



Sample Cal/OSHA Inspection Policy

# This is a sample policy only. All of the procedures are optional. Add, delete, and modify to suit your needs and specific operations.

*It is highly suggested that anyone responsible for Cal/OSHA inspections (key person) review the actual Policy and Procedure (C-1A) that Cal/OSHA inspectors are required to follow. The Policies and Procedures can be found at* [*http://www.dir.ca.gov/samples/search/querypnp.htm*](http://www.dir.ca.gov/samples/search/querypnp.htm)*.*

Policy

It is the policy of (**District’s Name)** to permit inspections by representatives of the California Occupational Safety and Health Administration. This policy applies to all employees.

It is the intention of **(District)** to comply with the required safety regulations for the specific work being completed by **(District)** employees. In the event of a Cal/OSHA inspection, we intend to conduct ourselves in a professional, courteous manner.

(District) key personnel will escort inspectors. As designated by (District - list the key person’s name and title.)

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will escort and provide pertinent answers during a Cal/OSHA inspection. In the event that a designated key person is not available, senior management should be called to escort and answer questions during the inspection in a limited capacity.

Procedures

The following procedures shall be reviewed in the event of a Cal/OSHA inspection.

1. Non-employees **MAY NOT** “wander” within a worksite, facilities, yards, shops, offices, etc.
2. Receptionist on duty or other worker who checks-in the Cal/OSHA inspector will inform the inspector that **(District)** has a Cal/OSHA Inspection Policy, and that the key person must be contacted to represent the District during Cal/OSHA Inspections. Ask the inspector if he/she can wait. Provide a safe sitting area or conference room*.* Be polite, but do not answer questions or provide any documents requested.
3. Contact the Key Person and escort the Cal/OSHA inspector to a conference room or other safe location.
4. At the Opening Conference of the inspection, the key person will review the credentials of the inspector and may contact the local district office to confirm identity of the inspector.
5. Upon completion of the Opening Conference, the inspector may request permission to do the inspection. District and key person may allow the inspection, with or without, a warrant. Consult senior management if there is a belief that a warrant should be requested.
6. Ensure that the inspector is made aware of, and wears, any PPE required prior to entering work/inspection area(s).
7. Key personwill contact the necessary personnel to attend the inspection or to be on call during the inspection in case they are needed (i.e. Maintenance Manager, Lead Worker, Competent Person, HR Director, Employee Rep/Union Rep, etc.)
8. If the inspection is specific (related to an area, complaint, or injury), guide the inspector to that area in a manner that limits his inspection of the overall facility (i.e. take around the outside of the building and enter through a door nearest to the area of inspection). If it is a wall-to-wall inspection, this method cannot be used.
9. Key person will contact Managers to inform them of the inspection in process.
10. Key personshall accompany the inspector at *all times* during the inspection.
11. Key person and/or other personnel attending the inspection shall:
    1. Do not argue with the inspector.
    2. Be polite and courteous.
    3. Not speculate, estimate, or guess when responding to an inspector. If you don’t know, say “I don’t know”.
    4. Answer only with facts, do not volunteer information.
    5. Never admit or concede the existence of an unsafe condition or practice.
    6. Tell the truth.
    7. Provide only the documentation requested by the inspector on a Cal/OSHA Document Request Form within the required timeframe (i.e. IIPP, training records, 300 Log, etc.). Avoid appearing cooperative by providing documents at the time of the inspection.
12. During the walk-around inspection, the inspector may take samples, pictures, measurements, etc. Key person shall take the same samples, pictures, measurements, etc. as the inspector does. For example, take pictures standing in the same spot with the same magnification, take samples directly after inspector from the exact same location, make measurements at the same time at the exact start and end points.
13. Key person shall keep a record of the inspection, including employees the inspector spoke with, items of interest to the inspector: samples, pictures, measurements taken, other observations noted by the key person.
14. If the inspector requests to interview employees in private, this is allowed. If the employee requests the key person be present, the employee has waived their right to confidentiality. The inspector may still request privacy between himself and the employee. Note the waiver of confidentiality by the employee verbally and document in writing.
15. The Exit Conference ends the inspection. Escort the inspector back to check-in point or vehicle, retrieve any District PPE, and note time of leaving on District inspection report/record. Make sure inspector leaves the property.
16. A Closing Conference may be done at the end of the inspection or by phone at a later date. At the closing conference, the key person shall ask the inspector about potential citations and what safety orders were allegedly violated. Try to determine the potential classification of the citations (i.e. serious, general, etc.) and expected abatement dates and requirements.
17. District will appeal the following types of citations/penalties and will review other types of citations on a case-by-case basis *(change this according to your District’s policy for appealing citations)*:
    1. All citations regardless of classification (regulatory, general, serious, etc.)
    2. Only “Serious” accident-related citations
    3. All “Serious” citations
    4. Any “Repeat” citation
    5. Any “Willful” citation.
18. Any citation received must be posted for three working days near the area of violation until abated. If the citation is appealed, the appeal docket must be posted until it is resolved.

Cal/OSHA Inspection Report

# Personnel

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| --- | --- | --- |
| Date: | Time: | |
| Key Person: | Title: | |
| Inspector Name: | Inspector ID#: | |
| Jobsite Address/Physical Location: | | |
| Additional District personnel in attendance: | |  |
|  | |  |
|  | |  |

# Reason for inspection

|  |  |
| --- | --- |
| General or Specific Inspection? |  |
| If specific, what is the alleged violation: |  |

# Inspection

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| --- | --- | --- | --- |
| Area of inspection: |  | | |
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| Samples taken: |  | | |
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| Measurements taken: |  | | |
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|  | | | |
| Photos taken: |  | | |
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| District personnel talked to: | |  |  |
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| --- | --- | --- | --- |
| Area of inspection: |  | | |
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| Samples taken: |  | | |
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| Measurements taken: |  | | |
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| Photos taken: |  | | |
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| District personnel talked to: | |  |  |
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**This model form/template must be customized to meet your Agency’s needs.**