

PASS INSPECTION LIKE A PRO



01

Select a Company Rep.

A well-informed company representative is critical to a company's performance in reducing OSHA liability. During an inspection, what your company representative says or does can have a big effect on how easily and efficiently the inspection goes, as well as the number and severity of citations received. To refute any citation released, make sure to keep good documentation (photographs and notes) of what happened during the inspection. Without your own documentation, you will have no choice but to rely on OSHA's file and photographs.

02

The Opening Conference

Don't worry about asking too many questions. Be sure to ask what prompted the inspection (employee complaint, referral by another agency, etc.). If the inspection was from a complaint, ask the inspector to verify whether it was filed by a current employee by offering a roster of current employees for the inspector to review. However, you should not ask the inspector to reveal the name of the complainant. You can also ask to see a copy of the written complaint if one exists, ask how long they plan to be there and what they want to look at. Make sure the inspection will be limited to the areas or conditions listed in the complaint. Remember to be respectful and keep the inspection moving forward!

03

Walk Around Inspection

The company representative is allowed to accompany the inspector, according to the law. Always take advantage of this right. If the designated representative from your company is not immediately available when the OSHA inspector arrives, request that the inspector wait until they can arrive to begin the inspection. Legally, a representative authorized by the employees (a union representative, for example) also has the right to be present during the inspection. You do not, however, get to play a role in selecting the employee representative. Unless trade secrets are involved, the employer generally has no right to object to any photographs, videotapes, measurements or environmental samplings, such as air samples or noise measurements. If the inspector wishes to inspect areas that are not related to the purpose of the inspection, your employee representative should question the reasoning for extra inspection.

04

Closing Conference

Prior to inspection, you should be sure to remind employees that:

1. Employees have the option to speak with OSHA or not
2. Employees have the option of bringing a representative to the interview, such as a boss, a union representative, or an interpreter.
3. Employees are often questioned about their safety training or details related to any suspected violations.
4. Employees should always be honest and stick to the facts.
5. You are allowed to intervene on behalf of employees who are distressed or physically unable to communicate with OSHA, particularly after a fatality or accident.
6. Employees and managers can only be interviewed if they are mentally and emotionally capable of doing so.
7. Employees have the right to request not to be taped and can also carry their own tape recorder.