UTAH SAFETY CONSULTANT
Safety consulting: construction, mining & heavy equipment, trucking

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Mon-Fri 9:00 AM - 5:00 PM

Safety Department Forms - Master Index

52 forms. Each one is a fillable page in the Utah Safety Consultant field app (Forms) and a standalone page in forms-html/. 'Supports' lists the regulation the form helps satisfy; confirm against the current CFR. If you are new, start with docs/field-guide/ (the Auditor Field Guide, pre-visit pack, meeting scripts, gear list, and a fictional sample audit).

> Official government forms (OSHA 300, 300A, 301; MSHA 7000-1, 7000-2, 5000-23) must be completed on the official versions or permitted equivalents. The kit's pages for these link to the official forms and provide worksheets only.

#	Form	Category	When used	Supports (regulation)	File
1	OSHA Form 300 - Log of Work-Related Injuries and Illnesses	Official recordkeeping & reporting	Record each recordable case within 7 calendar days of learning of it. Keep for 5 years.	29 CFR 1904.29, 1904.33	forms-html/osha-300.html
2	OSHA Form 300A - Summary of Work-Related Injuries and Illnesses	Official recordkeeping & reporting	Complete after year end; certified by a company executive; post Feb 1 - Apr 30; submit electronically if required.	29 CFR 1904.32, 1904.41	forms-html/osha-300a.html
3	OSHA Form 301 - Injury and Illness Incident Report	Official recordkeeping & reporting	Complete within 7 calendar days after receiving information that a recordable case occurred.	29 CFR 1904.29(b)(2)-(3)	forms-html/osha-301.html
4	MSHA Form 7000-1 - Mine Accident, Injury and Illness Report	Official recordkeeping & reporting	File within 10 working days after an accident or occupational injury occurs or an illness is diagnosed. Immediately reportable accidents must be called in within 15 minutes.	30 CFR 50.10, 50.11, 50.20, 50.40	forms-html/msha-7000-1.html
5	MSHA Form 7000-2 - Quarterly Mine Employment and Coal Production Report	Official recordkeeping & reporting	Each calendar quarter; due by April 15, July 15, October 15, and January 15.	30 CFR 50.30	forms-html/msha-7000-2.html
6	MSHA Form 5000-23 - Certificate of Training (reference)	Official recordkeeping & reporting	On completion of each Part 46/48 training program (new miner, experienced miner, task, annual refresher, hazard training).	30 CFR 46.9; 48.9; 48.29	forms-html/msha-5000-23.html

#	Form	Category	When used	Supports (regulation)	File
7	Incident / Accident Report	Incidents & injuries	Immediately after any injury, illness, property damage, or vehicle incident (same shift).	Supports 29 CFR 1904.29 (301 information), 1904.39; 30 CFR 50.20	forms-html/incident-report.html
8	Near-Miss Report	Incidents & injuries	Any time an event could have caused injury or damage but did not. Report the same shift.	Best practice; supports 1926.20(b) accident prevention program	forms-html/near-miss.html
9	Incident Investigation & Root Cause Analysis	Incidents & injuries	Within 24-72 hrs of any recordable injury, serious near miss, or significant damage.	Supports 29 CFR 1904; 30 CFR 50.11 (operator investigation); company program	forms-html/investigation.html
10	First Aid Log	Incidents & injuries	Every first-aid-only treatment (not OSHA recordable).	29 CFR 1904.7(b)(5)(ii) (first aid definition); 1926.50; 1910.151	forms-html/first-aid-log.html
11	Witness Statement	Incidents & injuries	From each witness, as soon as possible after an incident, in their own words.	Supports incident investigation; 29 CFR 1904; 30 CFR 50.11	forms-html/witness.html
12	Return-to-Work / Light Duty Offer	Incidents & injuries	When an injured employee is released with restrictions or returns to full duty.	Supports 29 CFR 1904.7(b)(4) (restricted work recording); 30 CFR 50.20 return-to-duty info	forms-html/rtw.html
13	Job Hazard Analysis (JHA / JSA)	Planning & programs	Before new or non-routine tasks, high-hazard work, or after an incident; review when conditions change.	Supports 29 CFR 1926.20(b), 1926.21(b)(2); 1910.132(d) hazard assessment	forms-html/jha.html
14	Site-Specific Safety Plan	Planning & programs	Before mobilizing to a new project or site; update as the work changes.	Supports 29 CFR 1926.20(b), 1926.21, 1926.35; 30 CFR 46.11; 49 CFR as applicable	forms-html/sssp.html
15	Subcontractor Safety Prequalification Questionnaire	Planning & programs	Before awarding work to a subcontractor; renew annually.	Supports 29 CFR 1926.16 (prime contractor responsibility); OSHA multi-employer worksite policy	forms-html/subcontractor-prequal.html
16	Emergency Action Plan	Planning & programs	Required plan for each site/facility; review with employees at hire and when the plan changes.	29 CFR 1910.38; 1926.35; 30 CFR 56.18010 (first aid trained person)	forms-html/eap.html
17	Emergency Drill Record	Planning & programs	After each evacuation, fire, or emergency drill.	Supports 29 CFR 1910.38 / 1926.35 training and review	forms-html/drill.html
18	Fall Protection Rescue Plan	Planning & programs	Before any work using personal fall arrest systems.	29 CFR 1926.502(d)(20); 1910.140(c)(21)	forms-html/fall-rescue.html
19	Annual Safety Program Review	Planning & programs	Once a year (and after major incidents or changes).	Supports 29 CFR 1910.147(c)(6) (annual LOTO inspection); 30 CFR 46.3 (training plan); 1904.32	forms-html/annual-review.html

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20	Pre-Visit Document Request Checklist	Planning & programs	Send three to five days before a site visit; use again on site during the records review.	Supports the document review for 29 CFR 1926 / 1910, 30 CFR 46/48/50/56, and 49 CFR 382/391/395/396	forms-html/doc-request.html
21	Daily Site Safety Inspection	Inspections	Every shift, before work starts, by the foreman or competent person.	29 CFR 1926.20(b)(2) (frequent and regular inspections)	forms-html/daily-inspection.html
22	Weekly Site Safety Inspection	Inspections	Once a week by the site supervisor or safety representative.	29 CFR 1926.20(b)(2); 30 CFR 56.18002 (mines, in addition to shift exams)	forms-html/weekly-inspection.html
23	Excavation / Trench Daily Inspection (Competent Person)	Inspections	Daily before work, as needed during the shift, and after rain or any hazard-increasing event.	29 CFR 1926.651(k); 1926.652; Appendix A (soil classification)	forms-html/excavation.html
24	Scaffold Inspection Checklist & Tag	Inspections	Before each shift and after any occurrence that could affect structural integrity.	29 CFR 1926.451(f)(3); 1926.451; 1926.454	forms-html/scaffold.html
25	Ladder Inspection	Inspections	Periodically by a competent person and after any occurrence that could damage the ladder.	29 CFR 1926.1053(b)(15)-(16); 1910.23(b)(9)	forms-html/ladder.html
26	Harness & Lanyard Inspection	Inspections	User inspects before each use; competent person documents periodic inspections.	29 CFR 1926.502(d)(21); 1910.140(c)(18)	forms-html/harness.html
27	Crane & Rigging Pre-Lift Checklist	Inspections	Before each lift (critical lifts need a written lift plan).	29 CFR 1926.1412(d); 1926.1402; 1926.1408; 1926.1424; 1926.1427; 1926.1428; 1926.251	forms-html/crane-prelift.html
28	Forklift / Mobile Equipment Pre-Operation Inspection	Inspections	Before placing in service each day or each shift if used around the clock.	29 CFR 1910.178(q)(7); 1910.178(l); 1926.602(d)	forms-html/forklift.html
29	Heavy Equipment Pre-Shift Inspection	Inspections	Before operation each shift (excavators, dozers, loaders, haul trucks, graders).	30 CFR 56.14100; 29 CFR 1926.601(b)(14), 1926.602	forms-html/heavy-equipment.html
30	MSHA Workplace Examination Record	Inspections	Each shift, before miners begin work in each working place (metal/nonmetal).	30 CFR 56.18002 / 57.18002	forms-html/msha-exam.html
31	Fire Extinguisher Monthly Inspection	Inspections	Monthly visual inspection; annual maintenance by a qualified person.	29 CFR 1910.157(e)(2)-(3); 1926.150(c); 30 CFR 56.4201	forms-html/extinguisher.html
32	First Aid Kit Inspection	Inspections	Before sending a kit to each job and at least weekly (construction).	29 CFR 1926.50(d)(2); 1910.151(b); 30 CFR 56.15001	forms-html/first-aid-kit.html

#	Form	Category	When used	Supports (regulation)	File
33	Equipment-Specific LOTO Procedure	Permits & energy control	Written for each machine with more than one energy source before servicing/maintenance.	29 CFR 1910.147(c)(4); 30 CFR 56.12016, 56.14105; 1926.417	forms-html/loto-procedure.html
34	Lockout / Tagout Log	Permits & energy control	Each time locks are applied and removed.	29 CFR 1910.147(d)-(e); 1910.147(c)(6) periodic inspection	forms-html/lockout-log.html
35	Confined Space Entry Permit	Permits & energy control	Before entry into any permit-required confined space; post at entrance; keep 1 year.	29 CFR 1910.146(e)-(f); 1926.1205-1926.1206	forms-html/confined-space.html
36	Hot Work Permit	Permits & energy control	Before welding, cutting, brazing, or grinding outside a designated hot work area.	29 CFR 1910.252(a)(2)(iv); 1926.352; NFPA 51B (consensus standard)	forms-html/hot-work.html
37	Toolbox Talk Sign-In	Training, communication & PPE	Each toolbox talk / tailgate meeting (weekly or daily).	Supports 29 CFR 1926.21(b)(2); 30 CFR 46.7	forms-html/toolbox.html
38	Safety Meeting Minutes	Training, communication & PPE	Monthly safety committee or crew safety meetings.	Best practice; supports company safety program	forms-html/meeting-minutes.html
39	New Hire Safety Orientation Checklist	Training, communication & PPE	Before a new employee or new-to-site worker starts work.	29 CFR 1926.21(b)(2); 1910.1200(h); 30 CFR 46.5/46.11; 48.25/48.31	forms-html/orientation.html
40	Training Record / Roster	Training, communication & PPE	Every training session (classroom, hands-on, certification).	Supports 29 CFR 1926.21, 1926.503(b), 1910.178(l)(6), 1910.147(c)(7)(iv); 49 CFR 382.603	forms-html/training-roster.html
41	MSHA Part 46 Training Record	Training, communication & PPE	On completion of Part 46 new miner, experienced miner, task, annual refresher, or site-specific hazard training.	30 CFR 46.9 (use Form 5000-23 for Part 48)	forms-html/msha-part46.html
42	PPE Hazard Assessment Certification	Training, communication & PPE	For each job/area before assigning PPE; update when tasks change.	29 CFR 1910.132(d)(1)-(2); 1926.95	forms-html/ppe-assessment.html
43	PPE Issue Log	Training, communication & PPE	Each time PPE is issued or replaced.	29 CFR 1910.132(h) (employer payment); 1926.95	forms-html/ppe-issue.html
44	Hazard Communication Program	Training, communication & PPE	Required written program for every workplace with hazardous chemicals; review annually.	29 CFR 1910.1200(e); 1926.59; 30 CFR Part 47	forms-html/hazcom.html

#	Form	Category	When used	Supports (regulation)	File
45	SDS / Chemical Inventory	Training, communication & PPE	Keep current; update when a chemical is added or removed.	29 CFR 1910.1200(e)(1)(i), (g)	forms-html/sds-inventory.html
46	Driver Vehicle Inspection Report (DVIR)	DOT / FMCSA	Pre-trip review and post-trip report each day the vehicle operates.	49 CFR 396.11; 396.13	forms-html/dvir.html
47	DOT Driver Qualification File Checklist	DOT / FMCSA	At hire and annually for each CMV driver; keep for employment plus 3 years.	49 CFR 391.51; 391.21; 391.23; 391.25; 391.31-391.43; 382.701	forms-html/dq-checklist.html
48	Hours-of-Service Audit	DOT / FMCSA	Monthly or quarterly sample of driver logs.	49 CFR Part 395 (395.3, 395.8, 395.11, 395.32)	forms-html/hos-audit.html
49	Drug & Alcohol Testing Log	DOT / FMCSA	Each DOT test ordered (pre-employment, random, post-accident, reasonable suspicion, return-to-duty, follow-up).	49 CFR Part 382 (382.301-382.311, 382.401); Part 40	forms-html/da-log.html
50	Corrective Action Tracker	Corrective action & behavior	Ongoing: log every finding from audits, inspections, and investigations until closed.	Supports 29 CFR 1926.20(b); 30 CFR 56.18002; company program	forms-html/ca-tracker.html
51	Safety Observation Card	Corrective action & behavior	Any time - positive or at-risk behavior or conditions observed.	Best practice (behavior-based safety)	forms-html/observation.html
52	Safety Violation / Disciplinary Notice	Corrective action & behavior	When a safety rule violation is documented under the company's disciplinary policy.	Supports enforcement of the safety program (consistent discipline is part of OSHA's unpreventable employee misconduct defense)	forms-html/violation.html