

8 STEPS TO ACE AN OSHA INSPECTION

There's a lot at stake when an inspector from OSHA visits your worksite.

Here are **8 STEPS** you can take to make sure your OSHA inspection runs smoothly:

STEP 1 Prepare your team.

Remind employees that they should answer questions specifically and truthfully — but not volunteer any additional information. One-on-one conversations between employees and compliance officers should run no longer than 10 to 15 minutes.

STEP 2 Conduct "surprise" inspections.

Keep employees on their toes and uncover potential hazards that need to be addressed before the true OSHA inspector visits.

STEP 3 Create a day-of-inspection team.

Identify a person at your facility who will be responsible for escorting the inspector. Also tap a photographer to shoot everything the OSHA inspector photographs, and a document controller, who should have access to all the documents the inspector might request.

STEP 4 Be proactive with the OSHA inspector.

Ask why OSHA is conducting the inspection and for a copy of a complaint if there is one. Determine the purpose, scope, and length of the investigation. Introduce your team and explain your document procedures and safety rules.

STEP 5 Conduct a walk-around.

Be cordial and professional, but don't allow inspectors to go beyond the scope of the warrant. Take photos of everything the OSHA team photographs—and document everything. The OSHA inspector should bring "apparent violations" to the attention of your team at the time they are documented. If you can fix something during an inspection, do so.

STEP 6 Request summaries of sampling results.

The inspector may use equipment to measure noise, dust, fumes, or other hazardous exposures. Watch these tests. OSHA is required to provide sampling results summaries to the requesting party as soon as practicable.

STEP 7 Conduct a closing conference.

This should take place soon after the inspection ends, either in person or via teleconference. The compliance officer will summarize any hazards found. OSHA has up to six months after the closing conference to file citations.

STEP 8 Don't wait to fix hazards.

You needn't wait to get a citation before addressing a hazard. Being proactive will help ensure the safety of your employees — and may even help you avoid that citation completely.



Find out more about what to expect during an OSHA inspection, and learn how you can harness the power of **mobile apps** to take your OSHA compliance efforts to a new level.

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