



CAL/OSHA INSPECTION PROCEDURES

*Prepared by Chief Executive Office, Risk Management Branch
Loss Control and Prevention Section*

Contact LossControl@ceo.lacounty.gov for additional information

Every County workplace may be subject to an inspection by the California Occupational Safety and Health Administration (Cal/OSHA). Cal/OSHA inspections are usually unannounced and result from a work-related “serious injury or illness” or employee complaint of a hazard that poses imminent danger. “Serious injury or illness” is defined at <https://www.dir.ca.gov/title8/330.html>.

When Cal/OSHA inspectors arrive at your workplace, ask to review their identification and escort them to a conference room. Do not deny them entry. Promptly notify your department’s safety officer and/or management representative. Cal/OSHA may ask work supervisors and shop stewards to participate. Advise the inspector if additional time is needed for others to arrive. Cal/OSHA inspectors can arrive unannounced but must show credentials and wait up to **one hour** for management or safety staff to arrive. Once everyone has arrived, the inspector will proceed with the “opening conference” and explain the reason for the visit and the inspection process.

The walkthrough inspection follows the opening conference and is usually limited to targeted areas but may include the entire facility. Inspectors may interview employees in private and document hazards with photographs and measurements. Keep your own notes and records of the visit. If inspectors take photographs, measurements or readings, immediately record the same measurements or readings, and take the same photographs, since conditions in the workplace may change.

During the inspection, the inspector may ask questions regarding operating procedures, training, etc. Provide neutral, fact-based answers to the inspector’s questions; do not offer opinions or guess at answers, and do not agree with inspector’s comments. If the inspector makes any comments on minor safety or housekeeping infractions during the inspection, try to correct them during the inspection since immediate correction may exclude them from a potential citation.

After the inspection is completed, the inspector will conduct a “exit conference” to provide the inspection results and an overview of the following steps. The inspector may request additional protocols, work procedures, or other documents, and a copy of your Injury and Illness Prevention Program (IIPP). Conduct follow-up investigations, corrective actions and gather requested documents and provide them to the inspector (if required to do so) by the stated deadline since missed deadlines can result in further site inspections or citations. If a citation is issued, be cognizant of the deadline to appeal the citation since the 15-day timeframe starts the day the citation is mailed.

Please contact the Chief Executive Office’s Loss Control and Prevention Section at LossControl@ceo.lacounty.gov if you have any questions or require assistance with any aspect of the Cal/OSHA inspection, citation and appeal process.