



OSHA Visit

OSHA may make inspections to any work site and rarely will advance notice be provided. These inspections may cover the entire workplace or just a few operations. OSHA may select a company for inspection for a variety of reasons:

- **Imminent Danger** when there is a good chance that a hazard could result in death or serious harm.
- **Fatal or Catastrophic Accidents** (an incident resulting in the hospitalization of 3 or more employees). These incidents must be reported to OSHA within 24 hours.
- **Employee Complaints** about unsafe working conditions or alleged safety violations.
- **Program Inspections** in industries that have a higher-than-normal accident rate.
- **Special Emphasis Programs** that are currently being targeted by OSHA, like Excavations for example.
- **Follow-up Inspections** to verify that cited violations have been corrected (abated).

WHEN AN OSHA COMPLIANCE OFFICER ARRIVES ON SITE, here is what all employees and managers should know about ahead of time.

- 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.
- If a Compliance Office is on site, it is likely that they already have some sort of photographic or video evidence of an OSHA standard violation.
- 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 at 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, everyone on site should follow these guidelines:

- **Be cooperative.**



- Do not evade questions or try to hide anything.
- Answer questions truthfully, but **do not** speculate.
- **Do not** be sarcastic or argumentative.
- **Do not** volunteer information or an admission of guilt - answer only the questions asked.
- Remember – they likely already have photographic or video evidence of a violation.
- Take notes, measurements and photographs of everything inspected by the Compliance Officer.
- If possible, fix any violation immediately.

REMINDER

It is always best to cooperate with any OSHA compliance officer.