

# Preparing for OSHA



Alabama Risk  
Management

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# What we plan to cover:

1. Why OSHA visits
2. Understanding the inspection process
3. Preparing for the OSHA visit
4. Managing the unannounced visit from OSHA



# Why OSHA Visits

## Inspection Priority

- Imminent Danger
- Fatality/Catastrophe
- Complaint/Referrals
- Targeted Inspections
- Follow-up inspections



# Understanding the Process

- Identification
- Opening conference
- Walkaround
- Interviews
- Closing Conference

# Identification

- CSHO must show credentials
- OK to follow company policies
- Right to “representation”

# Opening Conference

- CSHO identifies the purpose of the visit
- May ask for basic company information
- Likely to ask for certain files
- CSHO will list the scope of the inspection

# The Walkaround

- Provide Officer with necessary PPE
- Officer decides the course of the inspection
- Accompany the Officer
- Correct anything you can on the spot

# Interviews

- The officer will most likely conduct interviews
  - Several employees
  - Several management employees
- Provide a private area
- Interviews:
  - Last about 10-15 minutes
  - Generally cover training topics
  - May cover safety and health questions



# Closing Conference

## Inspection Recap

- Officer reviews general findings with you
- May ask follow-up questions and summarize expected documents
- May allow you to ask questions
- May discuss courses of action the employer may take

## Results

- Up to six months to issue citation and proposed penalties

# Closing Conference

## CSHOs shall:

- Discuss apparent violations
- Provide, *Employer Rights and Responsibilities Following a Federal OSHA Inspection*
- Discuss the strengths and weaknesses of the employer's safety and health programs
- Advise employer and employee of their rights

# After the Closing Conference

- CSHO rights up findings and reviews with Area Manager
- Determines validity of findings
- Proposed penalties
- Sends letter containing citations and penalties to you
- 15 days to contest
  - Must post citations for employee review
  - Must post intention to contest

# Preparing for an OSHA Visit

Audit your program (where do you stand)

- What's your safety culture like?
- Do you have an active, written safety program?
- Have you completed a JHA?



# Preparing for an OSHA Visit

## Audit your program - continued

- Any past citations? Have they been corrected?
- Review Injury/Illness history
  - OSHA Logs
  - Work Comp Loss Runs & Trend Reports
- Look for trends:
  - Specific equipment
  - Specific process
  - Specific time of day

# Preparing for an OSHA Visit

Correct deficiencies that the audit identified

- Continuous improvement
  - Safety Committee
    - Management
    - Employee



# Preparing for an OSHA Visit

- Do everything to prevent such events
  - Use industry best practices
  - Invite consultants into facility
    - Work Comp Loss Control Consultants
    - OSHA Consultation Services

# Preparing for an OSHA Visit

## Fatality/Catastrophe

- Process Training / Refresher Training
- Follow Mfg.'s Scheduled Maintenance Checks and Service
- Job Safety Analyses
- Develop good reporting procedures
- Train employees to report problems
- Document all preventive maintenance efforts



# Preparing for an OSHA Visit

## Follow-up Inspections

- Were you previously cited by OSHA?
  - OSHA may check for abatement
    - Quickly correct violative conditions
    - Notify OSHA when those condition(s) have been abated

# Preparing for an OSHA Visit

## Making a Plan

- Develop a response plan
- Create a receptionist plan
  - How to greet inspector
  - Where to have them wait
- Create an OSHA Team
  - ID Members
  - ID Responsibilities

# Preparing for an OSHA Visit

## OSHA (Response) Team Responsibilities:

- Understand inspection process
- Attend opening / closing conferences
- Accompany the CSHO
- Record all aspects of the walk around
  - Take photographs (same photos that inspector takes)
  - Attend management employee interviews
  - Respond to all document requests
  - Ensure violations are abated

# Managing an OSHA Visit

## The CSHO arrives

- Receptionist greets and receives the CSHO
- Checks Officer's credentials
- Contacts OSHA office to confirm official business
- Briefly explains company policy of notifying corporate
- Receptionist has CSHO wait in predetermined location
  - Lobby or Conference Room
- Receptionist doesn't allow Officer to walk around
- Receptionist notifies OSHA Team:
  - CEO
  - Safety Director
  - Plant Manager
  - Employee Representative

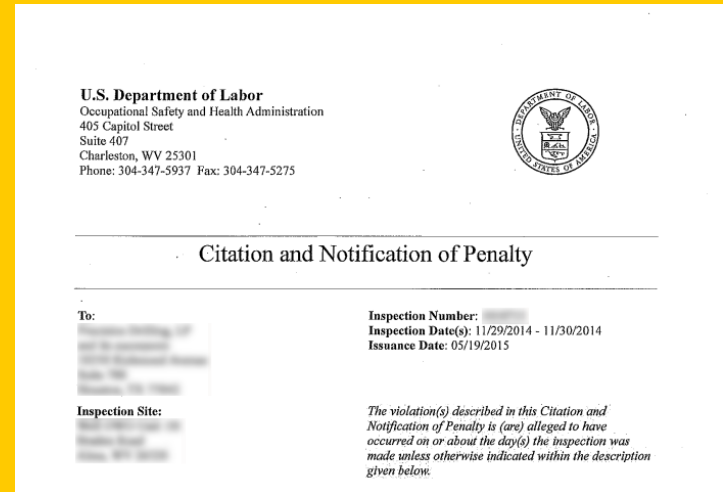
# Managing an OSHA Visit

## Assemble frequently requested documents:


- OSHA 300 Log & OSHA 300A Summary and 301 Injury/Illness Incident Report
- Safety Program
  - Current
  - Reviewed at least annually
- Accident investigation reports
- Job hazard analyses
- Contract Agreements
  - Sub-contractors
  - Staffing agency
- Training Records
  - Sign-in sheets
  - Computer based training

# Managing an OSHA Visit

- Assemble and send any remaining documents as requested
- If you receive a citation
  - Post the citation
  - Abate the violation
  - Post abatement results
- Decide if you will contest the citation (15 days)
- Post intention to contest
- Informal conference
- Citation deleted or upheld
- If upheld, abate the violation



U.S. Department of Labor  
Occupational Safety and Health Administration  
405 Capitol Street  
Suite 407  
Charleston, WV 25301  
Phone: 304-347-5937 Fax: 304-347-5275



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Citation and Notification of Penalty

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To: [Redacted]

Inspection Number: [Redacted]  
Inspection Date(s): 11/29/2014 - 11/30/2014  
Issuance Date: 05/19/2015

Inspection Site: [Redacted]

*The violation(s) described in this Citation and Notification of Penalty is (are) alleged to have occurred on or about the day(s) the inspection was made unless otherwise indicated within the description given below.*

# Managing an OSHA Visit

## Electrical Wiring

### 1910.305 – Electrical wiring -

- Sections cited
  - 1910.305(b)(1)(i) Conductors protected from abrasion and openings effectively closed
  - 1910.305(b)(1)(ii) Openings shall be effectively closed
  - 1910.305(b)(2)(i) Covers and canopies
  - 1910.305(g)(2)(iii) Flexible cords and cable (strain relief)
  - 1910.305(g)(1)(iv)(A) Substitute for fixed wiring of structure

# Managing an OSHA Visit

## OSHA Directive – April 29, 2013

### CSHOs will:

- Ask if temporary workers are on-site
- Determine if they've been trained
- Inspect work area for violative conditions
- Determine who provides day-to-day supervision
- Request the name and address of the staffing agency



# Dual Employer Relationship & Responsibilities

- Between Staffing Agency & Host Employer
- Responsibilities should be outlined in
  - Contract
  - Letter of Understanding

# Dual Employer Relationship & Responsibilities

## Staffing Agency Responsibilities:

- Conducts Worksite Evaluation
- Provides basic training
  - General safety orientation
  - General hazard communication information
- Follow-up worksite evaluations
- Accident investigations

# Dual Employer Relationship & Responsibilities

## Host Employer Responsibilities

- Provide safe & healthy work environment
- Conduct hazard assessment
- Notify Staffing Agency of hazards
- Select and provide PPE
- Provide site- and equipment-specific training
- Provide supervision
- Treat temporary worker as own employee
- Allow Staffing Agency access to facility
  - Follow-up assessments
  - Accident Investigations

# OSHA's Provides...

## Seven TWI Bulletins:

- Recordkeeping requirements
- Powered industrial truck training
- PPE
- Whistleblower protection
- Safety & Health training
- Hazard communication
- BBP
- 



The screenshot shows the OSHA website page for 'Protecting Temporary Workers'. The header includes the United States Department of Labor logo and navigation links for social media and a search bar. The main content area features a large blue banner with the title 'Protecting Temporary Workers'. Below this, there are sections for 'Employer Responsibilities to Protect Temporary Workers\*', 'Joint Responsibility', and 'Highlights'. The 'Highlights' section lists several bulletins, including 'Recommended Practices: Protecting Temporary Workers', 'Policy Background on the Temporary Worker Initiative', and 'Temporary Worker Initiative (TWI) Bulletin No. 1 - Injury and Illness Recordkeeping Requirements'. There is also a 'Worker Rights' section with a colorful background image.

# Summary

## What we covered:

- Why OSHA visits
- Understanding the inspection process
- Preparing for the OSHA visit
- Managing the unannounced visit from OSHA
- OSHA's Temporary Worker Initiatives



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**OSAA**

OCCUPATIONAL SAFETY

ASSOCIATION OF ALABAMA

**AlaCOMP**

A Workers' Compensation Self Insurance Fund

don't just insure. BE SURE.