

OSHA INSPECTION MANUAL
TABLE OF CONTENTS

INTRODUCTION.....	1
CHAPTER I – WHAT IS OSHA?.....	2-5
A. THE OCCUPATIONAL SAFETY AND HEALTH ACT	2
The General Duty Clause.....	2-3
B. FEDERAL OSHA	3
C. STATE OCCUPATIONAL SAFETY AND HEALTH AGENCIES.....	4-5
D. OTHER FEDERAL AND STATE AGENCIES.....	5
CHAPTER II – PRE-INSPECTION PROCEDURES	6-13
A. ESTABLISH PROCEDURES FOR COMPLYING WITH OSHA RECORDKEEPING AND POSTING REQUIREMENTS	7-8
B. SELECT AND TRAIN PLANT PERSONNEL TO DIRECT WORKPLACE SAFETY AND HEALTH ACTIVITIES AND ACCOMPANY OSHA COMPLIANCE OFFICERS.....	8-9
C. BE PREPARED TO DEAL WITH THE OSHA COMPLIANCE OFFICER.....	9
D. PREPARE ANSWERS TO QUESTIONS THAT MAY ARISE DURING AN OSHA INSPECTION	9-10
E. CREATE A PLANT INSPECTION FILE.....	10-11
F. ESTABLISH AN INSPECTION WARRANT POLICY.....	11
G. ESTABLISH PROCEDURES FOR RESOLVING PROBLEMS THAT OCCUR DURING INSPECTIONS	11-12
H. IDENTIFY CATEGORIES OF DOCUMENTS THAT WILL AND WILL NOT BE SHOWN TO THE COMPLIANCE OFFICER	12
I. CONDUCT PERIODIC MOCK OSHA INSPECTIONS.....	12
J. ENCOURAGE EMPLOYEES TO REPORT HEALTH AND SAFETY PROBLEMS TO THE FIRM.....	12-13
CHAPTER III – OSHA INSPECTIONS.....	14-24
A. OSHA’S LEGAL AUTHORITY TO INSPECT	14-16
B. INSPECTION WARRANTS	16-17
C. INSPECTIONAL PRIORITIES.....	17-18
D. SCOPE OF THE INSPECTION	18-19
E. EMPLOYER AND EMPLOYEE REPRESENTATIVES.....	19-20
F. OPENING CONFERENCE	20-21
G. PROTECTION OF TRADE SECRETS AND CONFIDENTIAL	21-22

H.	EMPLOYEE INTERVIEWS	22
I.	RECORDS INSPECTION	22
J.	PHOTOGRAPHS, VIDEOTAPES, AND AUDIO RECORDINGS	22-23
K.	SAMPLES AND MEASUREMENTS	23-24
CHAPTER IV – POST-INSPECTION PROCEDURES		25-26
CHAPTER V – VIOLATIONS, PENALTIES, AND CITATIONS.....		27-31
A.	TYPES OF VIOLATIONS AND PENALTIES	27-30
B.	CITATIONS.....	30-36
CHAPTER VI – CONTESTING CITATIONS		32-36
A.	INFORMAL POST-CITATION CONFERENCE.....	32-33
B.	NOTICE OF CONTEST	33-34
C.	EMPLOYEE PARTICIPATION	34
D.	AFFIRMATIVE DEFENSES	34-35
E.	REVIEW PROCEDURES	35-36
CHAPTER VII – ABATEMENT OF CITED CONDITIONS		37-38
CHAPTER VIII – ALTERNATIVES TO REGULAR OSHA INSPECTION.....		39-44
A.	VOLUNTARY PROTECTION PROGRAM	39-40
B.	SAFETY AND HEALTH ACHIEVEMENT RECOGNITION PROGRAM	40
C.	OSHA STRATEGIC PARTNERSHIP PROGRAM	40-41
D.	OSHA ALLIANCE PROGRAM	41
E.	STATE CONSULTATION PROGRAMS	41-44
1.	On-Site Consultative Visits.....	41-42
2.	Obligation To Correct Identified Hazards	42
3.	Relationship to OSHA Enforcement.....	42-44
CHAPTER IX – OSHA’S DISCLOSURE OF INFORMATION – CONFIDENTIALITY ISSUES.....		45-46
CHAPTER X – SUMMARY OF OSHA INSPECTION DATA.....		47-139
A.	FOOD INDUSTRY SIC AND NAICS CODES.....	47-58
B.	FREQUENTLY CITED STANDARDS BY NAICS CODE	59-139
CHAPTER XI – SUMMARIES OF KEY OSHA STANDARDS.....		140-199
A.	LIST OF OSHA STANDARDS SUMMARIZED	141-142
CHAPTER XII – CONCLUSION.....		200
APPENDICES.....		201-314