



Section 11
Safety Health
and
Environmental
Manual

2023

OSHA Inspection Procedure

BRIESER CONSTRUCTION GENERAL CONTRACTORS		Developed:	02/16/2005
		Revised	4/10/2008
CORPORATE SAFETY, HEALTH & ENVIRONMENTAL MANUAL		Revision:	01
		Reviewed:	03/2023 JH
STANDARD OPERATING PROCEDURE:	Procedure for an OSHA inspection		
CROSS REFERENCE:	29 CFR 1903 Inspections, Citations, and Proposed Penalties		

STANDARD PROCEDURES FOR AN OSHA INSPECTION

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

- Request to see the compliance officer's credentials and document his/her name.
- Inquire as to the reason for the visit.
 - Employee complaint
 - General or scheduled inspection
 - Referral
 - Fatality or catastrophe investigation

INSPECTION PROCEDURES

- Opening Conference
 - Is to inform management of OSHA's purpose and identify the scope of the inspection.
 - The representative should begin taking notes.
 - The Safety Director will be the management's representative.
 - Be prepared to show the compliance officer the OSHA 200 & 300 Logs, OSHA 300A, 1st Report of Injuries and OSHA poster.
 - Be knowledgeable of what is contained in the safety manual.
- Walkaround
 - Try to correct any violation immediately, if possible.
 - 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.
 - Walk to the job site with the compliance officer and take notes.
 - 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.
- Closing Conference
 - The compliance officer will review all violations.
 - Take good notes pertaining to alleged violations.
 - Be certain as to the time allowed for abatement of the alleged violation.
 - **Do not argue with the compliance officer.**

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OSHA Inspection Learning Exercise

Score: %

Employees Name:		Date:	
Company:		Instructor:	
Trade:		Job Title:	

Answer each of the following questions by circling the appropriate letter.

1. When an OSHA inspector arrives on your work site you should immediate contact who?
 - a. The Director of Operations
 - b. The President of the Company
 - c. The Safety Director
 - d. OSHA

2. Brieser Construction has no issue with an OSHA inspector walking the site by themselves.
 - a. True
 - b. False

3. When the OSHA inspector finds something wrong at your site Brieser requires you to argue with the inspector.
 - a. True
 - b. False

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OSHA Inspection Learning Exercise

Answer Sheet

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