

CHAPTER II

PRE-INSPECTION PROCEDURES

- A. Establish procedures for complying with OSHA recordkeeping and posting requirements.**
- B. Select and train plant personnel to direct workplace safety and health activities and accompany OSHA compliance officers**
- C. Be prepared to deal with the compliance officer**
- D. Prepare answers to questions that may arise during an OSHA inspection**
- E. Create a plant inspection file**
- F. Establish an inspection warrant policy**
- G. Establish procedures for resolving problems that occur during inspection**
- H. Identify categories of documents that will and will not be shown to the compliance officer**
- I. Conduct periodic mock OSHA inspections**
- J. Encourage employees to report health and safety problem to the firm**

It is extremely important for a firm to develop policies and procedures for complying with OSHA regulations and responding to OSHA inspections, select and train company officials with specific duties during an OSHA inspection, and instruct employees about the implementation of those policies and procedures, before inspections actually occur. Advance preparation can help prevent problems and help facilitate a fast, efficient inspection. Thorough preparation will also leave an OSHA compliance officer with the impression of a well organized, competent firm that understands and appreciates its responsibilities. Being able to convey that understanding and appreciation often goes far in easing the inspectional process.

Many employers consider it prudent to “codify” their policies and procedures regarding compliance and inspection in a firm-specific policy manual. An OSHA compliance manual should generally address the type of issues listed below.