

## **STEPS FOR A SUCCESSFUL OSHA INSPECTION**

**October, 2017**

1. Please notify the main offices – Executive Director, top management, Human Resources, etc.
2. Also, contact Mark L. Shaffer, MS (Safety & Personnel Resources cell phone 563-940-0226)
3. Be polite.
4. Ask the OSHA Inspector for proper credentials, photo ID, business card, etc.
5. Ask the inspector the reason for the visit! Employee compliant or random survey.
6. Discuss the ground rules with the OSHA inspector.
7. Do not get too friendly and don't admit any guilt.
8. Make notes of everything that happens. Take pictures and notes when the inspector does.
9. Do not engage in idle chit-chat.
10. Request a closing conference; recap any hazards, citations, training issues, photos, etc.



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