Compliance Report

SAMPLE REPORT. The company and its documents are fictional; the findings show what a real report looks like. Rules are cited as written.

Summit Peak Roofing & Excavation LLC (fictional)

Document: Summit Peak Safety Manual (2019).pdf

Scanned: 2026-10-28 · Report created: 2026-10-28

Rule packs checked: Construction Safety (OSHA 29 CFR 1926), Small Business Core

Gaps	Partial	Met
5	3	5

Summary

This 2019 safety manual covers ladders, first aid, utility locates and injury records well. Five high-risk gaps need attention first: the fall protection threshold (10 feet instead of 6), unprotected trenches up to 6 feet, no daily trench inspections, the wrong deadline for reporting serious injuries, and no silica plan for concrete cutting.

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Findings

Fall protection at 6 feet *[Gap · high risk]*

29 CFR 1926.501(b)(1)

The manual sets the threshold at 10 feet. OSHA requires fall protection in construction from 6 feet.

> *“Any employee working on a roof edge or open side 10 feet or more above the ground must use a guardrail, safety net or personal fall arrest system.” (found in document)*

Next step: Change the threshold to 6 feet and retrain crews.

Suggested wording: Fall protection threshold

> *Any employee on a walking or working surface with an unprotected side or edge 6 feet or more above a lower level must be protected by a guardrail system, safety net system or personal fall arrest system. [Name], our competent person, chooses the system for each job before work starts.*

Protective systems in excavations 5 feet or deeper *[Gap · high risk]*

29 CFR 1926.652(a)(1), (b), (c)

The manual allows unprotected trenches up to 6 feet. OSHA requires a protective system from 5 feet unless the excavation is entirely in stable rock.

> *“Trenches deeper than 6 feet must be shored or sloped before anyone enters.” (found in document)*

Next step: Change the depth to 5 feet and name the protective systems you use (sloping, shoring or a trench box).

Daily and after-rain inspections by a competent person *[Gap · high risk]*

29 CFR 1926.651(k)

The manual doesn't mention daily inspections of excavations by a competent person, or inspections after rain.

Next step: Add a daily competent-person inspection before each shift and after every rainstorm, with a written record.

Reporting severe injuries and deaths to OSHA *[Gap · high risk]*

29 CFR 1904.39

OSHA requires reporting a work-related death within 8 hours, and an inpatient hospitalization, amputation or loss of an eye within 24 hours.

> *“Serious injuries must be reported to OSHA within 48 hours.” (found in document)*

Next step: Replace the 48-hour rule with the 8-hour and 24-hour deadlines and the OSHA reporting number.

Respirable crystalline silica exposure control plan *[Gap · medium risk]*

29 CFR 1926.1153

Crews cut concrete and masonry, but the manual has no written silica exposure control plan.

Next step: Write an exposure control plan that follows Table 1 for each tool, and name a competent person.

Fall protection training and written certification *[Partial · medium risk]*

29 CFR 1926.503

Training is required, but the manual doesn't keep the written certification OSHA asks for (name, date, trainer's signature).

> *“All roofers receive fall protection training during new-hire orientation.” (found in document)*

Next step: Keep a signed training certification for every trained worker.

Hazard Communication program *[Partial · medium risk]*

29 CFR 1910.1200 (construction: 29 CFR 1926.59)

SDS access is covered, but there is no written hazard communication program or chemical list, and no labeling of secondary containers.

> *“Safety Data Sheets are kept in the binder in each truck.” (found in document)*

Next step: Add a short written program with your chemical list, labeling rules and training.

Written anti-harassment and complaint procedure *[Partial · low risk]*

EEOC Enforcement Guidance on Harassment in the Workplace (2024)

There's a reporting channel, but no alternative if the foreman is involved, and nothing on investigation or protection from retaliation.

> *“Report any harassment to your foreman.” (found in document)*

Next step: Add a second way to report (the owner or office), how complaints are investigated, and a no-retaliation promise.

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Locate underground utilities before digging [Met]

29 CFR 1926.651(b)

Utility locates are required before digging, with the ticket kept on site.

> *“Call Colorado 811 at least three business days before any digging and keep the ticket number on the job.” (found in document)*

Ladder use and training [Met]

29 CFR 1926.1053; 29 CFR 1926.1060

Ladder setup follows the OSHA requirements.

> *“Extension ladders must extend at least 3 feet above the landing and be set at a 4 to 1 angle.” (found in document)*

OSHA injury and illness records (Forms 300, 300A, 301) [Met]

29 CFR Part 1904

Injury records and the annual posting are covered.

> *“The office manager keeps the OSHA 300 log and posts the 300A summary from February 1 to April 30.” (found in document)*

First aid availability [Met]

29 CFR 1926.50

First aid supplies and a trained person are available on each crew.

> *“Every crew has a stocked first aid kit and at least one worker with current first aid and CPR training.” (found in document)*

Form I-9 employment eligibility verification [Met]

8 U.S.C. 1324a; 8 CFR 274a.2

I-9 timing matches the federal requirement.

> *“Form I-9 is completed for every new hire within three business days of the start date.” (found in document)*

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Automated analysis to help organize compliance work. It is not legal advice; confirm requirements with a qualified professional.