

**SCOTTS VALLEY FIRE  
PROTECTION DISTRICT**



<b>STANDARD OPERATING PROCEDURES</b>	<b>ARTICLE: II</b>	<b>SOP: 2123</b>
	<b>SECTION: Safety: 2100</b>	
	<b>SUBJECT: OSHA Inspector Visit</b>	
	<b>DATE APPROVED:</b> 11/17/2009	
<b>APPROVED:</b>	<i>Mukul P. Mistry</i>	

**Purpose**

The purpose of this SOP is to establish procedures regarding Cal/OSHA inspections and situations in which a Cal/OSHA inspector requests access to property, facilities and worksites owned or controlled by the Scotts Valley Fire Protection District.

**Scope**

This procedure applies to all SVFPD personnel regarding a visit by a Cal OSHA inspector.

**Procedure**

Cal/OSHA inspections are normally unannounced. The inspector will generally arrive at a location where there has been a serious accident or injury, occupational fatality, where an employee has charged that a serious violation exists or at a worksite where imminent danger has been identified.


The inspector will present his/her identification and will ask to meet with the district's representative. There will be an opening conference during which the inspector will:

- 1) explain the nature and scope of the inspection;
- 2) request that an employer representative be invited to accompany the inspector and,
- 3) ask to review appropriate safety records, plans and documentation.

***Designated District Representatives***

By law, Cal/OSHA inspectors are allowed to interview employees (in private), take photographs, conduct tests, and collect environmental samples. Any statements made to inspectors are admissible in administrative and/or judicial hearings. Cal/OSHA does recognize any supervisor as being a representative of the District.

The Duty Chief is the authorized representative of the District to accompany the inspector. Delays in assisting the Cal OSHA inspector will be avoided. Failure to begin the inspection in a timely manner could result in the Cal/OSHA representative obtaining an inspection warrant to enter the property or worksite.

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The Duty Chief shall be notified immediately anytime a Cal/OSHA inspector arrives at a worksite or facility; however, the inspection process should not be delayed pending the arrival of the Duty Chief.

If the Cal/OSHA inspector is there in response to a report of an imminent hazard, that hazardous condition shall be addressed immediately by the supervisor, or other District employee, at the site.

***Inspection Procedures***

Cal/OSHA inspections are normally unannounced. Inspection triggers are usually:

- Imminent Danger
- Serious Injury/Fatality
- Formal Complaint

Inspectors will ask to see a variety of documents. Having these documents immediately available for the inspector is essential. Managers and supervisors will be asked to provide the following documents.


- OSHA 300 Log (Maintained at the administrative headquarters and faxed to the inspector at the facility.) If asked at a worksite, advise the inspector that the OSHA 300 Log will be at his/her office upon arrival.
- Hazardous Material Information (MSDS and inventory logs).
- Safety meeting minutes from Captain’s meeting.
- Training Records of employees (including tailgate safety briefings).
- Facility Inspection Safety Records.
- Required Postings.
- Injury and Illness Prevention Plan (IIPP, Policy 1403)

During the course of an inspection, the Cal/OSHA inspector can, and probably will, talk to various employees about the District’s safety program. The employee can request that the Duty Chief be present during the questioning.

***Opening Conference***

The Cal/OSHA inspector is **required** to:

- Show his/her credentials
- Explain purpose of the inspection
- Explain the rights of the inspector, employer, and employer representative

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*The District employee shall:*

- Tell inspector that the Duty Chief must be notified
- Contact the Duty Chief
- Provide a waiting area for the inspector. Remember that anything an inspector sees is open for investigation.
- If the inspection is due to an "Imminent Hazard" immediately advise the Duty Chief and accompany the inspector.

**The "Walk Around Inspection"**

*The Inspector may or will:*


- See the whole facility or worksite. There is no limit to the inspection.
- Interview employees, and will probably do so.
- Photograph, take measurements and possibly conduct air, noise and other monitoring measurements.
- Collect documentary and physical evidence.

*The District employee will:*

- Accompany the inspector.
- Provide requested documents, if available.
- Document who the inspector interviewed.
- Photograph the same physical evidence that the inspector photographs.
- Measure the same devices as the inspector, if monitoring equipment is available.
- Request copies of any monitoring measurements.
- Document the documentary and physical evidence collected by inspector.
- Whatever an inspector sees while at the worksite or facility is subject to investigation.

*The District employee will not:*

- Intimidate the inspector.
- Respond to unclear questions.
- Speculate or guess.
- Argue with the inspector.
- Agree with the inspector.
- Volunteer information.

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- Admit to a violation.

***Closing Conference:***

The Cal/OSHA inspector will detail any violations and methods to abate the violation. The inspector will probably provide a time frame for abatement. Cal/OSHA has 6-months to issue a citation. During the course of the inspection, the inspector can shutdown any operation if he/she feels it is an "imminent threat" to the well being of the employees.

Once the inspector has left, contact the appropriate management level to discuss the inspection and provide any documentation provided by the Cal/OSHA inspector. The inspector may have also provided a list of requested information or documents that will need to be forwarded to the Cal/OSHA office.

If the inspector has indicated that a citation is imminent, the Fire Chief will be contacted immediately. He/she will immediately advise the Safety Officer and the District's Legal Counsel.