

\_\_\_\_\_  
(Company Name)

## OSHA Inspection Checklist For OSHA Compliance Officer Visit

**Note:** If an OSHA Compliance Officer arrives on a job site, the person representing the company [Supervisor and or Safety Director] should check-off the items as they apply. The OSHA Compliance Officer is welcome to see this checklist, but may not have it or make a copy of it.

**Note:** Inform the Compliance Officer that a representative from your company will be conducting the Closing Conference at a later date. Contact your safety director before the inspection begins.

**Note:** To the best of your ability, all statements should be addressed. Additional items should be documented either on the last page of this document or under separate cover. Any questions, call: U.S. Compliance Systems at: 888-475-5353

\_\_\_\_\_  
(Job Site)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Time)

\_\_\_\_\_  
(Supervisor Name)

\_\_\_\_\_  
(Compliance Officer's Name)

\_\_\_\_\_  
(OSHA Area Office)

\_\_\_\_\_  
(OSHA Area Office Phone Number)

**Yes   No   NA**

During the 10 minutes before the Compliance Officer arrived, I was: \_\_\_\_\_  
(Activity/Location: Example; Paperwork in job trailer)

The Compliance Officer displayed his credentials.

The Compliance Officer revealed specifically why the inspection was being conducted. \_\_\_\_\_  
(Planned, Referral, Complaint, etc.)

The Compliance Officer revealed the specific focus of the inspection. \_\_\_\_\_

Prior to inspecting the job site, did the Compliance Officer put on appropriate PPE? \_\_\_\_\_  
(If "No", was it suggested? Was it offered?)

I remained with the Compliance Officer throughout the inspection including the inspection of subcontractors.

Yes No NA

The Compliance Officer took:

- 1. Photographs of \_\_\_\_\_  
\_\_\_\_\_
- 2. Video Recordings of \_\_\_\_\_  
\_\_\_\_\_
- 3. Audio Recordings of \_\_\_\_\_  
\_\_\_\_\_

I also took:

- 1. Photographs of \_\_\_\_\_  
\_\_\_\_\_
- 2. Video Recordings of \_\_\_\_\_  
\_\_\_\_\_
- 3. Audio Recordings of \_\_\_\_\_  
\_\_\_\_\_

I answered all questions truthfully to the best of my knowledge.

I did not volunteer information that was not asked for with the exception that I did ensure that the Compliance Officer was **fully aware** that our company **has**:

- a. a written safety program that addresses methods to perform work in compliance with OSHA standards.
- b. adequately communicated our work rules to our employees.
- c. frequent and regular documented job site inspections and any safety violations are immediately corrected and documented.
- d. an enforcement policy which is also documented.
- e. a policy statement demonstrating senior management's commitment to safety.
- f. has a 2-tier inspection process where upper management randomly inspects supervisors and all supervisors are held responsible for their actions.

**Yes   No   NA**

        Did the Compliance Officer ask to review the above items (a through f) or have them sent to him? \_\_\_\_\_  
(Documents seen)

\_\_\_\_\_  
(Documents to be sent)

        Did the Compliance Officer interview any of our employees?  
\_\_\_\_\_  
(Names)

        Did the Compliance Officer interview any of our subcontractor's employees? \_\_\_\_\_  
(Names)

        Did the Compliance Officer request to see any specific documents other than those listed above? \_\_\_\_\_  
(List documents)

**Alleged violations:**

**Were Corrected**

**Yes   No   NA**

        1. \_\_\_\_\_  
(Describe in detail)

\_\_\_\_\_  
\_\_\_\_\_

        2. \_\_\_\_\_  
(Describe in detail)

\_\_\_\_\_  
\_\_\_\_\_

        3. \_\_\_\_\_  
(Describe in detail)

\_\_\_\_\_  
\_\_\_\_\_

Yes   No   NA

4. \_\_\_\_\_  
(Describe in detail)  
\_\_\_\_\_  
\_\_\_\_\_

If, in fact, the above alleged violations occurred, I was unable to prevent them from happening because:

\_\_\_\_\_  
(Reason)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- If the Compliance Officer proposed an alleged citation, did he/she record my prior knowledge or lack of prior knowledge of the hazardous condition? \_\_\_\_\_  
\_\_\_\_\_

- If the Compliance Officer proposed an alleged citation involving measurements, were the measurements made with a measuring device such as a ruler? \_\_\_\_\_  
\_\_\_\_\_

- If, in fact, the above alleged violations occurred, I did write up the employee/subcontractor as part of our enforcement documentation program. If "Yes", attach copies.

- Was there an exit interview?

- Were subcontractors represented at the exit interview?

The Compliance Officer left at: \_\_\_\_\_  
(Time)

- Did the Compliance Officer conduct him/herself in a professional manner? \_\_\_\_\_

- Did our subcontractors handle themselves in a professional manner? \_\_\_\_\_

