exposure; if needed, incorporate a hearing conservation program for affected employees. Additional TWA measurements should be taken for the glass crushing area.	OSHA 29 CFR 1910.95	
36	Exposed electrical wiring was found as an electrical panel cover was missing. Storage items were found on electrical wiring.	Ensure all electrical installations comply with the applicable National Electrical Code (NEC) standards. Ensure all electrical panels have covers and are properly labelled. Relocate all stored items in a proper storage area away from any electrical installations.	Various NEC and NFPA Standards	
37.	An eyewash station was missing.	Install an eyewash station or relocate the existing signage to identify the location of the current eyewash station.	ANSI Z358	
38.	Proper eyewash station was not installed.	Install a compliant eyewash station.	ANSI Z358	

No.	Observation/Finding	Recommendations	Regulatory References	
39.	Freezer thermostat was not operational.	Repair or replace the freezer thermostat.	OSH Act 1970 General Duty Section 5 and 21 CFR Subpart B Part 110	
40.	An accumulation of dirt and debris was found on the freezer floor.	Ensure housekeeping and sanitation practices comply with sanitation and housekeeping regulations.	OSH Act 1970 General Duty Section 5	
41.	Electrical panel labeling was missing.	Ensure all electrical panels are properly labelled.	NFPA 70E	
42.	Kitchen hood inspection tag was out of date.	Ensure kitchen hoods are inspected and a current sticker and related inspection documentation are maintained.	NFPA 96	
43.	Documentation and training on voluntary respirator usage was not available.	Ensure documentation for voluntary respirator usage is on file. Employees must have instruction on proper use, limitations, and storage of voluntary respirators.	OSHA 29 CFR 1910.134	

No.	Observation/Finding	Recommendations	Regulatory References	
44.	Housekeeping was insufficient.	Practice good housekeeping; keep all work stations in good order.	OSH Act 1970 General Duty Section 5	
45.	Eyewash station flushing documentation was missing; clear access to eyewash station was not provided.	Perform flush testing on eyewash stations in accordance with ANSI eyewash station requirements. Remove all stored items to allow access to the eyewash station.	ANSI Z358.1-2014	

WORKPLACE SAFETY AUDIT REVIEW AND RECOMMENDATIONS

In addition to the observations in the previous section documented with photos, the following compliance observations were noted:

1. The following procedures for compliance should be implemented and/or updated. These documents include the following:
 - Confined Space Procedure
 - Incorporate training program for effected employees
 - Contractor Safety Procedure
 - Require verification of contractor safety program
 - Combustible Dust Procedure
 - Powered Industrial Trucks (Forklift) Procedure
 - Ensure all forklift classes are documented with competency testing
 - Ensure all forklift drivers are certified to utilize lift trucks
 - NFPA Arc Flash Procedure
 - Fall Protection Procedure
 - Ensure competency for donning and doffing personal fall arrest equipment
 - Emergency Response Procedure
 - Ensure all employees are trained on emergency requirements
 - Hazard Communications
 - Ensure employees are trained on components of chemical hazards relevant to their workplace

- Lockout/Tagout (LOTO)
 - Ensure annual competency documentation is validated by employee signature
 - LOTO
 - Ensure all applicable equipment has machine-specific procedures
 - Powered Hand Tools Procedure
 - Ensure documentation of periodic power tool inspections
 - Ergonomic Lifting & Back Safety Procedure
 - Bloodborne Pathogen Procedure
 - Ensure training is complete for affected employees (i.e., waste water treatment employees, housekeeping employees, security department employees, and anyone responding to first aid emergencies at the resort)
 - Incorporate an accept/decline form to show clear communication of accept and denial of Hepatitis B vaccination
 - Bloodborne pathogen hazards may affect a high percentage of employees; therefore, it is recommended that training and procedure development for all affected employees should be considered a priority.
 - Walking & Working Surfaces Procedure
 - Include training, audit, and fixed ladder requirements
2. Ensure all employees are trained and have the required state health card certification and/or documentation credentials in their possession.
3. Safety training and recordkeeping of training is a systemic challenge for Sample Company. It is recommended that the management team incorporate the necessary training including but not limited to the following topics:
- Bloodborne Pathogens
 - Powered Industrial Trucks (Forklifts)
 - Hazard Communications
 - Confined Space
 - LOTO
 - General Safety Awareness (annually)

J. J. Keller is available to assist with the development, expansion, and/or ongoing management of Sample Company's safety program. In addition, J. J. Keller can provide supervisor and/or management training and employee safety training as needed. We also recommend having us re-audit your facilities again in 6-12 months to document the progress you will have made and risk you will have mitigated after addressing these issues.

The Workplace Safety Audit observations and recommendations within this report are intended for use as a safety process review summary. Continued and ongoing vigilance from management is extremely important to the ongoing effectiveness of a workplace safety and compliance program.

