

# OSHA Protocol



## OSHA Inspection Protocol

1. Invite the inspector into the job trailer or site office
2. Call the SCS Safety Specialist & Facility Manager immediately:
  - Kevin Nigh
    - Cell: 715-393-7596
    - Office: 715-693-7866
  - Dale Bergman
    - Cell: 534-626-0075
    - Office: 715-693-7832
  - If Kevin or Dale are not available, call HR:
    - Elise Krohn
      - Cell: 715-297-6789
      - Office: 715-693-7859
    - Nicole Blum
      - Cell: 715-348-3109
      - Office: 715-693-7831
- ❖ Please notify Joel Holcomb (Construction Manager – Field Operations)
3. Ask the inspector what the visit is for.
  - If it's due to a complaint, request a copy of it.
4. Explain to them that an SCS representative from the corporate office would like to be present during the inspection and ask if they are able to wait for them to arrive on site (if at all possible, Dale should be our representative).
5. If you must escort the OSHA inspector onto the jobsite:
  - The inspector will have a specific area they will need to see
    - Predetermine the route you will take them to get there.
    - We do not need to expose them to anything other than what they have requested to observe.
  - Prior to starting the walk to the inspection area, gather two co-workers to join you (crew lead and/or high-end laborer).
    - Consider them your assistants.
    - If the inspector points out a safety concern or violation, have them address it immediately.



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- Take detailed notes regarding your discussion with the inspector and take pictures of anything the inspector does from all angles.
  - Do not volunteer any information that isn't requested directly.
  - The inspector has the right to interview anyone on site if they give consent.
- After the inspection is complete, there will be a closing conference.
  - Take precise notes
  - Be cautious when setting timelines for safety corrections
  - Do not argue with the inspector
  - Request the inspector's contact information
  - Document any inspector requested follow up or OSHA logs