

Cal-OSHA Inspection Policy

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The goal of this policy is to ensure **the Company** is prepared to address any safety and health issue that may arise and to present a competent, organized, and compliant response to a Cal/OSHA inspection.

Introduction

Cal/OSHA is authorized to conduct workplace inspections to enforce occupational safety and health standards at any given time. Cal/OSHA inspections are generally unannounced. By law, Cal/OSHA Compliance Officers are not required to call in advance to notify of an upcoming inspection. The purpose of the unannounced visit is to ensure California workplaces are safe and healthy.

Preparation

Should a Cal/OSHA inspector show up, it is important that employees, supervisors, managers and safety coordinators know how to appropriately respond and what to expect during a Cal/OSHA inspection. Departments shall authorize, in writing, specific individuals or job positions (usually management-level employees) as designated department representatives to accompany the inspector and immediately contact the **Risk Management/Safety Office** for further assistance. Failure to begin the inspection in a timely manner (30-60 minutes) could result in the Cal/OSHA representative obtaining an inspection warrant. This could unnecessarily create an adversarial relationship, so avoid excessive delays. Plan to present a competent, organized and compliant response to a Cal/OSHA inspection. If your IIPP, Cal/OSHA Form 300s, training records and Material Safety Data Sheets are requested, make them available to the inspector.

A Cal/OSHA Compliance Officer may show up at any time and request access to your department/division or worksite. Cal/OSHA inspection priorities are based on the following:

1. A report of an imminent hazard to employees (This could include reports by the union, public, news media or law enforcement/fire);
2. A fatality or catastrophe;
3. An investigation of serious injury, illness or exposure to hazardous substances;
4. A formal employee complaint;
5. Scheduled inspection of high-hazard work site and businesses with higher than average loss rates.

NOTE: A fatal injury to one or more employees; a serious injury or illness; a serious exposure; or an inpatient hospitalization in excess of 24 hours for other than observation, will trigger an investigation and must be reported to Cal/OSHA within 8 hours.

Sometimes Cal/OSHA will send a letter of inquiry about a reported safety hazard and ask for written feedback from management. If your department has any contact from Cal/OSHA in any form (i.e., compliance inspection, letter of inquiry, telephone inquiry or other correspondence) always contact the **Risk Management/Safety Office** for further assistance. Any and all written responses to Cal/OSHA shall be cleared by **Risk Management/Safety Office**.

Risk Management Office (000) 000-0000
Safety Office at (000) 000-0000

Response - When Cal-OSHA Comes to Your Department

When a Cal/OSHA inspector shows up at your workplace:

1. Don't panic!
2. Ask to see their State of California identification card and their Division of Occupational Safety and Health business card, and;
3. Ask the Cal/OSHA inspector to please wait until the appropriate personnel are contacted.
4. Contact the following personnel:
Safety Officer (000) 000-0000
Safety Representative (000) 000-0000
Risk Management (000) 000-0000

NOTE: If a Cal/OSHA inspector states the purpose of the inspection is due to an *imminent hazard* immediate access to that site must be granted and the department's designated representative and the **Safety Manager** shall be contacted as soon as possible.

Order prohibiting use (OPU) –This order prohibits employee use of the area, machine or equipment that presents an *imminent hazard*. A yellow tag is placed conspicuously in the area where the hazard exists. The yellow tag may not be removed until the hazardous condition no longer exists or the required safeguards and safety devices are installed. Only an authorized Cal/OSHA engineer or industrial hygienist can remove the yellow tag.

Opening Conference

Cal/OSHA will conduct an opening conference to explain the reason for the visit. The inspection walkaround may include the entire facility, or a targeted work area. Inspectors have the right to walk around the building (accompanied), interview employees in private, and document hazards with photos and measurements.

Cal/OSHA inspectors may ask to review any applicable permits and registration, documentation of workers' compensation coverage, occupational safety and health records, your written Injury and Illness Prevention Program and any other required written programs. If these records cannot be produced immediately, the inspector may leave a document request sheet with a specific time period (usually three (3) working days) to produce the documents. Be careful to provide only what is asked for. Take good notes during the opening conference.

Inspection/Walkaround

Limit the inspection only to the areas and documents listed in the opening conference. If there are areas that require workers to use personal protective equipment, be sure that the inspector does the same. Accompany the inspector at all times, though private employee interviews can be arranged in controlled access conference rooms.

Provide neutral, fact-based answers to the inspector's questions; don't offer opinions or guess at answers. Don't argue with an inspector. Also, don't agree with comments as they may be incorrect. Keep notes, photos, and records during the visit. If the inspector takes photos, measurements or readings, you take the same photos, measurements and readings simultaneously.

Closing Conference

Immediately following the inspection the Cal/OSHA inspector will hold a closing conference to discuss any alleged violations, citations, timelines and requirements for corrective actions. If hazards observed during the inspection/ walkaround are violations of the Title 8 safety orders, citations will be issued and monetary penalties proposed.

The inspector will also discuss the right to appeal the citations. If an employee representative is not included in the closing meeting, the employees' representative may request a separate closing conference with the inspector.

NOTE: If the inspector presents you with a 1BY form, inform the inspector that you will pass the form along to management for consideration. (If they ask for you to complete it onsite, do not do so. Tell them that you are not authorized to.)

In all cases, the Safety Manager and Risk Management must be notified immediately.

Conclusion

It is our policy to comply with regulations governing occupational injury and illness prevention and environmental compliance and provide a safety and healthful work environment for its employees.

For more information, contact your **Environmental Health & Safety office** or for more Cal/OSHA Inspection Procedures, visit: <https://www.dir.ca.gov/DOSH/Pol/P&PC-1A.HTM>