



Are You Prepared?

What Is a Cal/OSHA Inspection?

An unannounced health and safety regulatory inspection of the workplace, including evaluation of safety program implementation.

What Triggers an Inspection?

Inspectors visit worksites after a serious injury or exposure to one or more employees. They will also conduct an inspection in response to employee complaints about any situation that may pose an imminent danger to workers. Additionally, as part of the recent UC Regents Settlement Agreement, Cal/OSHA may make unannounced visits to laboratory facilities.

What Should You Do if an Inspector Appears at Your Lab or Office?

Ask for identification. Call the EH&S office at **459-2553** to report the presence of a Cal/OSHA inspector. The inspector must ask for permission from a management representative to conduct the inspection. The Chancellor has assigned EH&S to serve as management representatives for Cal/OSHA inspections. The Cal/OSHA inspector will wait for up to one hour for an EH&S representative before beginning his/her inspection. Please note that Cal/OSHA personnel can document observable conditions and/or start the inspection if a loss of critical information may occur while awaiting arrival of the EH&S representative. This is at the discretion of the Cal/OSHA inspector.

What Happens During an Inspection?

The Cal/OSHA inspector will start with an opening conference to explain the reason for the visit. An inspection walkthrough of the targeted work area or entire Department will follow. Inspectors have the right to walk around the area (accompanied), interview employees in private, and document hazards with photos and measurements.

Do's	Don't's
➤ Ask for identification	➤ Don't argue
➤ Be courteous and friendly	➤ Don't give opinions or guesses
➤ Immediately contact EH&S at 459-2553 (if no answer, leave a message)	➤ Don't offer to follow-up later
➤ Provide neutral, fact-based answers	
➤ Keep notes	
➤ Take photos and measurements mimicking those taken by the inspector	
➤ Be prepared to show the Injury and Illness Prevention Plan (IIPP, "Slug binder") and online Lab Safety Manual (a.k.a., "Chemical Hygiene Plan")	

How Do You Find Out What the Inspector Observed?

Immediately after the walkthrough, the inspector will conduct a closing conference and provide inspection results. He/she may ask for protocols, standard operating procedures, or other documents to be submitted to Cal/OSHA within 1-14 days. He/she can ask for your Injury and Illness Prevention Program (IIPP "Slug Binder"), Chemical Hygiene Plan (online Lab Safety Manual), or other programs at the time of the closing conference.

What Follow-Up Must You Provide?

Make corrective actions and gather requested documents and provide them to EH&S for submission to Cal/OSHA by the stated deadline. Missed deadlines can result in additional inspections, citations and fines.