SDIS

THIS IS NOT LEGAL ADVICE

Quick Reference Guide

OR-OSHA INSPECTION

If OR-OSHA showed up at your office to conduct a compliance inspection, would your staff know what to do? Who to call? Below you will find information to assist your district in developing a plan prior to a compliance visit.

When an OR-OSHA Compliance Officer shows up to your office:

- Verify by checking their credentials
- Contact your District Manager, Safety Officer, Risk Manager or designated person
- Have someone contact your insurance agent and/or the SDIS Risk Management Department if needed
- Determine what type of visit the compliance officer is there for
  - Employee complaint
  - Comprehensive inspection or partial inspection
  - Safety inspection or health inspection
  - Employee injury

Documents they may want to see include:

- OR-OSHA 300 Log
- Safety Committee training records
- Written safety programs
- Staff training records
- Safety Committee meeting minutes

Here are a few things to remember:

- They may interview employees
- Hand them only documents requested
- Fix any deficiencies right away if possible

Each district should be prepared at any time for an OR-OSHA visit. The inspector may want to see your paperwork and facilities. If you have the documents above, you are on your way to being prepared. Remember the SDAO Risk Management staff is here is assist you. If you have any questions, please contact us.

SDAO
SPECIAL DISTRICTS ASSOCIATION OF OREGON

Administered by Special Districts Association of Oregon
Toll-Free: 800-285-5461 | Phone: 503-371-8667
Email: sdao@sdao.com
www.sdao.com

SDIS
SPECIAL DISTRICTS INSURANCE SERVICES