

Cal/OSHA Inspections

What is a Cal/OSHA Inspection?

Cal/OSHA inspectors make unannounced visits to make sure that the Public Agencies, Special Districts and associated facilities are safe and healthy.

What triggers an inspection?

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. They will also conduct an inspection in response to employee complaints about a situation that may possibly present a danger to workers.



When a Cal/OSHA Inspector Knocks on Your Door:

1. Ask for identification
2. **Immediately** contact **EH&S**
3. Be courteous and friendly
4. Provide neutral, fact-based answers
5. Don't give opinions or guesses. Offer to follow-up later.
6. Don't argue
7. Keep notes
8. Take photos and measurements mimicking inspector
9. If requested, be prepared to show IIPP, Cal/OSHA Form 300s, training records and Material Safety Data Sheets
10. For more information contact **EH&S or Risk Management** at (000) 000-0000

What should you do if an inspector shows up to inspect your department?

Ask for identification. The inspector must ask for permission from a management representative to conduct the investigation. Immediately contact the Safety Manager who will serve as our organization's management representative. Call the **EH&S** Hotline at **(xxx) 000-0000** and inform **EH&S** of the pending inspection. The Cal/OSHA inspector will wait until an **EH&S** safety specialist arrives before beginning their inspection.

What will happen during the inspection?

The Cal/OSHA inspector will start with an opening conference to explain the reason for the visit. An inspection walkthrough of the entire department or a targeted work area will follow. Inspectors have the right to walk around the area (accompanied), interview employees in private, and document hazards with photos and measurements. You should also bring a camera, notepad, and you also have a right to take photos of anything that the inspector decides to photograph. Employees may ask for legal representation provided by the **(Name of Agency)** to be present during the interview if desired. It is helpful if the Safety Manager or another management representative is present during the interview. Each employee has a right to have a management representative accompany them during their interview.

How do you find out what the inspector observed?

Immediately after the walkthrough, the inspector will conduct a closing conference and provide inspection results. They may ask for protocols, standard operating procedures, or other documents to be submitted to them within 1-14 days. They can ask for your department's Injury and Illness Prevention Program (IIPP) at the time of the closing conference.

After the inspection is completed do I need to do anything else?

The **Safety Manager** will be the **Agency's** contact with the Cal/OSHA inspector. If you receive any further requests from Cal/OSHA please contact the **Safety Manager** immediately. Missed deadlines can result in additional inspections, citations and *fin*es. If presented with a 1BY form, inform the inspector that you will pass the form along to management. **DO NOT SIGN IT** yourself.

For more detailed information, refer to (your organization) policy.

CONTACT EHS AT:

Tel: (000) 000-0000
 Email: safety@fullerton.edu
 Web: <http://ehs.fullerton.edu>