

# Cal/OSHA Inspections

## What is a Cal/OSHA Inspection?

A Cal/OSHA inspection is an unannounced visit by an inspector to make sure that the SJSU campus and its associated facilities are safe and healthy workplaces.

## What Triggers an Inspection?

Inspectors visit work sites when they receive a complaint of a workplace safety or health hazard, a report of a fatality, or a serious work-related injury or illness.

## What to do when a Cal/OSHA Inspector Shows Up to Your Work Site

- Politely ask for a photo ID from the Cal/OSHA inspector.
- Notify EH&S immediately at **(408) 924-1969**.
- Wait for an EH&S representative to arrive before beginning the inspection.

## What to Expect During the Inspection

- The Cal/OSHA inspector will hold an opening conference to explain why the visit is taking place.
- Following the opening conference, an inspection of the work site or department will occur. The inspector has the authority to interview employees, take measurements, photograph the area, and record hazards.
- The inspector may focus on the target area or expand to larger areas. The inspector will be accompanied by an EH&S representative and/or designee
- **Important Things to Remember During the Inspection:**
  - DO NOT express your opinions, guess, argue, or provide the inspector with unsolicited information.
  - If you are questioned, respond with brief, factual answers.
  - Keep detailed notes and photos from the inspection. To verify the data, take similar measurements alongside the inspector.

## What to Expect After the Inspection

- A closing conference will be held to discuss the inspection results.
- Department representatives and EH&S personnel will have the opportunity to question the inspector regarding the findings.
- The inspector may request supporting documentation such as department safety policies or programs (for example, the Injury and Illness Prevention Program or the Chemical Hygiene Plan), standard operating procedures (SOPs), training records, or other relevant documents.
- The department will have up to 14 days to provide the inspector with the requested documents.
  - Provide the requested documents to EH&S.
  - 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 and feel free to contact EH&S to provide support.
- Use EH&S inspection checklists to conduct periodic inspections on your work site.
- Correct any safety hazards immediately, and maintain good housekeeping at all times and in all areas.
- Conduct periodic audits of your safety programs to ensure that all personnel have received the necessary training.
- Keep electronic and/or hard copy records of all trainings, inspections, and investigations.

## References

- OSHA: [Occupational Safety and Health Administration \(OSHA\) Inspections](#) fact sheet