

STAY CALM & COMPLY: OSHA Inspection Cheat Sheet

When an inspector arrives, the goal is **professionalism, accuracy, and containment**. Follow these protocols to ensure the inspection goes smoothly.

I. THE ARRIVAL (First 15 Minutes)

- **Verify Credentials:** Ask for the inspector's photo ID and business card.
- **Notify the Team:** Immediately alert the Safety Director, Plant Manager, and Legal Counsel.
- **Secure a Room:** Escort the inspector to a private office or conference room. **Do not** leave them unattended or allow them to walk through the facility alone.

II. THE OPENING CONFERENCE

- **Define the Scope:** Ask specifically why they are here (e.g., programmed inspection, referral, or a specific employee complaint).
- **Request Documentation:** If it's a complaint-based visit, ask for a copy of the complaint (names will be redacted).
- **Trade Secrets:** Identify any proprietary processes that must be kept confidential/off-camera.

III. THE WALK-AROUND (Rules of Engagement)

- **Be a Shadow:** A company representative must stay with the inspector at all times.
- **The "Direct Path" Rule:** Take the inspector directly to the area of concern. Do not take the "scenic route" through the whole plant.
- **Mirror Everything:** If the inspector takes a photo, you take the *exact same photo*. If they take a measurement, you take the same measurement.
- **Fix-It-Now:** If a minor hazard is spotted (e.g., a blocked fire extinguisher), fix it immediately. This shows "Good Faith" and can reduce potential fines.

IV. INTERVIEWS & RECORDS

- **Employee Rights:** Non-management employees may speak privately with OSHA. They should be told to be 100% truthful but that they are not required to guess or speculate.
- **Management Rights:** Management/Supervisors have the right to have a company representative or attorney present during their interview.

- **Document Control:** Provide only what is legally required (OSHA 300 logs, Training records, SDS). **Never** volunteer extra documents.

V. THE CLOSING CONFERENCE

- **Listen & Record:** The inspector will share preliminary findings. Take detailed notes.
- **No Admissions:** Do not argue or admit fault. Simply confirm you understand their observations.
- **The 15-Day Clock:** Once formal citations arrive via mail, you have **15 working days** to contest them or pay the fine.

PRO TIP: If an inspector sees it, they can cite it—even if it wasn't the original reason for the visit. Keep the facility "inspection-ready" every day.

Would you like me to add a **custom header** with your company name or include a **checklist** for specific safety documents?