

OSHA may make inspections to any work site and rarely will advance notice be provided. These inspections may cover the entire workplace or construction area, or just a few operations.

During the Inspection:

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

Why OSHA may select a company for inspection:

1. Imminent Danger
2. Fatal or Catastrophic Accidents
3. Employee Complaints
4. Program Inspections
5. Special Emphasis Programs
6. Follow-up Inspections

:: BEST PRACTICE ::

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

WHEN AN OSHA COMPLIANCE OFFICER ARRIVES ON SITE:

- Notify the person responsible for the site such as the supervisor, manager, 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.
- 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. A manager should escort the Compliance Officer at all times. A company representative should take notes and photos of all inspection activities.
- Employees may be interviewed or written statements may be requested.
- 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.

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