



LODI UNIFIED SCHOOL DISTRICT CAL/OSHA INSPECTION GUIDE

If you are contacted by Cal/OSHA in regards to a site inspection, you must immediately contact the following:

- 1) Director of Maintenance and Operations (M&O) Dispatch – 331-7193
(Dispatch will contact the Director of M&O who will respond to this inspection)
- 2) Risk Management/Workers' Compensation Claims Analyst – 331-7145
- 3) Site Principal (or next in command)

California Occupational Safety and Health Administration (Cal/OSHA) is authorized to conduct workplace inspections and to enforce occupational safety and health standards at any given time. By law, Cal/OSHA Compliance Officers will **not** call in advance to advise Lodi Unified School District (LUSD) of an upcoming inspection.

A Cal/OSHA Compliance Officer may show up at any time and request access to your site.

Cal/OSHA inspection priorities are based on the following:

- 1) Report of an imminent hazard to employees**
- 2) Fatality or catastrophe**
- 3) Investigation of serious injury or exposure to hazardous substances**
- 4) Formal employee complaint**
- 5) Scheduled inspection, usually businesses in industries with higher-than-average potential risk**

Employee complaints are the leading cause of a Cal/OSHA investigation. **Always be sure that employees have access to the "Injury and Illness Prevention Program (IIPP) Report of Unsafe Condition or Hazard"** and respond to any that have been submitted in a timely manner. This will help to upgrade our existing safety program and minimize employee reporting to Cal/OSHA.

If an employee comes to you with an issue, have them complete the **Report of Unsafe Condition or Hazard** form and provide the completed form to Maintenance and Operations and Risk Management as soon as possible.

Sometimes Cal/OSHA will send a letter of inquiry about a reported safety hazard and ask for written feedback. Please forward this request to Mitch Slater, Director of Maintenance and Operations. **Do not** send any written responses to Cal/OSHA.

INITIAL CONTACT

When a Cal/OSHA Inspector shows up at your site, ask for the following:

- 1) State of California Photo Identification Card**
- 2) Division of Occupational Safety and Health Business Card**

If an inspector cannot show these forms of identification, do not allow them access to the site.

OPENING CONFERENCE

During the Opening Conference the Inspector will explain the reason for the visit. Always be courteous and take careful notes. The Inspector may request to see certain documents. Provide specifically what is asked for but do not offer more than what is asked for and do not generally open your files to the Inspector.

You must be able to produce and know the following:

- 1) Business License and Federal Tax ID Number**
- 2) Facility Layout (Site Map)**
- 3) OSHA 300 Log (Risk Management Office)**
- 4) Workers' Compensation Carrier (Found on Info Net Site Under Risk Management)**
- 5) Employee Training Records (Including Bloodborne Pathogens)**
- 6) Heat Illness Prevention Program**
- 7) Fire Prevention Plan**
- 8) Injury and Illness Prevention Program**
- 9) Hazardous Communication Program**
- 10) Chemical Hygiene Plan**
- 11) Emergency Action Plan**
- 12) First Aid Kit and Log**
- 13) Inspection Records for Fumes Hoods (Site Specific)**
- 14) Maintenance Records for Fume Hoods and Safety Showers (Site Specific)**
- 15) Hazardous Waste Manifest Records (Site Specific)**
- 16) Proof of Personal Protection Equipment Provided to Employees**
- 17) Safety Data Sheets (SDS Binder)**
- 18) Poster Furnished by the Occupational Safety and Health Administration**

WALKAROUND

The next step, if necessary, is the **inspection or "walk around"**. The Inspector may conduct random employee interviews. The Inspector may conduct these interviews confidentially with employees and without management being involved. If the Inspector takes pictures of the site, take the same pictures if possible or make a note as to what was being photographed.

If the Inspector conducts any tests or environmental sampling, ask what is being tested/sampled and why. If the Inspector is using direct reading devices, ask to see the sample results and write them down. If during the inspection, hazards are identified that can safely be corrected immediately, correct those hazards.

CLOSING CONFERENCE

During the Closing Conference, the Inspector will identify any alleged violations of the Standards and the requirements for abatement of the hazardous condition. The Inspector will inform LUSD if they expect to issue any citations and what the classification and monetary penalties will be.

There are 4 classifications of violations and penalties structured for the workplace as follows:

Other than Serious Citation is given for violations that are not a threat to cause death or serious harm and the fine can be as large as \$ 7,000.00.

Serious Violation is when death or serious physical harm could result. The fine is up to \$ 7,000.00 for each violation.

Willful Violation is the most serious violation an employer can have. This occurs when the employer intentionally and knowingly commits a violation. The penalty can go as high as \$ 70,000.00 per violation. If an employee is killed on the job resulting from a willful violation, the employer if convicted, can result in a very large fine and possibly imprisonment.

Repeat Violation is where the violation has not been corrected and can also result in a fine of \$ 70,000.00, plus \$ 7,000.00 a day until corrected.

If citations are issued by Cal/OSHA due to alleged violations of Title 8, Cal/OSHA Regulations:

- 1) Citations must be prominently posted at or near each place of violation for citations classified as **serious violations**
- 2) Citations must be prominently posted in a place where they are readily seen by employees for citations classified as **general/regulatory violations**.
- 3) **Posting should be dated on the date of posting and after removal, sent to M&O to be included with the file.**
- 4) **Keep Posted for a Period of (3) Days or Until Condition is Abated, whichever is longer**