

**Program Management Office
Safety Bulletin for MAY 2019**

What are the BuildLACCD procedures to follow when OSHA appears at your trailer?

1. Ask the compliance officer(s) for their *identification*, and then Ask the compliance Officer(s) *why OSHA is there*. (Is it a scheduled complaint or referral inspection?) If a complaint, ask for a copy, which they are required to give you.
2. Notify immediately the PMO SAFETY MANAGER STEVE FRASER at 442-888-0965 and your Regional Safety Manager. They will make every effort to arrive at the campus prior to the actual start of the inspection. **The Cal/OSHA inspector will wait until a Safety Representative arrives for up to one hour before beginning their inspection.**
3. The project contractor must be notified and should accompany the OSHA Compliance Officer during the inspection of their project site. Limit the scope of an inspection by taking them to just the area of complaint. Never offer a campus tour of all projects.
4. OSHA can site for violations in plain sight. The Occupational Safety & Health Act provides that the inspection shall take place at “reasonable times and within reasonable limits and *during regular working hours*” “Partial” inspections should not be allowed to expand, unnecessarily, into “wall-to-wall” inspections covering an entire worksite.
5. When there is an inspection, take notes. Accurate and complete reporting is very important. Report everything the compliance office writes down and *if OSHA takes a photograph, then you take a picture*.
6. Never admit to violations or unsafe practices, but correct observed violations as soon as possible. All safety hazards and unsafe acts found before, during and after the OSHA inspection should be corrected immediately. (this shows good faith)
7. Do not give any copies of any documents without the express approval of PMO Safety Manager. Ask that the inspector put all document requests in writing or an email.
8. Do not volunteer any additional information. Just answer direct questions.
9. All citations must be issued within six months of the start of the inspection.
10. Be courteous and polite, but firmly exercising the BUILDLACCD legal rights.

CAL/OSHA INSPECTION DO'S AND DON'TS

DO'S

- ✓ Ask for identification
- ✓ Immediately contact the Safety Manager
- ✓ Be courteous and friendly
- ✓ Provide neutral, fact-based answers
- ✓ Keep notes
- ✓ Take the same photos and measurements as the inspector takes
- ✓ Be prepared to show IIPP plans

DON'TS

- ✗ Don't give opinions or guesses
 - ✗ Don't argue
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