

# What to Expect From An OR-OSHA Compliance Visit

## Opening Conference:

- Introduce himself/herself
- Explain the reason they are there (complaint, high hazard industry, higher than industry average time loss claims)
- Ask if a union steward should be present, etc.

## Review of the following information:

- Up-to-Date OSHA 300 Log
- Safety Committee Meeting Minutes
- Walkthrough Reports (including Corrective Action Items)
- Accident Investigation Reports
- Written Safety Programs (Hazard Communication, Confined Space, Exposure Control, Lockout/Tagout, Others)

## Other things the Compliance Officer will do:

- Conduct a walkthrough of your facilities (looking at housekeeping, electrical hazards, machine guarding, ergonomic/workstation design, chemical exposures, PPE, tools, vehicles, work practices, etc.)
- Talk to employees regarding safety awareness and safety programs
- Conduct sampling and take photographs
- If they note a Health Compliance issue, may refer to OR-OSHA Health Compliance Officer

## How to reduce penalties:

- Be cooperative with the compliance inspector
- Attempt to correct as many hazards as possible during the inspection
- If not possible to correct during the inspection, make every effort possible to correct ASAP and inform the compliance officer of the corrective actions taken as soon as possible thereafter
- Take photos of items the compliance officer photographs and take notes of items the compliance officer writes down, in case you need the information during an appeal process.

## Closing Conference:

- Explain what happens violations were found
- Explain the importance of complying with the violations listed in the report

## Right to appeal:

- You have a right to appeal (either in writing or in person) a penalty / citation imposed as a result of the inspection.
- Your notice of right to appeal will be outlined in the resulting report

## Posting requirements of citation:

- If a citation is received, it must be posted for three days or until the violations are corrected (whichever is longer)