

**January 15, 2008**

**MEMORANDUM FOR:       OSS/FCSIG JPA Liaisons  
                                  OSS/FCSIG Contact People  
                                  OSS Servicing Agents**

**SUBJECT:                   Cal OSHA Visitations**

School visitations are not high on the Cal OSHA priority list, but the following information may be helpful if you are visited:

1. Visits are not scheduled so you will not know in advance.
2. Ask for identification.
3. If possible the superintendent or assistant superintendent along with the head of the maintenance department and the district safety officer should be located and be present when the inspection takes place. Typically the OSHA staff will be willing to wait a reasonable amount of time for the participants to arrive. At a minimum there should be two district staff members present.
4. OSHA staff must explain why they are visiting. 60-70% of the inspections are a result of complaints. A very serious injury or death may also trigger a visit.
5. It is likely pictures will be taken.
6. Keep notes of who visited, what they wanted to see, as well as discussion and comment summaries.
7. Ask the OSHA staff to provide the “scope of the inspection.” It is very unlikely they will just “roam around.” They will be looking for specific circumstances.
8. At the closing conference:
  - a. Review potential violations
  - b. Go over possible remedial actions
  - c. Discuss abatement time
  - d. Do not ask questions regarding penalties.
9. Inform the risk manager as soon as possible.

10. There are experts in the field who can lend assistance, so if you desire that kind of expertise, notify the risk manager.

If you have any questions please contact me.

Henry Brock  
Risk Manager