

A CHECKLIST FOR OSHA INSPECTIONS

Ask for identification. Have Inspector take seat in waiting room. Alert CEO or COO immediately. Contact ADP Matthew Martinsen at 503-807-2251 (matthew.martinsen@adp.com).

OSHA has the authority to enter workplaces, inspect worksite conditions, cite employers found to be in violation of agency standards and levy monetary penalties for these infractions.

Employers rarely have advance notice of OSHA inspections. On average, 60% of inspections are due to complaints by employees.

Steps to take before, during, and after an OSHA inspection are outlined below:

Before the inspection

- Identify who will accompany the inspector throughout the inspection and have contact information available for all hours of operation.
- Instruct employees to maintain and enforce facility health and safety rules at all times.
- Know the location of health and safety records required by OSHA.

Arrival of inspector and opening conference

- Obtain the inspector's name, agency, address, and telephone number. If needed, contact the director's office in your area to verify that the person is an OSHA inspector.
- Establish the purpose and scope of the inspection.
- Determine which documents the inspector wishes to review and under what regulatory authority.
- Ask what triggered the inspection.
- Record opening conference information.

Walk-Through

- Accompany the inspector at all times, unless a private interview with an employee is requested.
- Takes notes on
 - where the inspector goes
 - to whom the inspector speaks
 - what is saidthe documents that the inspector reviews

- Take duplicate samples, measurements, and photographs of whatever the inspector takes.
- If the inspector asks a question and you are not sure whether you should answer, request that the inspector put the question in writing for review by counsel.

Closing conference

- Refrain from making admissions or arguing your case.
- Provide positive information that may have been overlooked.
- Request receipt for any documents copied.
- Request copies of photographs or videotapes.
- Request copies of sample reports.

When issued a citation

- Post it promptly.
- Schedule an informal conference.
- If you are contesting the citation, file a notice of contest within 15 working days.
- Remedy the uncontested violations within the stated abatement period and submit a written report of abatement to OSHA.