

SUMMARY

The San Francisco Public War Memorial & Performing arts Center (WMPAC) Injury and Illness Prevention Program (IIPP) consolidates all State, Local, and Federal regulations pertaining to IIPP requirements.

SCOPE

This policy applies to all employees of the WMPAC.

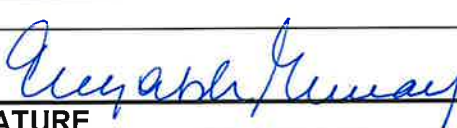
IMPLEMENTATION

IIPP is fully implemented at all WMPAC Facilities

POINTS OF CONTACT

For further information about the IIPP, contact members of the Health & Safety Committee:

Name	Representing	Phone #
Jennifer Norris	Administration	415 554-6308
Kevin Kelly	Admin/Engineering	415 554-6353
John Rolandelli	Engineering	415 554-6346
Bill Graham	Security	415 554-6331
Jim Jacobs	Stage Electrician	415 554-6344

NAME <u>Elizabeth Murray</u>	TITLE Director: SF War Memorial and Performing Arts Center
	
SIGNATURE	

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1.0 Policy

WWPAC recognizes that its employees may work in environments that could present potential hazards to their health and safety. It is our goal to minimize or completely eliminate potential risks. To achieve this goal, an Injury and Illness Prevention Program (IIPP) has been established. Implementation of the IIPP depends on management and staff clearly understanding that occupational health and safety is the responsibility of every WWPAC Employee.

All WWPAC departments and facilities will conduct operations, maintain facilities, and maintain equipment in compliance with California Occupational Safety & Health Administration (Cal-OSHA): *California Code of Regulations (CCR), Title 8, Section 3203*, and other applicable health and safety regulations. All WWPAC employees are required to follow departmental rules and procedures and to observe applicable state and federal safety regulations in the performance of their assigned duties.

Fulfillment of one's work responsibilities regarding employee safety and health is an important measure of performance and will be considered in evaluating the effectiveness of WWPAC employees.

2.0 Regulatory Requirements (CCR, Title 8, Section 3203)

Cal-OSHA requires that a written injury and illness prevention program (IIPP) be developed and implemented. The IIPP requires that designated employee(s) are responsible for program implementation. The requirements of the written IIPP are:

2.1 Hazard Identification:

Hazard Identification is a system for identifying and evaluating workplace hazards. This is achieved through scheduled:

- Quarterly Facility Inspections of All WWPAC Buildings
- Quarterly Safety Training for All Staff
- Ongoing evaluation of workplace conditions
- Ongoing evaluation of WWPAC work practices

2.2 Hazard Correction:

Procedures for correcting identified unsafe or unhealthy work conditions and practices.

2.3 Hazard Communication:

A system for communicating health and safety information to employees and encourages them to inform their managers and the Health and Safety Staff of perceived hazards in the workplace without fear of reprisal.

2.4 Employee Compliance: See Section 11.0.

2.5 Healthy & Safety Training:

An occupational health and safety training program designed to instruct employees in general safe and healthy work practices (and to provide training for site and work specific to hazards) **See Section 7.0.**

3.0 Responsibilities

3.1 Managing Director

- Procure and allocate resources necessary for IIPP implementation and maintenance
- Support IIPP Implementation
- Review and approve any changes to the IIPP
- Review summaries of WMPAC accident and injury statistics

3.2 Building & Grounds Superintendent

- Develop policies, standards, and procedures to ensure that operations are conducted safely and comply with Cal-OSHA regulations
- Assist, upon worksite managers development worksite specific job safety guidelines
- Investigate employee reports of unsafe work conditions
- Monitor hazard abatement
- Review accident investigations and assist with investigations of any serious accidents or illnesses.
- Coordinate with Human Resources to ensure that all required IIPP records are created and retained
- Act as WMPAC liaison to Cal-OSHA
- Ensure that worksite managers are complying with IIPP inspection, training, and record keeping
- Ensure a safe and healthy work environment for WMPAC employees
- Work with Facilities Staff to initiate corrective actions for identified safety hazards
- Make safety issues a regular agenda item at staff meeting
- Retain copies of inspection and accident investigation records
- In cases of a fatality, or serious occupational injury contact Cal-OSHA within 8 hours of the incident (WMPAC IIPP, Section 8.5)

3.3 Human Resources Director

- Ensure OSHA 300 log posting and other required healthy and safety documents in appropriate WMPAC locations
- Coordinates any required medical monitoring for the WMPAC

3.4 Chief Engineer, Director of Security, Stage Electricians

- Conduct Quarterly worksite safety inspection
- Conduct Quarterly worksite safety meetings
- Provide safety training for all newly assigned employees
- Create and maintain a written list of worksite specific safe work practices
- Investigate all accidents involving employees, equipment, or the public
- Initiate correction of identified health and safety hazards
- Provide employees with appropriate personal protective equipment (PPE)
- Maintain office copies of records of IIPP training and inspections (forwarding records as required)
- Forward all required Occupational Illness and Injury forms to Human Resources
- Notify Facilities Building and Grounds Superintendent Kevin Kelly prior to any Cal-OSHA inspections at their facility

3.5 Senior Engineer and Security Supervisors

- Review operations and procedures to ensure that they are performed safely

- Consider health and safety practices when evaluating employee effectiveness
- Enforce all applicable safety rules
- Obtain medical care for injured employees
- Report injuries immediately

3.6 Employees

- Know and observe all health and safety rules and procedures
- Ask for assistance when work procedures are unclear
- Use personal protective equipment (PPE) when required
- Report any unsafe working conditions or work practices
- Report all injuries to supervisor
- Use proper safeguards when working in potentially hazardous conditions
- Never use equipment that employee has not been trained to operate
- Attend all required safety training and medical monitoring appointments assigned

4.0 Hazard Identification

4.1 Hazard Reporting

Employees should immediately report to their supervisor any situation that poses a potential danger to life, health, or property. If the supervisor is unavailable, the situation should be reported to the appropriate chief or acting chief. There are two ways to report observed hazards:

- I. **The problem can be reported verbally or in writing to employee supervisor**
- II. **Problems may be reported to any member of the WMPAC's Health & Safety Committee. This may be done anonymously.**

The WMPAC Health & Safety Committee Membership

Name	Representing	Phone #
Jennifer Norris	Administration	415 554-6308
Kevin Kelly	Admin/Engineering	415 554-6353
John Rolandelli	Engineering	415 554-6346
Bill Graham	Security	415 554-6331
Jim Jacobs	Stage Electrician	415 554-6344

4.2 Inspections

Health and safety inspections of every worksite are required by Cal-OSHA under the following circumstances:

- Initial IIPP implementation
- When new substances, processes, procedures or equipment that represent a new hazard are introduced to the workplace
- When WMPAC is made aware of a new or previously unrecognized hazard

After IIPP implementation, health and safety inspections are to be conducted on a quarterly basis. These mandatory inspections required a written report that describes identified hazards and corrective actions. A Worksite Inspection Form is provided in **Appendix A**. Written health and safety inspection records will be filed and kept for at least one year.

5.0 Hazard Correction & Control

5.1 Worksite Manager's Responsibility

Worksite managers will initiate hazard abatement for **hazards identified during inspections**. If onsite staff cannot complete abatement of identified hazards, the services of WMPAC craftspeople or the Department of Public Works can be requested through the WMPAC's established requisition and work order procedures. Interim control measures, such as blocking access to a dangerous area will be implemented if permanent solutions cannot be immediately applied.

If a serious and imminent hazard is identified and cannot be immediately abated the worksite manager will remove everyone from the area except those employees trained to correct the hazard. Appropriate PPE will be available before hazard abatement begins.

Not all workplace hazards can be completely eliminated. Abatement of such hazards means reducing the risk as much as possible. General procedures for reducing risks include:

- Limiting exposure to the hazard
- Controlling hazard at the source
- Training personnel to be aware of the hazard
- Clearly defined safe work practices to avoid specific hazards
- Providing personnel with appropriate PPE

5.2 Facility Inspection Follow-up

The Building & Grounds Superintendent will track hazards identified in the inspections to ensure that they are abated. Abatement that cannot be accomplished due to lack of funds will be reported to the Director. The Director will consider submitting appropriate supplemental requests for funding to correct the identified hazard. The Building & Grounds Superintendent will maintain all abatement records.

6.0 Safety and Health Training

Cal-OSHA requires that Occupational Safety and Health Training be provided for employees at:

- Initial IIPP implementation
- Initial Hire
- Reassigned to a job with new hazards
- When new substances, processes, procedures, or equipment that present new potential hazards are introduced to the workplace
- When new or previously unrecognized hazards are identified
- When employee is observed performing a procedure in an unsafe manner

- Every 10 working days for WMPAC Employees subject to CCR: Construction safety Orders, Section 1509 (Carpenters, Laborers, Stationary Engineers, Painters, and Electricians), will receive safety training. (TAILGATE MEETINGS)

Training is mandatory for all employees. Worksite managers are responsible for ensuring that the required training has been received. All training must be documented on Safety Meeting/ Safety Training Record Form (**Appendix B**). The Human Resources Office will maintain employee training records.

6.1 General Safety and Health Orientation

This training will at minimum include:

- Introduction to the WMPAC IIPP
- Review of the employee's rights and responsibilities
- General safe work practices and procedures
- Procedures for reporting actual and/or suspected safety and health hazards
- Procedures for reporting occupational injuries and illnesses
- Employee access to records

This training will be provided to *all* employees, regardless of status, within six months of the IIPP inception. After IIPP implementation, worksite managers or their designees will conduct quarterly training. Every new employee will receive IIPP orientation within the first three months of hire.

6.2 Workplace Orientation

The Worksite manager will provide workplace orientation during the employee's first week at a new worksite. Workplace orientation is mandatory for all employees. The training will include evacuation plans, emergency equipment location, and worksite specific safety and health hazards. Training will be documented on the Worksite Orientation Checklist (**see Appendix C**), which is forwarded to the Human Resources Office.

6.3 Job Specific Safety Training

Every job has potential health and safety risks. It is the responsibility of the supervisors and worksite managers to ensure that employees are trained to perform their duties safely. Training will be documented.

6.4 Specialized Training

Additional specialized training may be offered to some or all WMPAC employees. In some cases, such as classes required by new Cal-OSHA regulations, training may be mandatory. WMPAC encourages its employees to seek Occupational Safety and Health Training opportunities.

7.0 Employee/Employer Communication

Good communication between the WMPAC and all of its employees is an essential component of the IIPP. In addition to health and safety training, this section provides resources to increase the level of health and safety communication within WPAC.

7.1 Safety Meetings

Safety meetings will be conducted at every worksite on a quarterly basis. Employees are encouraged to raise concerns and ask questions about workplace health and safety. Supervisors and worksite managers will provide health and safety training that covers any hazards that may have been recently introduced or identified at the worksite. Safety meetings may be held as part of a regular staff meeting. Records (**See Appendix B**) including what topics were covered, the trainer, and a list of attendees will be forwarded to the Human Resources Office.

7.2 Bulletin Boards

Every WWPAC facility will have a location where safety and health notices are posted. Worksite managers will contact the Human Resources Office to obtain required posting materials.

7.3 WWPAC Health and Safety Committee

The WWPAC Health and Safety Committee help to ensure communications between the WWPAC and its employees. The committee has the following responsibilities:

- Schedule bi-monthly (every other month) meetings
- Make available to WWPAC employees written records of the safety and health issues discussed
- Review worksite inspection results
- Review investigations of occupational injuries and accidents
- Submit incident prevention suggestions to the Director
- Review investigations of any alleged hazard brought to the committee's attention
- If appropriate, conduct its own inspection and investigation of alleged hazards
- Review and evaluate employee safety recommendations
- Upon request, verify actions taken by the WWPAC to abate CAL-OSHA citations

8.0 Occupational Injury and Illness: Reporting Procedures

8.1 Employee's Responsibility

Employees will immediately report occupational injuries or illnesses to their supervisor. In the case of injuries or illnesses that do not require immediate emergency treatment, the employee will make every effort to report to his or her supervisor prior to seeking medical treatment.

Immediately after an injury or illness occurs, the employee, with the assistance of their supervisor, will fill out the required Worker's Compensation Claim Forms. In the event that an injury or illness involves time lost from work, the employee will contact the Human Resources Office as soon as possible to discuss paycheck disbursement. The employee is also responsible, if incapacitated, to keep their supervisor informed of their condition.

8.2 Supervisor's Responsibility

The supervisor will assist the employee in obtaining prompt medical treatment of occupational injuries and illnesses.

If emergency treatment of the injury or illness is not required, the supervisor and the employee will complete the WWPAC's Worker's Compensation documentation together. The supervisor will provide the employee with a copy of documentation for the treating

health care provider. Paperwork will be completed and filed on the same day and shift of the injury.

In the event of a fatality or a serious occupational injury (A serious injury or illness is an injury or illness that results in death, requires hospitalization or more than 24 hours, results in the loss of any member of the body, or produces any serious degree of permanent disfigurement), the supervisor must immediately notify their superior, and the Director of Human Resources. The Building & Grounds Superintendent will notify Cal-OSHA within 8 hours of the incident.

8.3 Worksite Manager's Responsibility

The worksite manager is responsible for conducting an investigation of the accident. Accident Investigation Forms are available in **Appendix D**.

8.4 Director of Human Resources Responsibility

The Director of Human Resources (or designee) will review all forms for completeness and forward them to the Third Party Administrator (TPA). Copies will be maintained in the Human Resources Office. If required, the injury or illness will be recorded on the OSHA 300 log.

8.5 Managing Director

In the event of a fatality, a serious injury or serious illness the Managing Director will notify Cal-OSHA and the City's Department of Public Health, Occupational Safety and Health Program Manager at (415) 554-2793.

9.0 Accident Investigation

Accident investigation is the responsibility of the Chief Engineer, Director of Security, Stage Electricians where the incident occurred. All accidents resulting in injury and all "near misses" require an investigation. A near miss is an incident, with the potential to produce a serious occupational injury or illness that did not or has not yet resulted in an occupational injury or illness (e.g. Bookshelf falling over).

Copies of the Accident Investigation Report (**Appendix D**) will be submitted to the Director of Human Resources within 3 business days.

10.0 Cal-OSHA Inspections and Citations

The Building & Grounds Superintendent will be notified immediately of any Cal-OSHA inspection. The Building & Grounds Superintendent will accompany the Cal-OSHA inspector and provide requested information. If a citation is issued, corrective action will be initiated. The BGS will track citation abatement activities, correspond (maintain copies of all correspondence) with Cal-OSHA, and maintain citation records. A copy of the citation will be posted as required.

11.0 Employee Compliance

All WMPAC employees, regardless of job classification, are expected to comply with health and safety procedures and regulations. There are three basic methods the WMPAC will utilize to encourage this compliance: training, positive reinforcement, and disciplinary action.

11.1 Training

The WMPAC's training program is outlined in IPP Section 7.

11.2 Positive Reinforcement

Employees will be encouraged to follow safe work practices and rewarded when they do. Formal methods for acknowledging employees need to be determined.

11.3 Disciplinary Action

Willful or continued failure to obey applicable health and safety policies and regulations will not be tolerated. Discipline will be progressive and in accordance with WMPAC and Civil Service procedures. Documentation of disciplinary procedures is required.

12.0 Record keeping and Employee Access to Records

All inspection, hazard identification, and training records will be maintained for at least 1 year. Employee medical records will be maintained for 30 years post employment. WMPAC Employees may request copies of their medical records from the Human Resources Department.

APPENDIX A

WORKSITE INSPECTION FORM

WMPAC Quarterly Worksite Inspection Form

Inspection Date: _____

Location: _____

Inspector: _____

Legend

√ = Okay

X = Needs attention (explain on next page)

NA = Not Applicable

<i>WORK AREAS</i>	<i>FIRE PREVENTION</i>
<input type="checkbox"/> Worksites are clean	<input type="checkbox"/> Fire alarm system tested according to manufacturer's specifications
<input type="checkbox"/> Work areas are well lit	<input type="checkbox"/> Annual fire drills are conducted
<input type="checkbox"/> Floor free of tripping hazards	<input type="checkbox"/> Date of last drill _____
<input type="checkbox"/> Carpets secured to floor	<input type="checkbox"/> Fire alarm pull-boxes unobstructed
<input type="checkbox"/> Materials not stored on top of shelving	<input type="checkbox"/> Evacuation routes & maps posted
<input type="checkbox"/> Heavy Items stored low on shelving	<input type="checkbox"/> Fire doors (doors to hallways, stairwells, Elevators) not blocked
<input type="checkbox"/> Bookshelves & file cabinets secured to wall or each other	<input type="checkbox"/> Branch staff trained (emergency plan and fire extinguisher use)
<input type="checkbox"/> File drawers not overfilled	<input type="checkbox"/> Fire extinguishers wall mounted, Current
<input type="checkbox"/> Electrical cords intact (not frayed)	<input type="checkbox"/> 18" clearance is maintained below sprinkler heads (if present)
<input type="checkbox"/> Walls, ceiling, & floors free from open holes or other damage	<i>EMERGENCY EXITS</i>
<input type="checkbox"/> Minimum of 34" walkway & aisle clearance	<input type="checkbox"/> All exits marked and well lit
<input type="checkbox"/> Breakrooms (Kitchen Areas) clean	<input type="checkbox"/> Directions to exits clearly marked
<input type="checkbox"/> Food products stored appropriately	<input type="checkbox"/> Exit routes not blocked
<input type="checkbox"/> Supply rooms orderly & equipped with steptools, hand trucks, carts to minimize reaching and awkward lifting	Doors that could be mistaken for exits are Clearly marked: "NOT AN EXIT," "TO BASEMENT" etc.
<input type="checkbox"/> Restroom Facilities clean & stocked	<i>ERGONOMICS</i>
<i>FACILITY COMMUNICATION</i>	<input type="checkbox"/> Adequate clearance under the desk for the feet, knees, and chair arms
<input type="checkbox"/> Required health and safety posters clearly posted for employees: (posted in central location, i.e. break room):	<input type="checkbox"/> Moderate to heavy (→4 hrs/day) computer users have attended ergonomics training
1. Emergency Telephone Numbers posted	<input type="checkbox"/> Commonly used items (calculators, staplers) are within comfortable reach
2. Health & Safety Protection on the Job	<input type="checkbox"/> Telephone is close to where the employee works most frequently
3. Worker's Compensation Information	<input type="checkbox"/> Headset or speaker-phone used if extended phone time required
4. Occupational Injury/Illness/Near Misses Reporting Requirements	<input type="checkbox"/> Ergonomic Inspection forms (on Staffnet) used to evaluate computer workstations
5. OSHA 300 Log: posted February thru April	<input type="checkbox"/> Employees at risk for back injuries receive proper lifting techniques and equipment training
<input type="checkbox"/> Injury and Illness Prevention Program (IIPP) accessible to all employees	
<input type="checkbox"/> Material Safety Data Sheets (MSDs) for Hazardous materials available	
<input type="checkbox"/> Chemical containers properly labeled	
<input type="checkbox"/> Employees using or exposed to hazardous substances trained annually	
<i>SECURITY</i>	
<input type="checkbox"/> ID Badges are worn by all employees	
<input type="checkbox"/> Bomb Threat Protocols next to telephones	

WMPAC Quarterly Worksite Inspection Form

Inspection Remarks (Attach additional sheets if needed and attach Work Order Requests and other paperwork that can help us assist you)

Problem	Person Responsible	Date Corrected
Submission Instructions <ul style="list-style-type: none">• Attach supplemental information (repair orders, receipts, email correspondence)• Make a copy for your records• Send original to Kevin Kelly		

APPENDIX B

SAFETY MEETING/ SAFETY TRAINING RECORD

SAFETY MEETING / TRAINING RECORD

Section/Unit/Area:	Date:
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Facilitator/Trainer:	Signature:
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Training Subject:	Meeting / Training Time:
--------------------------	---------------------------------

Employee Questions and Recommendations:

Employee's Name (Print)	Employee's Signature	Job Class
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

INSTRUCTIONS FOR SUBMISSION:

1. Attach supplemental information (handouts, training topic outline, training objectives, etc.)
2. Make a copy for your records
3. Send original to Kevin Kelly

APPENDIX C

WORKSITE ORIENTATION CHECKLIST

**WMPAC:
Worksite Orientation Checklist**

Orientation Date:

Employee Name:

Location:

Supervisor:

Signature:

Signature:

Orientation Questions	Answers (Yes, No or NA)
Do you know the location of all fire extinguishers and fire fighting equipment?	
Have you reviewed the Injury & Illness Prevention Plan (IIPP)	
Are you familiar with your Facility Emergency Plan?	
Do you know where the evacuation routes are from your work locations?	
Do you know where the emergency phone numbers are posted?	
Do you understand what your role and responsibilities are during the evacuation of your building?	
Do you know where the flashlights, first aid supplies, and emergency radio are located in your building?	

Worksite Orientation Checklist Submission Instructions

1. Attach supplemental information (Employee Remarks or Comments).
2. Make a copy for your records.
3. Send original to Kevin Kelly.

APPENDIX D

ACCIDENT INVESTIGATION FORM

WMPAC: IIPP

Accident Investigation Report Form

The Accident Investigation Report Form is completed when:

- An Employee is injured on the job.
- A patron is injured.
- An incident occurs that may have resulted in a serious injury. (applies whether someone was actually injured or not).

This form should be completed by the injured employee's Supervisor or Worksite Manager ONLY!

Facility: _____ Address: _____
Supervisor: _____ Signature: _____
Supervisor Phone #: _____ Supervisor Fax #: _____

1. Date of Accident: _____ Time of Accident: _____
2. Was anyone injured?: _____
3. If yes, was the injured person on a WMPAC employee or a patron? _____
4. Injured person's full name, address & telephone # _____

5. Was Property Damaged? (Describe): _____

6. Were Services Disrupted due to the accident? (Describe): _____

7. Describe how the accident occurred? Using the sequence below, fully describe the accident and any factors that you think may have contributed to the accident. The goal here is to prevent another accident from happening. This is your opportunity to contribute to the problem solving process. Please attach additional pages if necessary:
 - A. Who? _____

 - B. What? _____

 - C. Where? _____

WMPAC: IIPP

Accident Investigation Report Form - continued

D. When? _____

E. Why? _____

F. How? _____

G. What actions should be taken to prevent a similar accident?: _____

H. Employee Suggestion for preventing similar accidents?: _____

8. Please list the names and contact information of any witnesses that may have observed the accident: _____

Instructions for Submission of Accident Investigation Report Forms

1. Attach Supplemental Information (repair orders, receipt, and email Correspondence.
2. Make a copy for your records.
3. Send original to Kevin Kelly.

***Cal-OSHA Inspection Procedures:
When the Inspector Arrives***

- Ask the Inspector to provide credentials, identification, and the purpose of the visit.
- Notify supervisor immediately! Supervisor will contact Kevin Kelly or John Rolandelli prior to begin the inspection.
- Kevin Kelly will contact DPH OSH to request that an OSH Staffer will accompany the Cal-OSHA Inspector.
- Answer Questions Honestly. If you do not know the answer, say "I don't know."
- Do not volunteer unnecessary information. Inspections can be time consuming and additional information will only increase inspection time.
- If the citation is issued from Cal/OSHA, appropriate corrective action to abate a Cal/OSHA citation will be initiated and completed as soon as possible.
- Post Inspection & Citation:
 - Copy of citation is forwarded to the Facility Safety Coordinator. Citation will be posted on the Safety Bulletin Board for three (3) days or until issue has been abated.
 - Forward copies of the Cal/OSHA citations, corrective action plans, and any other correspondence to OSH Section.
 - Inform their manager of any citations received.
- All issued citations will be automatically appealed.