

What to do if an OSHA Inspector arrives at your jobsite.

- 1. Verify inspector's credentials.** Ask to see picture identification.
- 2. Ask the reason for inspection.** Why are he/she at your site? Scheduled inspection, someone called in a complaint, or just driving by the site and saw something wrong?
- 3. Notify Nestrud, Manick or Sturg:** Inform the inspector that company policy requires you to contact the company's superintendent or our safety director and they are to be present during the inspection. If he/she insists on starting, go with him/her and have another employee contact the office.
- 4. Have an opening conference.** Before the inspection begins, direct the inspector to the General Contractor's trailer for an opening conference. Define what he/she wants to see and visit. Answer all questions truthfully, but don't volunteer information. If you don't know the answer to a question, tell the inspector that you do not know and you will get back to him/her with the proper answer to his/her question. If the inspection is based on a complaint, ask for the specifics including whether the complainant is a current employee. Then take the inspector directly to the location of the condition involved. While the informal conference is being conducted, use this time wisely. Direct your employees to make last minute checks of their work areas, such as: housekeeping, signage, electrical cords, fall protection, and daily inspection sheets of scaffold & aerial lifts.
- 5. Accompany inspector at all times,** but don't volunteer information. Stay with the inspector at all times to answer his/her questions. Treat him/her professionally and courteously, but don't volunteer information. And don't become overly friendly or get on a first-name basis.
- 6. Give requested records at opening conference.** Give the inspector only the records he/she requests. If he/she asks to see accident reports, say "I'm sorry, but company policy requires accident reports to be distributed only by the main office." Take notes throughout the inspection. Don't hesitate to ask questions, and be sure to record the inspector's responses. Ask the inspector what he/she's measuring or photographing and why.

6. (CONTINUED) If the inspector uses a video camera or takes photos, measurements, air samples or any other tests do the same, in a way that accurately reflects the situation. If the inspector takes measurements, take photos of him/her doing that.
7. **Oversee inspector's interviews of employees.** Unless the inspector asks for a private interview, be present when he speaks to an employee. Take notes of questions and answers. You must allow the inspector to interview employees privately if he wants.
8. **Make sure beforehand that your crew** knows they're not required to be test subjects or to have measuring devices attached to them if they don't want or if it will interfere with their work. Also let them know that it's up to them if they want to speak to an OSHA inspector.
9. **Correct alleged dangerous conditions immediately if possible.** Take notes of any alleged dangerous conditions that the inspector points out. Without admitting they're violations, have them corrected before the inspection is complete if possible, and photograph the before and after conditions. Show the inspector the corrected conditions and ask him to report them as such. This should make those conditions eligible for a "Quick Fix" treatment and reduced penalties if a violation is issued.
10. **Shut down equipment, if asked to.** If the inspector asks you to, immediately shut down equipment. But, don't admit anything is wrong with it.
11. **Don't conduct demonstrations.** If a piece of equipment isn't in use and the inspector asks you to demonstrate how it works, you're under no legal requirement to do so. Inform the inspector that "company policy forbids me to demonstrate the operation of equipment."
12. **Have a closing conference.** When the inspection is completed, have a closing conference to review and clarify alleged violations. Correct any incorrect information the inspector has, but don't try to negotiate over violations or penalties. Get written statements from the employees involved. The statements should cover what was said. Keep the statements with the information and the records you collected during the inspection.