

## What To Do When an OSHA Inspector Arrives Onsite

1. Notify the most senior manager on-site, such as the supervisor, manager, project superintendent or owner. Also notify Workrise legal department at [legal@workrise.com](mailto:legal@workrise.com).
2. Request identification, write down the Compliance Officer's name and ID number, and ask which area office they represent.
3. The purpose of the inspection should be stated by the Compliance Officer before or during an opening conference and you should request a copy of the complaint if any. Inspection should be limited only to the areas related to the purpose of the visit.
4. The person designated to handle OSHA inspections or the most senior manager onsite should escort the Compliance Officer.
5. During the walk-around inspection, the Compliance Officer is permitted to take notes and photographs and shall comply with the safety and health rules required at the job site.
6. Employees may be interviewed or written statements may be requested.
7. A company representative should take notes and photos of all inspection activities.
8. A closing conference will be arranged to allow the Compliance Officer to review any violations observed.
9. Instructions on follow-up procedures will be provided at the end of the inspection.
10. The inspector may ask for the OSHA 300 logs for the establishment and the prior year records - OSHA 300 logs for the Workrise entities are stored on the Share Drive and linked below. In cases where the client is directing work at the site, the client will have their own establishment logs to share in addition to the logs we maintain.

### Do's:

- Have a manager present with the OSHA inspector.
- Be cooperative.
- Answer questions truthfully, but do not speculate.
- Take notes, measurements and photos, especially of any violations noted by the inspector
- If possible, fix any violation immediately.

### Don'ts:

- Do not evade questions or try to hide anything.
- Do not be sarcastic or argumentative.
- Do not volunteer information, answer only the questions asked.
- Do not volunteer an admission of guilt.