



**Section 11**  
**Safety Health**  
**and**  
**Environmental**  
**Manual**

**2025**

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**OSHA Inspection Procedure**

BRIESER CONSTRUCTION GENERAL CONTRACTORS		Developed:	02/16/2005
		Revised	4/10/2008
CORPORATE SAFETY, HEALTH & ENVIRONMENTAL MANUAL		Revision:	01
		Reviewed:	12/17/24 KMC
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, 1<sup>st</sup> 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:  %

<b>Employees Name:</b>		<b>Date:</b>	
<b>Company:</b>		<b>Instructor:</b>	
<b>Trade:</b>		<b>Job Title:</b>	

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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