Best Practice Category:	**Jobsite**		**Document #:**	**BP002**	
	Category the document will be located on the Intranet under Best Practices			*BP + Sequential Number = Category*	
Document Title:	**What to do if OSHA shows up at your jobsite**				
Owner:	**Jan Lass**	**Effective Date:**	**2/17/10**	**Revision #:**	**0**
	BUL of Originating Business Unit				

Business Unit Designation:

☑ BU 01 - Infrastructure	☑ BU 02 - BR Civil	☑ BU 04 - Houston Civil	☑ BU 15 - Deep Foundations
☑ BU 23 - Marine	☑ BU 29 - BR Mechanical	☑ BU 30 - Houston Mechanical	☑ Pipe Fab Facility
☑ Form Fab Facility	☑ Westport Operations	☐ Cajun Office Facilities	

A check next to a Business Unit indicates this best practice is required by that business unit and therefore is a mandatory Standard Operating Procedure (SOP) for that business unit.

PURPOSE:

The purpose of this document is to outline the steps that should be taken if an OSHA inspector shows up at your jobsite.

PROCESS:

In general, the OSHA inspection process will consists of:

- An opening conference (stating the reason for the inspection)
- The Inspection of your facility (also called the "Walk around")
- A closing conference (stating the findings of the inspection)
- Notification of results (citations & fines to your business)

GENERAL INSPECTIONS

1. Welcome all inspectors to the site.
2. Determine *exactly* who they are by requesting a card/identification from each person.
    - This should be a federal photo ID indicating his name and the organization
    - Determine whether all site specific requirements are met (Inspectors must follow the same guidelines as all personnel. i.e. site specific orientation, project orientation)
3. Include key personnel such as the Safety Director and/or owner and accompany the inspector at all times.
    - Request that time be allowed to contact a company representative
    - Contact Divisional Safety Manager to get an estimated time of arrival
    - Respectfully request the time needed to get company representation to the site.
4. If inspector allows time for company representation, make him as comfortable as possible until arrival.
    - Do not leave inspector alone
    - The rest of the steps will be in the company of your designated company representative
5. Determine the reason for the inspection, whether it is for a specific cause or general purpose. (Opening Conference)
6. Seat the inspector in a private area to begin reviewing your safety programs.

7. Determine the exact area the inspectors are targeting and proceed to that area only. If an inspector sees or views anything suspect, they are obligated to investigate. You should control what they see or view by keeping them in the targeted area only.
8. Review the designated areas of the facility as directed by the inspector, answering any questions. Answer only the questions asked. DO NOT offer any additional information. Move the inspection process along at a reasonable pace.
9. Most often the inspector will ask to talk with an employee in the field. This is often a requirement so allow them to pick someone they wish to interview. (You may request to be present during the interview but most often, you will not be allowed.)
10. If any corrective action is requested, stop the process involving the action and correct it immediately, if possible. If the correction is more involved, indicate that you will meet with the owner or safety committee to correct the action as quickly as possible. Make note of any correction hinted but not registered, and assure the inspector that you will see that it is corrected.
11. If you are not comfortable in answering a question for any reason, simply state that you would like to check with your safety contact at and get back to the inspector with the answer.
12. Upon completion, the inspector will notify you of the next steps, which will include: when & how you will be notified of the results; the closing conference date; and how you may appeal citations & fines. If there are no violations, the inspector may close the case immediately

Pay Off:

By following this guide, will result in a better experience for Cajun and all those involved.

Approvals		
Title	***Signature***	***Date***

Revision History				
Rev #	***Date***	***Reason for Changes***	***Originator***	***Effective Date***

Note: SOP Requirement

Work must be performed in accordance with the information in this Best Practice. If it is determined, that work cannot be done as required in the document or that it presents additional risk, you must obtain authorization for variance from the Business Unit Sr. Construction Manager and Business Unit Manager of Safety.