

ARRIVAL OF THE COMPLIANCE OFFICER

- { Verify the Compliance Officer's credentials. Look at ID and business card.
- { Determine why the Compliance Officer wants to inspect the project, i.e. complaint, accident, programmed, imminent danger, follow-up.
 - f If a complaint inspection, ask to have a copy of the complaint.
- { If a programmed inspection, ask for a focused inspection where an OSHA inspector may choose to conduct only a partial inspection of a construction jobsite focusing on the hazards known to cause the most deaths (falls, electrocutions, struck by, and caught in). Tell OSHA that your company policy is to contact your upper management prior to starting the inspection. Have OSHA wait in the construction office while you are making phone calls.

Upper management is ultimately responsible for giving permission for OSHA to inspect. It is not advisable to tell OSHA they cannot inspect your site. OSHA should wait a reasonable amount of time prior to starting the inspection to allow your upper management or their representatives to arrive onsite.

The following is to be done when the OSHA inspector conducts the inspection.

- { Request an opening conference if the Compliance Officer does not call for one.
- { Have the project superintendent and/or the project manager present.
- { Take detailed notes of everything discussed.
- { Keep all publications and documents given to you by the Compliance Officer and note who gave it to you and the date of its receipt.
- { If more than one Compliance Officer is involved, find out if they plan to make the inspection in one group or split into two or more groups to make the inspection. If they want to divide into two or more groups, tell the Compliance Officer you will have an employer representative with each group.
- { Be cooperative with the Compliance Officer. At all times prior to, during and after the inspection act in a professional businesslike manner. Never enter into personal arguments with the Compliance Officer.
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Section 15 - OSHA Inspection Procedures

1. Tell the Truth
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