



Toolbox Talks

OSHA Visits



OSHA may make inspections to any commercial or residential jobsite and rarely will advance notice be provided. These inspections may cover the entire workplace or construction area, or just a few operations. OSHA inspectors are referred to as **Compliance Officers** and they may have training on safety hazards or health hazards (or both).

OSHA Standard 1926.3(a)(1) states that any authorized representative shall have a right of entry to any site of contract performance ... to inspect or investigate the matter of compliance with the safety and health standards...

WHEN AN OSHA COMPLIANCE OFFICER ARRIVES ON SITE:

- Notify the person responsible for the site such as the supervisor, manager, project superintendent or owner.
- Request identification, write down the Compliance Officer's name and ID number, and ask which area office they represent.
- The purpose of the inspection should be stated by the Compliance Officer before or during an opening conference at the beginning of the visit.
- A manager should escort the Compliance Officer at all times.
- During the walk-around inspection, the Compliance Officer is permitted to take notes and photographs and shall comply with the safety and health rules required on the job site.
- Employees may be interviewed, or written statements may be requested.
- A company representative should take notes and photos of all inspection activities.
- A closing conference will be arranged to allow the Compliance Officer to review any violations observed and refer to applicable OSHA standards.
- Instructions on follow-up procedures will be provided at the end of the inspection.

DURING THE INSPECTION:

- Be cooperative.
- Do not be sarcastic or argumentative.
- Do not evade questions or try to hide anything.
- Answer questions truthfully, but do not speculate.
- Do not volunteer information, answer only the questions asked.
- Do not volunteer an admission of guilt.

