



OSHA Visit Protocols

Ask for identification (not business card)

- Write down information from card
- Ask for business card

Escort to job trailer

- Ascertain purpose of visit
- Ask for “focused inspection” (optional)
- **Contact proper personnel**
- Provide requested documents
- Gather personnel to accompany on visit
 1. Note taker
 2. Photographer
 3. Safety
 4. Supervisor

Opening conference

- Attended by
 1. Superintendent
 2. Safety Representative
 3. Sub Contractor Safety Reps (optional)
 4. Project manager or foreman

Site tour

- Take notes
 1. Possible citations
 2. Personnel talked to
 - Name
 - Company
 3. Any corrections made
- Take pictures
 1. Same shot inspector takes
 2. Shots from different angles
 3. Shots after corrections are made
- Answer questions “yes” or “no” if possible
 1. Don’t volunteer information
 2. Don’t re-construct a scene
 3. Don’t ask for clarification
 4. **DON’T argue**

Closing conference

- Listen, don’t talk
- Write down all possible violations

Post visit meeting

- Attendees
 1. All subs
 2. All safety personnel
 3. Everyone who walked with inspector
- Review list of personnel interviewed
- Discuss all possible violations
 1. Corrected immediately
 2. Not corrected
 3. Time frame for correction
 4. Materials/personnel needed to correct
- Set date/time for follow up meeting