

Preparing for an OSHA (Occupational Safety and Health Administration) inspection is essential to ensure your workplace meets all applicable safety standards and to minimize the risk of citations or fines. Here's a step-by-step guide to help you prepare:

### 1. Understand OSHA Regulations

- Review OSHA standards relevant to your industry (e.g., General Industry [29 CFR 1910], Construction [29 CFR 1926]).
- Be aware of state-specific OSHA regulations if you're in a state-plan state.

### 2. Conduct Internal Audits

- Perform a self-inspection using OSHA checklists.
- Identify and correct hazards (e.g., blocked exits, unguarded machines, poor housekeeping).
- Document corrective actions taken.

### 3. Maintain Accurate Records

- **Injury and illness logs** (OSHA 300, 300A, and 301).
- **Safety data sheets (SDSs)** for all hazardous chemicals.
- **Training records** for required safety programs (e.g., forklift operation, hazard communication).
- **Inspection and maintenance logs** (e.g., fire extinguishers, PPE, equipment).

### 4. Train Employees

- Ensure employees understand their rights under OSHA.
- Train staff on emergency procedures, hazard recognition, and specific OSHA-required topics.
- Conduct mock inspections or safety drills.

### 5. Designate an OSHA Inspection Coordinator

- Choose someone to greet and accompany the inspector.
- Ensure this person knows where safety documentation is kept and how to access key personnel.

### 6. Fix Obvious Hazards Immediately

- Broken ladders, frayed cords, unlabeled containers—correct these before OSHA sees them.
- Take before-and-after photos of corrections to show good faith efforts.

### 7. Know What to Expect During an Inspection

- **Opening Conference:** OSHA explains why they're there and what they'll inspect.
- **Walkaround:** Inspector tours the facility to identify hazards.
- **Closing Conference:** Inspector discusses findings and possible citations.

## **8. Prepare a Plan for Handling the Inspection**

- Ensure managers and supervisors know not to argue with the inspector.
- Only answer what is asked; avoid volunteering extra information.
- Take notes and photos of what the inspector documents.

## **9. Ensure Access to Required Postings**

- OSHA Job Safety and Health: It's the Law poster.
- OSHA 300A Summary (posted Feb 1–Apr 30 each year).
- Any required safety signage (e.g., emergency exits, PPE requirements).

## **10. Follow Up After the Inspection**

- Respond promptly to any citations.
- Implement corrective actions.
- Consider consulting a safety professional if you're unsure how to address violations.

For more information on OSHA Inspections, please visit: [www.osha.gov/enforcement](https://www.osha.gov/enforcement) to find an [Inspection Fact Sheet](#) and an [Inspection Process Video](#) and more