



HEALTH AND SAFETY MANUAL

OSHA INSPECTION PROCEDURES

PURPOSE

This policy establishes procedures for managing OSHA inspections at company offices, project sites, or other company-controlled locations. Its purpose is to ensure:

- Compliance with OSHA regulations
- Protection of company rights
- Organized communication and documentation
- A consistent, professional response to regulatory visits

SCOPE

This policy applies to:

- All office staff
- Project managers and field supervisors
- Safety personnel
- All employees and subcontractors present when an OSHA representative arrives

RESPONSIBILITIES

Management

- Ensure all employees understand procedures for OSHA inspections.
- Ensure designated company representatives are trained to interact with OSHA.
- Approve release of documents requested by inspectors.

Safety Director / Safety Manager

- Serves as **primary OSHA contact**.
- Coordinates the inspection process.
- Maintains required safety documentation and OSHA logs.
- Accompanies OSHA during all walkthroughs.

Office Staff

- Notify leadership and the Safety Manager immediately when an OSHA inspector arrives.
- Do not provide documents or statements.

All Employees

- Cooperate respectfully and professionally.



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- Provide factual answers only if interviewed.
- Refrain from guessing, speculating, or volunteering extra information.

PROCEDURE WHEN AN OSHA INSPECTOR ARRIVES

Initial Reception

1. Politely greet the inspector.
2. Ask for:
 - Name and title
 - Identification credentials
 - Purpose of visit (complaint; formal or informal, programmed inspection, incident investigation, etc.)
3. Escort inspector to a conference room or private office.
4. Contact the following immediately:
 - Safety Manager
 - Project Manager or Supervisor for relevant jobsite
 - Company Management / HR (as required)

No inspection activities may begin until an authorized company representative arrives.

Opening Conference

The Safety Manager or designated representative will attend the opening conference with OSHA to discuss:

- Reason for inspection
- Scope and areas to be inspected
- Documents OSHA wishes to review
- Procedures for interviews and site walkthroughs
- Company rights during the inspection

The company may request a copy of any complaint that triggered the inspection (employee names may be redacted by law).

Document Requests

OSHA may request documents relevant to the inspection.
Only the Safety Manager or a designated manager may provide records.



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Possible documents include:

- OSHA 300, 300A, 301 logs
- Safety training records
- Written safety programs
- Equipment inspection records
- Hazard communication program
- Daily/weekly inspections
- Incident reports

Employees should never provide documents on their own.

WALKTHROUGH PROCEDURE

Escort Requirement

During every part of the walkthrough, OSHA must be accompanied by:

- Safety Manager or designated representative
- Site Supervisor or Project Manager (if applicable)

Company Rights During Walkthrough

The company representative may:

- Take identical photos or measurements when OSHA does
- Ask the inspector to explain observations
- Correct minor hazards immediately (this does not prevent citations but shows good faith)
- Limit inspection to the scope stated during the opening conference unless a serious hazard is seen in plain view

Employee Interviews

Employee Rights:

- Interviews with hourly employees may occur privately.
- Employees may choose whether to participate.
- Supervisors may be interviewed with a company representative present if they request it.

Company Policy:



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- Employees should be respectful and honest.
 - They should not guess or speculate: "If you don't know, say you don't know."
 - Employees may request personal representation if applicable.
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Photographing and Sampling

OSHA is permitted to take photos and samples. Company representatives must:

- Take identical photos, videos, and notes for internal records.
 - Document the exact location and conditions of any hazard OSHA identifies.
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Closing Conference

Following the walkthrough:

- OSHA will outline potential violations, hazards, or concerns.
- The Safety Manager will take detailed notes.
- Clarify next steps, timelines, and expected citations.

No arguments should occur during the conference; questions and clarifications are acceptable.

Post-Inspection Actions

- Safety prepares a written summary of the visit.
 - Management reviews all potential issues.
 - Corrective actions are initiated immediately.
 - If a citation is received:
 - Review options (informal settlement, contesting, etc.)
 - Submit required documentation by OSHA deadlines
 - Implement abatement procedures
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Employee Conduct Expectations

During inspections, employees must:



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- Remain professional and calm
 - Follow instructions of supervisors
 - Continue working safely by company standards
 - Avoid unnecessary conversation with inspectors unless being interviewed
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Prohibited Actions

- Refusing entry to an inspector with proper credentials
 - Destroying or hiding documents
 - Retaliating against any employee for speaking to OSHA
 - Arguing or debating with OSHA personnel
 - Allowing OSHA to walk the site alone
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Training

All employees must receive annual training on:

- How OSHA inspections work
 - Their rights and responsibilities
 - Who to contact when an inspector arrives
 - Proper conduct during interviews
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Recordkeeping

The Safety Department will maintain records of:

- All OSHA correspondence
 - Inspection notes and photos
 - Copies of citations and responses
 - Abatement verification documents
 - Annual refresher training
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Policy Review

This policy will be reviewed annually or after any OSHA inspection to evaluate effectiveness and update procedures.

Name _____

Signature _____ Date _____