

Checklist for OSHA Compliance Inspections

Farm Name: _____ Date: _____ Time: _____

Name of person using checklist : _____

<p>Inspectors have statutory authority to:</p> <ul style="list-style-type: none"> ○ Arrive unannounced ○ Enter without delay and at reasonable times ○ Inspect and investigate the workplace: <ul style="list-style-type: none"> ▪ during regular working hours ▪ at other reasonable times ▪ within reasonable limits and in a reasonable manner 	<ul style="list-style-type: none"> ○ Question privately any employee or employer ○ Other provisions <ul style="list-style-type: none"> • Confidentiality—Names of complainants can be kept confidential • Participation in inspection
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ARRIVAL / OPENING CONFERENCE

Credentials: A person states their intention to conduct an occupational safety inspection of your farm. Ask this person for their credentials.

• Federal Credentials Yes No
 Name of Compliance Safety and Health Officer (CSHO) _____

If credentials are acceptable, proceed to next item. To verify credentials, call area OSHA Director. See OSHA contacts on next page.

Purpose and Scope of Inspection

What is the impetus for the inspection? Employee complaint Program Inspection Referral
 Other (describe) _____

NOTE: Ask to see employee complaint or referral. Attach photocopy to your final notes. Inspector's failure to provide details of employee complaint (other than identification of employee) may be cause for appeal.

Contact phone number(s) of additional farm management team or individual responsible for safety program to be involved in the inspection process.

Ask the inspector what is the purpose and intended scope of the inspection (provide summary).

Employee Participation

With above information on purpose and scope of inspection, consult with the CSHO as to appropriate employee representation. If necessary, contact employee representative to attend the inspection.
Summarize the agreement regarding employee participation in the inspection.

Miscellaneous Items

- Plan and state your proposed route of inspection that will cover the purpose and scope of inspection.
- Gather up notebook, checklist, camera, two-way radio or cell-phone, and list of farm management team.

ON-SITE INSPECTION

Records and written programs: Examples of items you should be prepared to show.

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|--|---|
| <ul style="list-style-type: none">• OSHA 300 logs• HazCom program, MSDS records• Employee training records | <ul style="list-style-type: none">• Confined space programs• Lockout/tagout• Respiratory protection program |
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Notes, photos and measurements

- Notes—Names of people participating in on-site inspection, times, places visited, CSHO's comments, names of people spoken to, your observations, etc.
- Corrections—Where possible, immediately correct violations pointed out by the CSHO. Make a note and take a photo of your actions.
- Photos—If the CSHO takes a photo, you take the same photo. Ask CSHO why the photo was taken.
- Measurements—Take any measurement taken by CSHO, or ask for copy or reading.

CONCLUDING THE INSPECTION

Closing conference: At the conclusion of the on-site inspection, ask for a closing conference.

At the closing conference, allow the CSHO to address their findings. Take careful notes on their statements at the closing conference. If you are less than completely clear about their findings, restate your understanding of their findings to the CSHO for agreement.

If they have not addressed the following issues, be sure to ask for answers.

- What are the alleged violations?
- What are the CSHO's next steps in the process?
- Will there be further on-site inspection prior to issuance of any citations or 'decision not to issue'?
- When can your farm expect to receive any 'decision not to issue' or citations?

After the CSHO departs

- Formalize your notes, photos and measurements.

Wisconsin OSHA Area Office Contacts

Appleton Area Office
(920) 734-4521

Madison Area Office
(608) 441-5388

Eau Claire Area Office
(715) 832-9019

Milwaukee Area Office
(414) 297-3315

Checklist for OSHA Compliance Inspections, February 2012.

C.A. Skjolaas, Agricultural Safety Specialist, UW-Madison/Extension Center for Agricultural Safety and Health
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