



## OSHA INSPECTION FLOW CHART

Step 1	<p>Ask the OSHA Inspector for a business card</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name:</li> <li><input type="checkbox"/> Contact Number:</li> </ul> <p><b>NOTE: Be polite, you will probably be in the middle of an activity – this is the most important activity – conclude all other business</b></p>
Step 2	<p>Ask the OSHA Inspector why they are visiting – is the visit related to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Imminent Danger, FAT/CAT, Complaint, Referral (9-1-1, Inspector Observation, Etc), Programmed, Follow-up)</li> <li><input type="checkbox"/> Respectively, request the inspector to describe any observations made from a public area on way into project, or to field office (is s/he willing to show photograph?)</li> </ul> <p>DESCRIBE:</p> <p><b>NOTE: Get tool bag (i.e. measuring tape, pad and pencil, camera)</b></p>
Step 3	<p>Call Project Manager and Site Safety Manager (or Corporate Safety Director)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> PM will call owner</li> <li><input type="checkbox"/> SSM will call Corporate Safety Director (CSD). CSD will contact DCC Exec’s</li> </ul>
Step 4	<p>Call Contractor Crew leaders / Steward(s) – See attached PROJECT CONTACT SHEET</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Crew leader(s)</li> <li><input type="checkbox"/> Steward(s)</li> </ul> <p><b>NOTE: Suspend activity requiring supervision (e.g. crane, equipment start-up, scaffold erection), as the crew leader may be participating in inspection.</b></p>
Step 5	<p>Opening Conference</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish ground rules – scope of inspection, areas to be visited, let the inspector know that you have been asked to take pictures and make notes during the visit.</li> </ul>
Step 6	<p>Walk Around</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Crew leader(s) / Steward(s) to accompany the inspector (if they would like)</li> <li><input type="checkbox"/> DCC Team – PM, PE, Superintendent, Safety, Carpenter, Laborer, (Electrician is advisable)</li> <li><input type="checkbox"/> Take notes and photographs, mark location(s) and travel path on drawing</li> <li><input type="checkbox"/> Make of list of documents that the inspector requests</li> <li><input type="checkbox"/> Correct apparent violations – do not expose anyone to hazard while making correction and do not admit that it was a violation</li> </ul> <p><b>NOTE: An awkward silence is OK. If you do not understand a question, ask the inspector to restate. If you do not have an answer, ask the inspector if we can follow-up. If yes, advance request to CSD. The CSD obtain facts and respond.</b></p>
Step 7	<p>Employee Interviews</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> May be private, or with the steward.</li> </ul> <p><b>NOTE: Do not ask what the conversation was about. Write down the name of the worker. If the inspection is due to FATCAT or 9-1-1 and employee was a witness, ask employee to provide a written statement with sketch.</b></p>
Step 8	<p>Document Review</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Make a list of documents reviewed</li> <li><input type="checkbox"/> If inspector requests a copy, develop a list of requested documents and forward to CSD. The CSD will provide.</li> </ul>
Step 9	<p>Closing Conference</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Listen and take notes</li> <li><input type="checkbox"/> Ask inspector to describe apparent violation, what the standard is, what the exposure is or was, what is gravity (i.e. other than serious, serious, etc.)</li> <li><input type="checkbox"/> Do not agree or admit to anything, for example: that a hazardous condition exists, time for correction is ok, or that solution is ok.</li> </ul>
Step 10	<p>Case Write-Up</p>

# OSHA INSPECTION REPORT

**CONTACT SAFETY DIRECTOR IMMEDIATELY**      **TAKE PHOTOS THROUGHOUT INSPECTION**  
PLEASE SUPPLY THE FOLLOWING INFORMATION:

**Original To: Insurance Administrator**      **Distribution: Proj. Executive, Proj. Manager, Supt., Field File**  
*Administrator copy filed with OSHA by Proj.      Field copy to be filed in OSHA reports file/binder*

PROJECT NAME AND ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUPERINTENDENT: \_\_\_\_\_ PROJECT MANAGER: \_\_\_\_\_

INSPECTOR NAME: \_\_\_\_\_ ACCOMPANIED BY: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME OF ARRIVAL: \_\_\_\_\_ TIME OF COMPLETION: \_\_\_\_\_

TYPE OF VIOLATION: \_\_\_\_\_

CONDITION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOCATION: \_\_\_\_\_  
\_\_\_\_\_

CORRECTIVE ACTION TAKEN: \_\_\_\_\_  
\_\_\_\_\_

SUBCONTRACTORS INVOLVED: \_\_\_\_\_  
\_\_\_\_\_

TYPE OF VIOLATION: \_\_\_\_\_

CONDITION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOCATION: \_\_\_\_\_  
\_\_\_\_\_

CORRECTIVE ACTION TAKEN: \_\_\_\_\_  
\_\_\_\_\_

SUBCONTRACTORS INVOLVED: \_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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*PHOTOS ATTACHED*