

Section 11
Brieser
Construction
SH&E
Manual

April 10

2008

This procedure will assist onsite staff during an unplanned or planned OSHA inspection.

OSHA
Inspection
Procedure

BRIESER CONSTRUCTION GENERAL CONTRACTORS		DATE:	PROCEDURE:
		4-10-08	TBD
CORPORATE SAFETY, HEALTH & ENVIRONMENTAL MANUAL		Revision:	PAGE:
		01	2
STANDARD OPERATING PROCEDURE:	Procedure for an OSHA inspection		
CROSS REFERENCE:	29 CFR 1903 Inspections, Citations, and Proposed Penalties		

STANDARD PROCEDURES FOR AN OSHA INSPECTION

A. Preparation for Inspection - Notify Safety Manager immediately. Safety Manager will notify site owner and other potentially affected contractors and will coordinate the inspection.

1. Request to see the compliance officer's credentials and write down his name.
2. Inquire as to the reason for the visit.
 - a. Employee complaint
 - b. General or scheduled inspection
 - c. Referral
 - d. Fatality or catastrophe investigation

B. Inspection Procedures

1. Opening Conference
 - a. Is to inform management of OSHA's purpose and identify the scope of the inspection.
 - b. The representative should begin taking notes.
 - c. The Safety Manager will be the management's representative.
 - d. Be prepared to show the compliance officer the OSHA 200 & 300 Logs, OSHA 300A, 1st Report of Injuries and OSHA poster.
 - e. Be knowledgeable of what is contained in the safety manual.

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2. Walkaround

- a. Try to correct any violation immediately, if possible.
- b. If the inspection is the result of a specific employee complaint or targeting a specific work area or task, walk the compliance officer via the most direct route to the designated area only.
- c. Walk the job site with the compliance officer and take notes.
- d. Note any areas where pictures are taken by the compliance officer. Take pictures every time the compliance officer takes pictures.
Note: Site owner must authorize the taking of any pictures.

3. Closing Conference

- a. The compliance officer will review all violations.
- b. Take good notes pertaining to alleged violations.
- c. Be certain as to the time allowed for abatement of the alleged violation.
- d. Do not argue with the compliance officer.