

What to expect from an Oregon OSHA compliance inspection

Oregon OSHA compliance inspections can happen for several reasons, including a serious or fatal accident, a formal complaint, referral from another government agency, or imminent danger. But they also can be random inspections during normal business hours. When an Oregon OSHA compliance officer visits, it's best to be completely cooperative. Here are a few things to keep in mind:

During the opening conference, the compliance officer will likely:

- Introduce themselves and provide credentials
- Explain the reason, purpose, nature, and intended scope of the inspection
- Request the records that need to be examined
- Provide an opportunity for an employee representative (such as a union steward) to come along on the inspection and interviews of employees
- Inform you that they may take samples and photos
- Explain that all violations that would normally result in a citation can have a penalty reduction if corrected before the end of the inspection

For more information on Oregon OSHA inspections, citations, and appeals:

bit.ly/3Dm7jeA



You can expect a review of:

- Your current OSHA 300 log
- Safety committee meeting minutes
- Hazard inspection reports (including corrective action items)
- Accident investigation/analysis reports
- Written safety programs (these most frequently include hazard communication, permit required confined space, exposure control/bloodborne pathogens, lockout/tagout, or other programs required in your workplace)

During the walk-around inspection, the compliance officer may:

- Interview employees (employees can request an employee representative be present during an interview)
- Visually inspect the work areas (inspections typically include chemical exposures, machine guarding, electrical hazards, workstation design/ergonomics, housekeeping, personal protective equipment, tools and equipment, vehicles, and work practices)
- Take photos (we recommend you take photos of the same equipment or issues as the compliance officer)
- Conduct industrial hygiene sampling, typically for noise, chemical, or dust exposures

How to reduce penalties:

- Cooperate with the compliance officer.
- Correct hazards during the inspection process when possible.
- If you are unable to correct identified hazards during the inspection, do so as soon as you can and then inform the compliance officer of those corrections. Provide photos of corrections if possible.

During the closing conference the compliance officer will:

- Explain any violations that were noted during the inspection
- Ask you to provide information about alleged violations

If a citation is received after the inspection, you must:

- Promptly post the citation for employees for three days or until the violation is corrected, whichever occurs last.
- Post all amendments or withdrawals to a citation with the original citation for three days or until the violation is corrected, whichever occurs last.
- Correct each violation by the date ordered and notify the appropriate Oregon OSHA field office of the correction.

Penalties are due on the date the citation becomes a final order, and payments must be made either by mail or online within 20 calendar days of that date if you do not file an appeal.

You do have a right to appeal

Employers have the legal right to appeal any individual part or the entirety of any citation. The appeal must be filed online or by mail within 30 calendar days from the receipt of the citation. An appeal is filed once received by Oregon OSHA, the Department of Consumer and Business Services, or the Workers' Compensation Board.

The appeal request must:

- Be in writing, but does not have to be in any specific format
- Include the employer's name, address, and telephone number
- State the citation's inspection number or optional report number
- Indicate each item being appealed and the reason for each item's appeal