


SURVIVING AN OSHA INSPECTION

A decorative graphic consisting of several parallel white lines of varying thicknesses, slanted diagonally from the bottom-left towards the top-right, crossing the right side of the text.

“HELLO, I’M FROM OSHA AND I AM HERE TO CONDUCT AN INSPECTION.”

What triggers an OSHA Inspection?

- Imminent danger situations
 - Severe injuries and illnesses
 - Workers complaints
 - Referrals
 - Targeted inspections
 - Follow up inspections
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against the blue background.

HOW TO SURVIVE?

Be Prepared!

- First, know your rights
 - You can voluntarily permit the OSHA inspection
 - You may opt to require OSHA inspector to acquire an administrative search warrant before granting access (**but remember that making their job more difficult may cause more difficulties for you during the inspection**)


PHASES OF THE ON-SITE INSPECTION

Opening Conference

- Greet the inspector in a friendly and courteous manner
- Check the inspectors credentials
- Escort the inspector to a quiet place and give him/her your business card
- Ask the reason for complaint and get a written copy
- Excuse yourself and notify proper superior
- Set the ground rules
- Be Cooperative
 - It is the inspector's job to find things wrong. Be honest and forthright, yet don't volunteer information

PHASES OF THE ON-SITE INSPECTION

Examination of Records and Written Programs

- Do not volunteer records
 - Provide only the requested information
 - If Company (non-OSHA required) documents are requested (safety meeting minutes, audit reports, statistics, etc.) ask for it writing
 - Keep a list of all documents provided to the OSHA inspector
- 

PHASES OF THE ON-SITE INSPECTION


Inspection of Facility

- Management Representative *must* accompany inspector at all times
- Permit interviews of non-management employees upon request

Closing Conference

- Remain cordial and professional
- Do not acknowledge any alleged violation
- Do not explain how an alleged violation would be abated, but ask the inspector for suggestions
- Make notes of all inspector's comments including potential violations

AFTER THE INSPECTION

- OSHA has Six (6) months to issue a citation
 - If citation is received, you must respond within 15 days
 - Agree and pay
 - This is the route we chose to take which enabled us to reduce the penalty by almost 1/2
 - File a Notice of Contest
 - Have an Informal Conference
- 

WHAT DID WE LEARN?

Record keeping is VERY IMPORTANT!

- Safety Plans are up-to-date
- MSDS are current
- Employee records are complete

Don't be afraid to ask yourself "why do we do it this way?"

- If it means safer...then change is good

Importance of having services of an expert

- Stericycle