

Regulatory and Insurance Safety Inspections and Investigations

Should a regulatory agency, such as Cal/OSHA, Fed/OSHA, Corps of Engineers, fire department, etc., arrive at one of our job sites for the purpose of an inspection, the supervisor shall notify the safety manager and director immediately. Request that the inspector wait for the safety manager before beginning the inspection (if the safety manager can be at the site within a reasonable amount of time such as 15-30 minutes).

During Inspection

- Be polite to the inspectors
- Do not physically detain or bar the person from entering the property
- 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
- Fix identified problems as soon as possible (preferably immediately during the inspection if possible)
- After the inspection request a closing meeting, make sure you understand the inspector's concerns

The supervisor at the job site shall make detailed notes as the inspection proceeds. These notes shall include:

1. The names of any employees involved.
2. Description of any measurements or photographs taken. If possible, take duplicate photographs.
3. Any statements made to the inspector.
4. All of the questions on the "Regulatory Safety Inspection Report"

After the completion of the inspection, the supervisor shall complete a "Regulatory Safety Inspection Report" and send that report along with any additional notes, photos etc. to the safety department that same day. Include a copy of the inspectors card as well.

Notify the safety manager and director of the outcome of the inspection once the inspector has left the job site.