

**EMPLOYEE TRAINING RECORD**

**TRAINING TITLE** What to do When Visited by OSHA

**KEY TEACHING POINTS**

From time to time you may be visited by Cal/OSHA. There is nothing to fear. They are here to help, even though they have the ability to fine us. Fines affect our operating budget. If you have a visit from OSHA there are a few simple rules you must follow:

- Be courteous and helpful. **DO NOT REFUSE THEM ACCESS TO THE WORK ZONE.** They will get a subpoena from the court and come back angrily.
- Always ask for identification. There have been instances where there have been people impersonating OSHA. Write down the name of the inspector.
- Ask the inspector to wait a few minutes while you notify your supervisor. OSHA inspectors understand that they are supposed to talk to supervisory personnel first.
- Notify your supervisor immediately. If you can't get hold of your supervisor notify any supervisor.
- Notify your Safety Specialist immediately. If you can't get hold of your Safety Specialist, call Risk Management immediately. These people are here to act as a buffer between you and the OSHA inspector. They speak the same language.
- Answer all questions truthfully. Don't try to tell them what they want to hear, tell it like it is.
- If the inspector asks for copies of documentation, write down what they want and give it to your supervisor or safety specialist.
- If the inspector takes pictures, notify your supervisor or safety specialist who will also want a picture of what they took pictures of.
- Ask OSHA what they would like to see (What is the scope of the inspection?).

OSHA can, and often does, call in other regulatory agencies to enforce their safety or other rules. The above rules apply equally to them. Some of the agencies that are called in are:

- County Agriculture Commissioner - suspected pesticide and herbicide incidents
- County Environmental Health - suspected environmental health issues
- Air Pollution Control District - suspected air quality issues
- Toxic Substances and Control - Hazardous or toxic materials issues
- Fire Department - Fire or HAZMAT issues
- Immigration and Naturalization Service - Immigration issues

**IMPORTANT PHONE NUMBERS TO ALWAYS CARRY**

- Risk Management - 621-2900
- Department Safety Specialist
- Supervisor

**TEST**

QUESTION	ANSWERS	
	TRUE	FALSE
1 I can refuse to allow OSHA to inspect my job.		
2 If OSHA asks if I were trained on something, I should always answer YES even if I wasn't.		
3 OSHA fines come out of the Risk Management Funds and not the Division Budget.		
4 OSHA is the only organization that has safety rules.		
5 If someone says they are from OSHA, the first thing I should do is tell them that I won't talk to them without my union representative.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE