

## OSHA Inspection Checklist

Initial Actions		YES	NO
1	Did OSHA Inspector <b>check in</b> with superintendent/project manager before starting inspection?	<input type="checkbox"/>	<input type="checkbox"/>
2	Require OSHA Inspector to <b>show identification</b> before allowing inspection.	<input type="checkbox"/>	<input type="checkbox"/>
	Name of Inspector:		
	Inspector's phone number:		
3	Contact Beeler Construction Safety Director.	<input type="checkbox"/>	<input type="checkbox"/>
4	Ask OSHA Inspector <b>purpose</b> of inspections.		
	Scheduled "U-Tenn" Inspection.	<input type="checkbox"/>	<input type="checkbox"/>
	Dodge Reports.	<input type="checkbox"/>	<input type="checkbox"/>
	Complaint? Nature of complaint:	<input type="checkbox"/>	<input type="checkbox"/>
	Drive By? Nature of concern:	<input type="checkbox"/>	<input type="checkbox"/>
	Accident? Nature of the accident:	<input type="checkbox"/>	<input type="checkbox"/>
5	Request that OSHA Inspector <b>wait</b> until company safety director arrives.	<input type="checkbox"/>	<input type="checkbox"/>
6	Do <b>not allow</b> OSHA Inspector to proceed with inspection until safety director, supervisor or project manager arrives.	<input type="checkbox"/>	<input type="checkbox"/>

Opening Conference		YES	NO
7	Show the Inspector a copy of the Beeler Construction <b>Safety Manual</b> .	<input type="checkbox"/>	<input type="checkbox"/>
8	If the Inspector insists on a jobsite inspection, request a <b>Focused Inspection</b> .	<input type="checkbox"/>	<input type="checkbox"/>
9	If the Inspector denies a Focused Inspection, ask why Focused Inspection <b>denied</b> .	<input type="checkbox"/>	<input type="checkbox"/>
10	Ask the Inspector approximately <b>how long</b> the inspection will take.	<input type="checkbox"/>	<input type="checkbox"/>

Jobsite Inspection		YES	NO
11	<b>Accompany</b> Inspector at all times during inspection.	<input type="checkbox"/>	<input type="checkbox"/>
12	<b>Take notes</b> that detail the Inspector's questions and yours and other's responses.	<input type="checkbox"/>	<input type="checkbox"/>
13	Do not permit the Inspector to enter potentially <b>dangerous areas</b> .	<input type="checkbox"/>	<input type="checkbox"/>
14	Did the Inspector interview workers at the jobsite?	<input type="checkbox"/>	<input type="checkbox"/>
	Subcontractor and worker name:		
	Subcontractor and worker name:		
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	Subcontractor and worker name:		
	Subcontractor and worker name:		
15	Take <b>photos</b> of everything the Inspector photographs from same/different angles.	<input type="checkbox"/>	<input type="checkbox"/>
16	If a Focused Inspection, limit the Inspector to questions <b>regarding falls, electrical, excavations (caught between) and stick hazards</b> .	<input type="checkbox"/>	<input type="checkbox"/>
17	If violations are noted have them <b>corrected immediately and in front of the Inspector</b> .	<input type="checkbox"/>	<input type="checkbox"/>
	Violation/Correction:		
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	Violation/Correction:		
	Violation/Correction:		



# OSHA INSPECTION REPORT

Inspection Date/Time: \_\_\_\_\_

Pre-Inspection	YES	NO
Person and title contact by OSHA:		
Did inspector show his credentials? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
Names of OSHA inspectors and their office area:		
Reason for the inspection:		
Employee complaint? (If yes, attach copy. OSHA is required by law to provide a copy).	<input type="checkbox"/>	<input type="checkbox"/>
Scheduled inspection?	<input type="checkbox"/>	<input type="checkbox"/>
Other (comment)	<input type="checkbox"/>	<input type="checkbox"/>
Opening Conference		
Names of contractors, their representatives and titles (or attach list):		
Inspection Tour	YES	NO
Who from Beeler Construction accompanied the OSHA inspector?		
Who else joined the OSHA inspection group?		
Did the inspector take any photographs?	<input type="checkbox"/>	<input type="checkbox"/>
Did Beeler Construction take any photographs?	<input type="checkbox"/>	<input type="checkbox"/>
Were safety hazards and unsafe acts observed? If yes, what were they and who had responsibility?	<input type="checkbox"/>	<input type="checkbox"/>
Was immediate corrective action taken? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
Special comments regarding inspection:		
Closing Conference	YES	NO
Did OSHA hold closing conference with Beeler Construction?	<input type="checkbox"/>	<input type="checkbox"/>
With other contractors?	<input type="checkbox"/>	<input type="checkbox"/>
Names of contractors, their representatives and titles (or attach list):		
What alleged OSHA violations were discussed and with whom (or attach list):		
At the closing conference, it is very important to establish which citations rightfully belong to Beeler Construction versus other companies. When citations are incorrectly assigned, Beeler Construction is forced to spend unnecessary time and money contesting them.		
This OSHA Inspection Report is to be started at the beginning of and completed immediately after an OSHA inspection.		