

The Fit For Work Guide to Preparing for an OSHA Inspection

The best form of action regarding OSHA inspections is taking preventative measures to ensure your organization is within their set guidelines. **In the event of an inspection, make sure you're fully prepared by following these steps for before, during, and after an audit.**

PLANNING

Comply with all safety regulations.

Maintain a safe working environment.

Follow all recordkeeping and employer posting requirements.

Decide in advance if Corporate Legal Counsel will be notified prior to starting the Opening Conference and/or Catastrophic Cases.

Ensure all training documentation is on file for written policies. Know where all records, such as injury and illness logs and accident investigations are located.

Create an OSHA Inspections Team with members from appropriate parts of your company (maintenance, employee representatives, union representatives, etc.).

Ensure documented hazard assessments by management are on file. These may consist of weekly walkthroughs by supervisors and monthly inspections by area managers.

Create an inspection kit to use during inspections. The kit can include a digital camera, measuring tape, out of service tags, pen, paper, flashlight, etc.

Gather other required documents: training, internal inspections, medical records, environmental sampling records, employee disciplinary records, etc.

CSHO ARRIVAL

Notify contractors working on site immediately. Have them stop and correct noticeable hazards. If they can't correct at this time have them stop working.

OPENING CONFERENCE

Set ground rules for the inspection. There should be two team members per inspector. One to take notes and one to stay with the inspector.

Answer only specific questions directed at you by the inspector. Discuss only facts as known and don't expand on ideas. Be clear, specific, and to the point.

THE TOUR

Plan to take the most direct route through work areas. If possible, schedule the route in off production areas.

Make arrangements to immediately correct any hazards the inspector points out, if possible.

POST INSPECTION

Coordinate with the mailroom so that any certified mail containing citations and notices of proposed penalties are delivered to the correct person immediately.

Post a copy of each citation at or near the places where the violations occurred.

Contest any part of the abatement within 15 working days after receiving citation.

CLOSING CONFERENCE

Understand your right to appeal any citation and your obligation with regard to any citations.

Learn more about how Fit For Work can help your organization prepare and execute a successful procedure in the event of an OSHA inspection.

GIVE US A CALL:

877-348-4975

Find out more at: wellworkforce.com

