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What Should You Do If OSHA Knocks

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Purpose

- Be prepared to handle an OSHA Inspection
- Maintain a good safety culture
- Save money

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Objectives

- What to do before OSHA arrives
- What to do during the inspection
- What to do after the inspection
- Safety and Health Program Management

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Before OSHA Arrives



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Before OSHA Arrives

- Employer Rights
- Regularly review records you know OSHA will ask for
- Separate records

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Before OSHA Arrives

- Designate a backup
- Plan your route
- Give and get accurate information

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At the Opening



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At the Opening:

- Examine the credentials
- Confirm the type of inspection
- Get a copy of the type of inspection

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At the Opening

- Provide only the information requested
- Share Incentives and Certifications
- Past failures

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Program Review



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Program Review

- Review only the required records
- Check the standards
- Keep a list (handout)

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During the Inspection



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During the Inspection

- Bring appropriate OSHA documents
 - Variances
 - Changes in the Standards
 - Interpretations

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During the Inspection

- If OSHA takes a picture, you take a picture
- Take health sampling devices

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During the Inspection

- Maintain communication with management
- Watch casual conversation – nothing is off the record
- Don't guess, if you don't know, you don't know

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During the Inspection

- Always stay with the compliance officer
- Employee interviews are private

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During the Inspection

- Look up any potential citation and assess the level of seriousness

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During the Inspection

- Take notes of any statements, measurements, or drawings
- Tool demonstrations
- Do you agree or disagree that a hazard exists?

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During the Inspection

- Obtain a detailed description of the hazard location
- Agree to disagree
- Ask what standard applies

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At the Closing



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At the Closing

- Test results differ
- Informal closing
- Quick abatement
- Number of violations

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After the Inspection

- Contest period
- Abatement period
- Your notes are different from what was written.
- Good faith discounts (SHMS)

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Safety and Health Program Management (SHMS)

- There are Five parts of a SHMS program
- Creates a workplace safety and health culture

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Management Commitment

- Regards worker safety and health as a fundamental value
- Management provides:
 - Motivation/Leadership
 - Resources
 - Policy Statement
 - Clear Goals & Objectives

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Employee Involvement

- Develop and express own commitment to safety for selves and others
- Active roles:
 - Workplace inspections
 - Hazard analysis
 - Developing safe work rules
 - Training coworkers and new hires
 - Loss or Near Loss investigations
 - New equipment purchase / design / use
 - Participating in program review

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Hazard Prevention and Control

- Examine the worksite and identify:
 - Existing hazards
 - Conditions & operations where changes might occur to create hazards
- Analyze the work & worksite to anticipate & prevent harmful occurrences

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Hazard Prevention and Control

- Recognition
 - Determine that a hazard or potential hazard exists
- Elimination
 - Where feasible, prevent hazards by effective design of job or jobsite
- Control
 - If the hazard cannot be eliminated, use hazard controls
- Eliminate or control hazards in a timely manner

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Training

- Employees must understand
 - Hazards they may be exposed to
 - Employee safety and health responsibilities
 - Operating procedures and safeguards
 - Exits and emergency procedures
- Orientation training must be given to
 - site workers
 - contract workers

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Benefits of Effective Safety and Health Programs

- Reduce injuries & illnesses
- Improve morale & productivity
- Reduce workers' compensation costs
- Show good faith efforts

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Review

- What to do before OSHA arrives
- What to do during the inspection
- What to do after the inspection
- Safety and Health Program Management
- Create a better safety culture
- Save money!

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Questions

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