

# OSHA Inspections: DOs and DON'Ts



**Frankenmuth**  
MUTUAL INSURANCE COMPANY

A member of the Frankenmuth Financial Group

## PREPARATION

Designate a management representative to be responsible for handling OSHA investigations and inspections. Make sure this individual is fully trained. You're not required to admit an OSHA inspector into the non-public portion of your premises without a search warrant. However, requiring a warrant usually only implies an uncooperative attitude and sets the stage for a potentially negative experience.

## KNOW YOUR RIGHTS

Know the rights employers have during an inspection. Decide as a matter of company policy how you wish to exercise those rights. Select one person to deal with OSHA and tell other employees to refer all contacts to that individual (usually the Safety Director). It is usually possible to ask the OSHA inspector to wait up to 30 minutes for the company designated person to arrive at the site.

## CREDENTIALS

Before permitting any inspection to proceed, always check the credentials of the OSHA inspector.

## PURPOSE OF INSPECTION

Before the inspection begins, ask the OSHA inspector to state the reason or basis for the inspection. Look for this reason on the inspection priorities form. The reason for the inspection will have an impact on how you choose to exercise your legal rights. Ask the inspector to clearly state the purpose of the investigation; the places and things to be inspected; and whether the inspector wants to take photographs, make videotapes, interview employees, review documents and the like. You have a right to know the investigation's scope—both to help you cooperate and to protect your rights.

## PROFESSIONALISM

An inspection can be stressful. It is important to remember you represent management during the inspection; conduct yourself in a professional manner. Do not try to befriend the inspector; he is there to do his job. Moreover, there is nothing to be gained from hostile or contentious behavior.

## ACCOMPANIMENT

Fully exercise your right to accompany the inspector. If there is more than one inspector, assign a like number of management representatives. **Never permit an OSHA inspector to go through your facility unaccompanied by a management representative.**

## NOTES

Take careful and complete notes of everything that happens during the inspection. Take the same measurements and photographs the OSHA inspector is taking.

## DON'T VOLUNTEER

Answer only the question put to you by the inspector and provide only those documents specifically requested. Don't volunteer information that is not requested or make statements about issues, matters, or conditions that are not covered by the question.

## DOCUMENTS

Provide documents that must be kept under OSHA regulations. Should other documents be requested, ask the inspector for the reason for the request, and consult with other management officials before agreeing to turn over the documents. You will need to show the OSHA inspector your written Injury and Illness Prevention Plan (Safety and Health Program), supporting documentation, and OSHA Log 300.

## LISTEN

Particularly at the closing conference, listen to what the inspector has to say. Be careful about making commitments or promises to the inspector during such a conference. The OSHA inspector takes notes of all you say to him.

## OSHA INSPECTION KIT

- Camera and flash
- Tape measure – 100 foot
- Note pad
- Pens
- Flashlight
- Tape recorder
- Calculator