How to Survive an OSHA Audit

Presented by: Slater Shroyer
The Audit Process

• Your inspector (Safety Supervisor) will identify himself/herself and present badge/credentials
• Owner or Manager Pre-Audit Interview
• Actual Inspection
• Employee Interviews
• Post-Audit Wrap-up Interview
• Abatement Process
The Interview is mostly paperwork

- Paperwork
- Handbooks
- Safety Training Documentation
- Hazard Communication Program
- Lock-out Tag-out Policy (written)
- Fork-lift Training Certificates
- Torch-Training Certificates
The Interview (con’t.)

• Paperwork includes signs and PPEAs
  Safety Posters
  Accident Reporting Posters
  MSDS (now SDS) for every chemical
  Personal Protective Equipment Assessments
Congratulations!

Ready or not, you are now about to be inspected.
The Inspection

• Fire Extinguishers
• Electrical switches and outlets
• Circuit breaker boxes
• Extension cords
• Racking
• Storage containers for chemicals

• Equipment in use
• Equipment not in use
• Jacks and Lifts (labeled for capacity)
• Safety Guards
• LOTO Station
• Posters and Labels
The Inspection - Know Your Rights

• You are allowed to accompany the inspector
• You are allowed to ask questions
• You are encouraged to take notes
• You can appeal or dispute violations during the abatement process
Inspection

- The inspector will be taking notes
- The inspector will take pictures
- The inspector will be able to tell you what type of violation is being written (but not the level of fine/penalty)
- A union representative (if applicable) may accompany the inspection
Employee Interviews

Are your employees prepared?
Interviews with Employees

• Number of interviews is based on number of employees
• Must include employees in various positions
• Must not be managers or family members
• Interviews are private and confidential
Employee Interviews

• Employees will be asked how well they understand safety protocols
• They will be encouraged to report areas of concern
• Their responses are confidential- you will not get individual reports
Post Audit Interview

- Compare notes with the inspector
- Discuss violations and abatement procedures
- Types of violations:
  - Serious
  - Other than Serious
Post-Audit Interview

• This is the time to use your inspector as an asset.
• Inspectors will have information and tools to make compliance easier
  – Templates for written programs
  – PPEAs (Easy to use forms)
  – Website and written materials for education
Post- Audit Interview

• Inspectors can also explain the abatement process
  – How to negotiate lower fines
  – How to document your response
  – Timelines to expect for reports, responses, and abatement procedures
Abatement Process

• You will receive a report in the mail
• You must post a copy of the citation(s) at or near each violation for 3 days or until fixed
• Fix your violations and document the repairs
• This letter will also explain how to appeal citations or the timeline for repairs and how to negotiate for lower fines/penalties
THANK YOU FOR ATTENDING!

ARA 70th Annual Convention & Exposition

Diamond Sponsors

Brock

Hollander

Wells Fargo

Insurance Services