

10 STEPS TO PREPARE FOR AN INSPECTION

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Most companies realize that they are subject to an OSHA Inspection at any time, but far too many aren't prepared when OSHA shows up. This can result in confusion and the appearance that your company isn't doing all you should to protect your employees. A little preparation can go a long way in reducing citations and penalties.

The following 10 Steps have been prepared to assist you if and when an OSHA Inspector says "Hi, I am from the Government and I am here to help you."

1. Have a Plan and prepared. Know why OSHA would inspect your facility. There are several reasons:
 - * The first number one reason is from an Employee Complaint.
 - * The second is your company is in a class that is being targeted by OSHA.
 - * Know what are the most cited OSHA violations for your industry.
 - * Review what to do annually.
2. Assign a management representative the responsibility to oversee the plan and be the point person in case of an OSHA Inspection. It will be his/her responsibility to have everything available and ready. He/she should also be well versed in the OSHA Inspection Process.
3. Conduct and record worksite safety inspections. This will greatly reduce citations as a result of the OSHA Walk Around. Document inspection results and the corrective action you have taken.
4. Resolve employee related safety concerns quickly. This is the number one reason why OSHA would be likely to show up at your door.
5. Keep your OSHA records up to date, OSHA will want to see your OSHA 300 Log and the OSHA Summary 300A for the past 3 years. Make sure OSHA Recordable Cases are listed. Review for accuracy annually.
6. Work hard to keep your Lost Time Cases and Transitional Duty Cases as low as possible. If this rate gets above the National Average your industry class, your company will show up on the Annual Target List.
7. Make sure all of your safety required training is done and you have the records. Keep these records in a central location where they can be quickly obtained.
8. Keep all of your written Safety Policies up to date. OSHA will want to review these and if they are not up to date there will be citations issued.
9. Stay up on the OSHA Regulations that affect your company and any changes that take place. There are numerous OSHA seminars that are conducted that provide the updates.
10. Audit your Plan annually. Go over each of the elements listed above and review this with all key management representatives. An ounce of prevention will save time and money later.

Be prepared and organized, this has a positive impact on the OSHA inspection and will greatly influence the time he/she takes conducting his/her inspection.

If you have any questions or need any additional assistance with your Safety Program, please feel free to call 1-330-854-4577.