

OSHA INSPECTION CHECKLIST

1. _____ Inform all contractors when OSHA is on site.
2. _____ Immediately call designated representative to come to site.
3. _____ Ask the inspector to wait for the designated representative in an area in which the inspector cannot see the work being performed on site.
4. _____ If time permits, have employees conduct general housekeeping, while the inspector is in a segregated area.
5. _____ Determine whether to stop work during the time that OSHA is on site. Call the Company for guidance on this and other issues.
6. _____ Call the Company for guidance immediately if there has been a death or other serious accident.
7. _____ Do not answer any questions the inspector may ask regarding the inspection. Politely let the inspector know that it is Company policy for the designated representative to answer the questions. If you must give some response, say "No comment."
8. _____ Do not accompany the inspector on an inspection. Have the inspector wait for the designated representative.
9. _____ If the inspector insists on conducting the inspection before the designated representative arrives, tell the inspector that you object, but do not physically attempt to stop the inspector. Accompany the inspector, but follow the guidelines below:
 - (a) _____ Only one person should accompany the inspector.
 - (b) _____ Do not answer any questions during the inspection. If asked questions, simply state "No comment" or "Our counsel has advised against answering questions before our inspection of the matter is complete." Remain courteous and professional.
 - (c) _____ Do ask the inspector what the concern is if the inspector seems to indicate a problem exists.
 - (d) _____ Take notes.
 - (e) _____ Take pictures when the inspector takes pictures.
 - (f) _____ When the designated representative arrives, let the representative know what has occurred. Let the designated representative handle the rest of the inspection.
10. _____ The designated representative should do the following during an inspection:
 - (a) _____ Ask for and copy the inspector's credentials.

- (b) _____ Ask to know the type of inspection, e.g., employee complaint, fatality/catastrophe, imminent danger, programmed inspection. Limit access to the area of the complaint or hazard if the inspection is based on an employee complaint, fatality or catastrophe, or an imminent danger.
 - (i) _____ Request a copy of the employee complaint. You are entitled to a copy with the complaining employee's name deleted.
 - (ii) _____ Provide a list of employee names and ask the inspector to ensure that the complainer is on the list.
 - (c) _____ Accompany the inspector at all times during the inspection. Do not permit other Company representatives to accompany the inspector.
 - (d) _____ Stop unnecessary work activity (with Company approval).
 - (e) _____ Limit the inspector's access to non-affected areas of the site, if possible.
 - (f) _____ Require the inspector to wear appropriate PPE where necessary. Wear necessary PPE yourself.
 - (g) _____ Gather information:
 - (i) _____ Take notes.
 - (ii) _____ Take pictures when the inspector takes pictures.
 - (iii) _____ Ask for split samples or take your own samples.
 - (iv) _____ Ask the inspector what concerns he has.
 - (v) _____ Use a video camera if the inspector uses a video camera.
 - (h) _____ Don't make admissions. Answer "No comment" or state that you cannot make statements while the investigation is still pending.
11. _____ Ensure that the employer sits in on all interviews of management employees.
12. _____ Take steps to protect any trade secrets. (Identify areas as containing trade secrets as soon as it becomes apparent that the area will necessarily be inspected. Obtain a confidentiality agreement from OSHA. Consult your attorney if necessary.)

**PLEASE NOTE: USE SPECIAL PRECAUTIONS IN WHAT YOU SAY AND DO
IF THE INSPECTOR USES A VIDEO CAMERA.**