

EH&S Fact Sheet

Cal/OSHA Inspections

What is a Cal/OSHA Inspection?

Cal/OSHA inspectors can make unannounced visits to make sure that the Berkeley campus and associated facilities are safe and healthy. Normally, they contact EH&S first by coming to the EH&S main office. If they show up at your workplace without an EH&S escort, call EH&S immediately at 642-3073. EH&S will help ensure the appropriate labor union(s) is/are involved and will provide additional support throughout the process.

What triggers an inspection?

Inspections can happen at any time. Inspectors visit worksites after a serious injury or employee complaint. Additionally, as part of the recent UCLA settlement (<http://ehs.ucla.edu/UCSettlement.pdf>) agreement with the Los Angeles District Attorney, Cal/OSHA may also make unannounced visits to laboratory facilities in Chemistry Department affiliated laboratories.

Cal/OSHA Inspection DO's and DON'Ts

DO's

- ✓ Ask for identification
- ✓ Immediately contact EH&S at 642-3073
- ✓ Be courteous and friendly
- ✓ Listen to questions carefully and provide neutral, concise fact-based answers
- ✓ Be prepared to show lab based health and safety documents (electronic or hard copy versions of your Chemical Hygiene plan, lab safety manual, SOPs with signature sheets etc.)

DON'Ts

- × Give opinions or guesses
- × Be argumentative

What should you do if an inspector shows up to inspect your department?

First, politely ask for identification if it is not offered. The inspector must ask for permission from a management representative to conduct the inspection. EH&S personnel serve as these management representatives on campus. Call EH&S at 642-3073 immediately and inform EH&S of the pending inspection. The Cal/OSHA inspector should wait up to an hour for an EH&S representative before beginning his/her inspection. Please note that Cal/OSHA personnel can document observable conditions and/or start the inspection if a loss of critical information could occur while awaiting arrival of an EH&S representative. This is at the determination of the Cal/OSHA Inspector.

What will happen during the inspection?

The Cal/OSHA inspector will start with an opening conference to explain the reason for the visit. An inspection walkthrough of the entire department or a targeted work area will follow. Inspectors have the right to walk around the area (accompanied), interview employees in private, and document conditions with photos and measurements. Employees may ask for legal representation

provided by the university to be present during the interview if desired. Represented employees may ask for a shop steward or other union representative to be present during interviews.

What could happen during the inspection?

The Cal/OSHA inspector may ask you questions about any activity going on in your work area including what you are currently working on. They may ask to see any applicable SOPs and your signature on the document or other proof of training. They may ask you to describe the training you've received on The Fundamentals of Lab Safety (EHS 101). Other possible items they may explore are outlined in the attached document.

How do you find out what the inspector observed?

Immediately after the walkthrough, the inspector will conduct a closing conference and provide inspection results. He/she may ask for protocols, SOPs, or other documents to be submitted to Cal/OSHA within 1-14 days. He/she can ask for your department's Injury and Illness Prevention Program (IIPP) at the time of the closing conference.

What follow-up must you provide?

Make corrective actions and gather requested documents and provide them to EH&S for submission to Cal/OSHA by the stated deadline. Missed deadlines can result in additional inspections, citations and fines.