

OSHA may make inspections to any commercial or residential jobsite and rarely will advance notice be provided. These inspections may cover the entire workplace or construction area, or just a few operations. OSHA inspectors are referred to as **Compliance Officers** and they may have training on safety hazards or health hazards (or both).

OSHA Standard 1926.3(a)(1) states that *any authorized representative shall have a right of entry to any site of contract performance ... to inspect or investigate the matter of compliance with the safety and health standards...*

WHEN AN OSHA COMPLIANCE OFFICER ARRIVES ON SITE:

- Notify the person responsible for the site such as the supervisor, manager, project superintendent or owner.
- Request identification, write down the Compliance Officer's name and ID number, and ask which area office they represent.
- The purpose of the inspection should be stated by the Compliance Officer before or during an opening conference at the beginning of the visit.
- A manager should escort the Compliance Officer at all times.
- During the walk-around inspection, the Compliance Officer is permitted to take notes and photographs and shall comply with the safety and health rules required on the job site.
- Employees may be interviewed or written statements may be requested.
- A company representative should take notes and photos of all inspection activities.
- A closing conference will be arranged to allow the Compliance Officer to review any violations observed and refer to applicable OSHA standards.
- Instructions on follow-up procedures will be provided at the end of the inspection.



DURING THE INSPECTION:

- Be cooperative.
- Do not be sarcastic or argumentative.
- Do not evade questions or try to hide anything.
- Answer questions truthfully, but do not speculate.
- Do not volunteer information, answer only the questions asked.
- Do not volunteer an admission of guilt.
- Take notes, measurements and photos.
- If possible, fix any violation immediately.



:: BEST PRACTICE ::

Because OSHA visits are unannounced, ensure that the work site is compliant at all times.



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