

# Initial Notification Checklist for OSHA Inspections

Creating an Initial Notification Checklist can help ensure that everyone knows what to do when an OSHA inspector arrives. Here's a sample checklist to get you started:

Tasks	Steps
<b>1. Immediate Actions</b>	<b>Notify the Safety Officer:</b> Contact the designated safety officer or manager immediately.
	<b>Inform Key Personnel:</b> Notify department heads, supervisors, and the legal/compliance team.
<b>2. Verify Inspector Identification</b>	<b>The inspector should present their identification upon arrival.</b> If they do not, you have the right to request it. Additionally, you can contact the local OSHA area office to confirm their credentials and ensure they are an official OSHA representative.
<b>3. Meeting Point</b>	<b>Designated Meeting Area:</b> Arrange to meet the OSHA inspector at the main entrance or a pre-determined location.
<b>4. Documentation Preparation</b>	<b>Gather Documents:</b> Collect all relevant safety and health documents, including OSHA logs, training records, and safety procedures.
	<b>Prepare Records:</b> Ensure injury and illness records are up-to-date and readily accessible.
<b>5. Communication</b>	<b>Inform Employees:</b> Let employees know that an OSHA inspection is taking place and remind them of their rights and responsibilities.
	<b>Union Representatives:</b> If applicable, inform union representatives about the inspection.
<b>6. Opening Conference</b>	<b>Inform Employees:</b> Let employees know that an OSHA inspection is taking place and remind them of their rights and responsibilities.
	<b>Union Representatives:</b> If applicable, inform union representatives about the inspection.
<b>7. Walkthrough Inspection</b>	<b>Escort:</b> Ensure the OSHA inspector is accompanied by the safety officer and a knowledgeable employee from each area being inspected. Go directly to the location of the alleged safety violation.
	<b>Documentation:</b> Take notes and photos of everything the inspector points out.
<b>8. Employee Interviews</b>	<b>Preparation:</b> Inform employees that they may be interviewed and should answer questions honestly.
	<b>Confidentiality:</b> Remind employees that they have the right to speak confidentially with the inspector.
<b>9. Closing Conference</b>	<b>Participants:</b> Same as the opening conference.
	<b>Discussion Points:</b> Take detailed notes on any apparent violations and possible corrective actions.
<b>10. Post-Inspection Actions</b>	<b>Corrective Actions:</b> Develop a plan to address any violations or recommendations. Assign responsibilities and set deadlines.
	<b>Follow-Up:</b> Ensure all corrective actions are completed and documented.
<b>Additional Tips</b>	
<b>Stay Calm and Cooperative:</b>	Maintain a respectful and cooperative attitude throughout the inspection.
<b>Legal Rights:</b>	Remember that you have the right to request a warrant if the inspection is unannounced.