

CAL/OSHA INSPECTION BASICS FOR THE EMPLOYER

PREPARING FOR AN INSPECTION

- Develop company policy regarding visitors.
 - Inform employees and supervisors to direct ALL visitors to the office
- Assign management responsibilities
- Inspection supplies
 - Notebook
 - Camera
 - Tape recorder
 - Flashlight
 - Lockout/Tagout Supplies
- Make sure employees understand safety procedures
- Perform self inspections (DOCUMENT)
- Perform employee safety training (DOCUMENT)
- Request Workers' Compensation carrier to inspect facilities
- Request Cal/OSHA Consultation for assistance
- Know General Industry Safety Orders for your operation
 - www.dir.ca.gov/samples/search/query.htm
 - www.dir.ca.gov/DIR/OS&H/DOSH/dosh_publications/INDEX.html
- Know where to locate your
 - IIPP & other written programs. Consult Cal/OSHA form 1AY
 - Training records
 - Inspection records
 - MSDS, Forms 300, 300A and 301
- Post required notices
- Post warning signs and instructions

WHEN CAL/OSHA INSPECTS YOU

- Be polite to the inspectors
- Do not physically detain or bar the person from entering the property
 - Record the date, the time, and the location of inspection
- Verify the inspectors' credentials
 - If unsure call the agency's office. Consult a telephone directory
- If inspection is not convenient ask the inspector to return later (they may or may not)
- Attempt agreement on the scope of the inspection in writing (if possible)
 - Avoid full access to any and all records and locations
- Accompany the inspector
 - Employer won't be allowed to listen in on employee interviews
 - Photograph facilities or equipment of concern to inspector
 - Make written notes of the inspectors' comments
 - Tape record your conversations, if permitted
- After the inspection request a closing meeting
 - Make sure you understand the inspector's concerns
 - Fix identified problems as soon as possible (preferably immediately during the inspection if possible)

EMPLOYER RIGHTS

- By law Cal/OSHA will not give you an advance notice
- You may consent to an inspection, or
 - You may demand an administrative search warrant
 - But expect "An Attitude" from the inspector

REGULATORY SAFETY INSPECTION REPORT

Call the safety department at () - when a safety inspector appears at your job.

OPENING CONFERENCE – IDENTIFICATION – PURPOSE OF INSPECTION

Inspector's Name: _____ Date: _____

Business Address: _____ Time: _____

Proof of Identity: _____

Inspector Phone: _____

Type of Inspection: General _____ Special/Accident Related _____ Complaint _____

Company Representative for Inspection: _____

Employee Representative for Inspection: _____

INSPECTION AND CLOSING CONFERENCE

	Description of Alleged Violation	Applicable Regulation	Abatement Date
1.	_____		
2.	_____		
3.	_____		
4.	_____		
5.	_____		

Were photos and/or measurements taken? If so, specify by whom and when:

Employees or witnesses involved with alleged violations:

Signature: _____

Send this form and any additional notes or photos taken to the safety department.