

# FactSheet Cal-OSHA Inspections

**C**al-OSHA conducts unannounced inspections of worksites in response to serious accidents or complaints of workplace hazards/violations. Upon arrival, the inspector(s) will request critical information from the employer regarding the employer's safety programs, internal inspection records, and employee training records.

In anticipation of Cal-OSHA inspections, it is essential and critical to maintain up-to-date safety programs, documents, training, and recordkeeping.

## WHAT TO DO WHEN A CAL-OSHA INSPECTOR SHOWS UP AT YOUR WORK SITE

- Request a photo ID from the Cal-OSHA inspector.
- Contact EH&S immediately at (323) 442-2200.
- If Cal-OSHA notifies your department via USMail, contact EH&S immediately. Scan and email a copy of the letter immediately to [injuryprevention@usc.edu](mailto:injuryprevention@usc.edu).
- Wait for the EH&S representative before beginning the inspection.



## WHAT TO EXPECT DURING THE INSPECTION

- An opening conference will be initiated by Cal-OSHA to explain the reason for the inspection.
- The inspector(s) may limit inspections to target areas or may expand to broader areas. EH&S and your department representative will accompany the inspector(s).
- Inspectors have the legal right to investigate each area, interview employees, take measurements (if needed), photograph the areas, and document hazards.



## WHAT TO EXPECT AFTER THE INSPECTION

- A closing conference then takes place to discuss findings.
- Department representatives and EH&S will have the opportunity to question the inspector(s) about the findings.

## ADDITIONAL INFORMATION

[Cal-OSHA Publications](#) (e.g., BBP, Confined Space)

[Cal-OSHA Consultation eTools](#) (e.g., Heat Illness Prevention, IIPP)

## What I need to do

- Contact EH&S immediately at (323) 442-2200.
  - Provide brief, fact-based answers if questioned.
  - DO NOT express opinions, guess, argue, or give unsolicited information to the inspector.
  - Keep detailed notes and photos of the inspection. Conduct similar measurements alongside the inspector to verify data.
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- The inspector may request supporting documentation such as department safety policies or programs (e.g., Injury and Illness Prevention Plan, Chemical Hygiene Plan); standard operating procedures (SOPs); training records; or other appropriate documents.
  - The department will have up to fourteen (14) days to provide the requested documents. During that time:
    - Gather requested documentation.
    - Submit documents to EH&S via [injuryprevention@usc.edu](mailto:injuryprevention@usc.edu) before the stated deadline. Note that missed deadlines can result in additional inspections, citations, and fines.

## HOW TO BEST PREPARE FOR A CAL-OSHA INSPECTION

- Be proactive in your area and department-wide.
- Conduct periodic inspections of your work site using EH&S inspection [checklists](#).
- Correct safety hazards immediately and maintain good housekeeping at all times in all areas.
- Conduct periodic audits of your safety programs; ensure that all personnel have received required training.
- Maintain electronic and/or hard copy records of all trainings, inspections, investigations, etc.

[Cal-OSHA Resources](#) - Research and Education

[The OSHA Inspection Process](#) (US Department of Labor)



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