

What To Do If OSHA Shows Up At Your Workplace

1. The first thing to do is be prepared in advance. Know the location of your written safety programs, training, documentation, records, OSHA Logs, etc.
2. It is important to discuss 3rd party inspection procedures with staff prior to the day of an inspection. Identify a primary Point Of Contact (POC).
3. Ask the Compliance Officer to wait. It is acceptable for them to wait about 30 minutes for the POC to arrive.
4. The inspection is comprised of three primary parts:
 - A. The opening
 - B. The walk around
 - C. The closing
5. At the opening, provide an isolated, quiet, professional room or area to have the opening discussion. In a friendly manner, if not provided, ask why the OSHA Compliance Officer has come to your site. They will typically provide the reason why they are investigating your business.
6. The walk around:
 - A. Never give a compliance officer a complete tour of your facility no matter how proud you are of the operation. Always ask the officer; what would you like to see next? Take them directly to that location.
 - B. Ask the Compliance Officer to wear head, eye or ear protection where required. Wear the PPE yourself as well. It will say a lot about your company when management follows the rules too.
7. Stay with the OSHA Compliance Officer the entire time.
8. Duplicate all the information OSHA gathers such as pictures, samples, etc.
9. If OSHA offers suggestions or points out unsafe acts or conditions as you are walking the work area, correct them immediately, if possible. It shows your good faith, but unfortunately you may still be cited in the final investigation report.
10. The Closing
 - A. At the conclusion, go to an office area and review the findings with the compliance officer and ask what their intent and impression is. Take thorough notes during this conversation.
 - B. You will be asked to sign the OSHA 59 form.
11. Finally, never argue with the Compliance Officer, even though you think the Officer may be wrong. Take notes and bring the issues up at the informal conference.