



## **VOSH Checklist**

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Construction Managers and Prime Contractors should review this checklist with their superintendents and other job site supervisory personnel prior to the start of a project and keep this on site for easy reference. Should an inspection result in a citation, consult with legal counsel before making a decision regarding the best course of action.

### **General Rules for Inspection:**

- Document each inspection in a separate file
- Be polite
- Show pride in safety program
- Pay attention during inspection

### **Record Keeping– do you have:**

- Records of all work related injuries and illnesses
- Posted OSHA 300A form
- Posted "It's the Law" poster
- Posted Citations, Abatement Plans, Variations and Requests for
- Modification of Abatement dates
- Assure that all records (for example, hazard communication program
- documentation) that could be requested are easily accessed if not on site

### **When the VOSH Officer arrives on site:**

- Determine purpose for the inspection
- Ask for the Compliance Officer's credentials
- Ask for the Compliance Officer to wait until your designated representative
- can accompany Compliance Officer to inspection site

### **Opening Conference:**

- Be forthcoming without admitting any wrongdoing
- If the inspection is because of an employee complaint, get a copy

### **Walk Around:**

- Take Compliance Officer on the most direct route to the inspection point
- Take Notes
- ID Trade Secrets
- Take a camera– Photograph what the Compliance Officer photographs
- Correct easily correctable violations
- **DO NOT ADMIT WRONGDOING**

### **Post Inspection:**

- Correct issues if possible
- File proper notice of contest in 15 days
- If a major citation, consult an attorney to assist in the contest process

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