

2.23.23

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) INSPECTION PROCEDURES

SHOW THEM HOW WE GET IT DONE...SAFELY.

The purpose of this plan is to describe the specific actions required of employee-owners and subcontractor employees upon the arrival of an OSHA Compliance Officer at a Company workplace or jobsite to inspect facilities or equipment or to investigate related matters. It is the responsibility of the Department of Labor, Division of Occupational Safety and Health Administration to carry out compliance for Occupational Safety and Health. In this regard, Federal OSHA Compliance Safety and Health Officers carry out the enforcement and monitoring aspects of the Act. The OSH Act is applicable to all contractor organizations (including subcontractor activities/operations). The Company will review and evaluate this program on an annual basis, when changes occur to the regulations, when operational changes occur that require a revision of this document, when there is an accident or near-miss that relates to this area of safety, or any time fall protection procedures fail.

NOTICE OF AN OSHA INSPECTION

Upon receipt of notice on OSHA inspection or if an OSHA Compliance Officer arrives on site, the supervisor is responsible for contacting the Safety Manager.

TRAINING REQUIREMENTS

The Company will provide training to all supervisors to ensure that they understand the importance and the necessary procedures which must be taken in the event of an OSHA inspection. Training will be conducted by the Safety Manager or other designated competent personnel. The training will include the information contained in this procedure and other applicable information as deemed necessary by the Safety Manager.

RECEIVING THE COMPLIANCE OFFICER

Upon the arrival of a Compliance Officer, the Safety Manager shall greet the individual and verify the Compliance Officer's credentials. All personnel is expected to be courteous and professional during any OSHA inspection.

Subcontractor's representative(s) should participate in the inspection process. The contractor may request time for their Safety Manager and/or safety representative to get to the jobsite. Ask if the inspection can take place at a time when the Company representative can be there.

OPENING CONFERENCE

An opening conference will be conducted by the Compliance Officer. It will normally be held at the jobsite and must include representatives of all companies affected by the Compliance Officer's visit.

The Compliance Officer will usually cover the following topics during the opening conference:

- Nature and purpose of visit – Focused inspection, employee-owner complaint, etc.
- Scope of inspection – Areas to be inspected, employee-owner interviews, etc.
- Equipment to be used – Camera, sound level meter, air monitor, etc.
- Records to be reviewed
- Invitation to participate in the inspection – contractor and subcontractor personnel
- Distribution of OSHA materials – copies of the act, standards, promotional materials, etc.

WALK-AROUND INSPECTION

The inspection shall be conducted within reasonable limits and in a reasonable manner during regular working hours except when mutually agreed upon by parties concerned.

The Compliance Officer shall comply with all the health and safety rules during the inspection, including the wearing of required personal protective equipment.

During the course of the inspection, the Compliance Officer may:

- Agree to the participation of more than one employer representative and one employee-owner representative in the walk-around.
- Interview, question, or invite comments from a reasonable number of employee-owners. If consultation unduly hinders work activity, he/she may arrange for off-duty interviews at a location other than the workplace. Written statements may be taken under certain conditions.
- Receive complaints from employee-owners regarding possible violation(s) of the standards, provided there is no interference with the inspection.

The Compliance Officer shall be permitted to take photographs.

During the course of the inspection, the Company and subcontractor designated jobsite representative(s) will:

- Accompany the Compliance Officer at all times during the inspection.
- Take detailed notes of inspection activities (comments, samples/tests taken, records given/reviewed, location of photos taken, etc.).
- Photograph anything that the Compliance Officer photographs (if a camera is available).
- If requested, ensure that the Compliance Officer is permitted interviews with jobsite employee-owners. Employee-owners do not have to allow themselves to be interviewed and may insist that interviews be accompanied by another person(s).

At the conclusion of the walk-around, the Compliance Officer will ensure that employee-owner representatives are informed of the apparent violation(s), if any, found during the inspection. Make careful notes about Compliance Officer's questions concerning training and understanding by employee-owners.

CLOSING CONFERENCE

At completion of the inspection, a closing conference will be arranged to permit the Compliance Officer to advise both the contractor and/or any subcontractor representatives of any alleged violation(s) observed during the inspection. The Compliance Officer should indicate the applicable section(s) of the standards which are alleged to have been violated and provide the following:

- Alleged violation(s), which may be the basis of a citation.
- Methods used to establish abatement period(s).
- Penalty determination procedures.
- Appeal and contest procedures.
- Abatement details and follow-up inspection.
- Variance procedures.
- Availability of an informal conference with the area director.
- Distribution of OSHA material (if not done at the opening conference).

77 A BRIEF NOTE ON NOTES

As with the opening conference and walk around inspection, detailed notes shall be taken by the Safety Manager during the closing conference.

FOLLOW-UP ACTIONS

After (if not during) the inspection process has been completed and the Compliance Officer has left the site, the contractor will immediately correct any violations, which can be abated "on the spot."

The contractor shall direct any cited subcontractor to correct/abate those violations for which the subcontractor has control, and which might expose employee-owners to injury or illness.