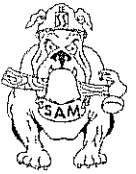




Tailgate/Toolbox Safety Training

Safety Services Company-Safety Meeting Division, PO Box 6408 Yuma, AZ 85366-6408 Toll Free (866) 204-4786



Company Name: _____ Job Site Location: _____
 Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 466: Dealing with OSHA Inspections

Introduction: Workplace inspections and investigations are conducted by OSHA compliance safety and health officers, who are safety and health professionals, trained in the disciplines of safety and industrial hygiene.



Inspections: *Inspections are always* conducted without advance notice. There are, however, special circumstances under which OSHA may give notice to the employer, but such a notice will normally be less than 24 hours. Employers who receive advance notice of an inspection must inform their employees' representative, or arrange for OSHA to do so.

What does the inspection process involve? When the OSHA compliance officer arrives at the establishment, he or she displays official credentials, and asks to meet an appropriate employer representative. Employers should always ask to see the compliance officer's credentials. Employers may verify the OSHA federal, or state compliance officer credentials, by calling the nearest federal, or state OSHA office. Compliance officers may not collect a penalty at the time of the inspection, or promote the sale of a product or service at any time. **Opening conference:** In the opening conference, the compliance officer explains how the establishment was selected and what the likely scope of the inspection will be. The compliance officer will ascertain whether an OSHA-funded consultation visit is in progress, or whether the facility is pursuing, or has received, an inspection exemption through the consultation program. If so, the inspection may be limited, or terminated. The compliance officer explains the purpose of the visit, the scope of the inspection, and the standards that apply. The compliance officer gives the employer information on how to get a copy of applicable safety and health standards. The compliance officer asks the employer to select an employer representative to accompany the compliance officer during the inspection. **The (ACT)** does not require an employee representative for each inspection. Where there is no authorized employee representative, the compliance officer must consult with a reasonable number of employees concerning safety and health matters in the workplace.

Walkthrough: The compliance officer and accompanying representatives proceed through the establishment, to inspect work areas for safety and health hazards. The officer determines the route and duration of the inspection. While talking with employees, the compliance officer makes every effort to minimize any work interruptions. The officer observes safety and health conditions, and practices, consults with employees privately, and if necessary; takes photos, videotapes, and instrument readings, examines records, collects air samples, measures noise levels, surveys existing engineering controls, and monitors employee exposure to toxic fumes, gases, and dusts.

- **OSHA places special importance on** posting and recordkeeping requirements. The compliance officer will inspect records of deaths, injuries, and illnesses, that the employer is required to keep. He or she will check to see that a copy of the totals from the last page of OSHA Form Number 300 are posted as required and that the OSHA workplace poster (OSHA 3165), which explains employees' safety and health rights, is prominently displayed. Under OSHA's Hazard Communication Standard, employers must establish a written, comprehensive, communication program that includes provisions for container labeling, material safety data sheets, and an employee training program. The program must contain a list of the hazardous chemicals in each work area, and the means the employer will use to inform employees of the hazards associated with these chemicals.
- **During the course of the inspection,** the compliance officer will point out to the employer any unsafe, or unhealthful working conditions observed. At the same time, the officer will discuss possible corrective action if the employer so desires. When the employer corrects apparent violations on the spot, the compliance officer records such corrections, to help in judging the employer's good faith in compliance. OSHA may reduce the penalties for some types of violations, if they are corrected immediately.



Closing conference: At the conclusion of the inspection, the compliance officer conducts a closing conference with the employer, employees, and/or the employees' representative. The compliance officer gives the employer and all other parties involved, a copy of Employer Rights and Responsibilities Following an OSHA Inspection (OSHA 3000), for their review and discussion.

Conclusion: Contact the state plan agency in your area to determine if there are any different, or additional state occupational safety and health requirements. The Occupational Safety and Health Act of 1970 (**The ACT**) was established "to assure so far as possible every working man and woman in the nation safe and healthful working conditions and to preserve our human resources."

Work Site Review

Work-Site Hazards and Safety Suggestions: _____
 Personnel Safety Violations: _____

Employee Signatures: _____
(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

Foreman/Supervisor's Signature: _____
These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.