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OSHA INSPECTIONS


1. POLICY

SHE will make every effort to cooperate with Federal and State OSHA Officials during authorized jobsite inspections.

2. INSPECTION PROCEDURES

In the event a Federal or State OSHA Compliance Officer arrives at your jobsite for an inspection, the following steps should be taken:

- A. Do not let the inspector sit and wait. After seeing his credentials, show him to the jobsite and accompany him on his inspection.
- B. Always be courteous.
- C. Answer any question but do not volunteer information.
- D. Make immediate efforts to correct any valid discrepancies if it is within your power. Showing the inspector that SHES wishes to comply with the law will be in SHES favor.
- E. When possible, notify the SHES Office or Office Manager of the inspection and the major points discussed.

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OSHA RECORD KEEPING

OSHA record keeping requirements for field jobsites.


1. Required Records and Postings
 - A. OSHA Form 200 “Log and Summary of Occupational Injuries and Illnesses.” (Sample copy attached).
 - B. OSHA Job Poster “Safety and Health Protection on the Job” (copy attached).
 - C. Emergency medical information. (See Section B5).
2. Supporting Records - jobsite copies of all accident reports (not attached).
3. Record Keeping Procedure

The OSHA regulations required that the OSHA jobsite poster be posted on the jobsite and that records of all “OSHA Recordable” injuries and illnesses be kept.

The jobsite poster should be posted in the trailer on permanent type signs. If not, every Supervisor’s Accident Report envelope has a copy included, which can be posted. This poster briefly describes what the Occupational Safety and Health Act of 1970 provides for the worker.

Any time an employee experiences a “Recordable” work related injury or illness, an OSHA Form 101 must be filled out. Since the Supervisor’s Accident / Injury Report were designed to require the same information as the OSHA Form 101, this OSHA Form 101 is not necessary. Filling in all the information requested on the accident report is necessary.

You will notice that the word “Recordable” was used. They do not classify most of the doctor cases experienced in the field as “Recordable.” The Office Manager determines which cases are recordable, based on information contained on the Supervisor’s Accident / Injury Report.

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OSHA regulations require that the jobsite have a copy of the OSHA 200 that is not more than 45 days old. A blank OSHA 200 is sent at the start of the job in an accident report envelope. An updated copy is sent out monthly until the end of the job. The supervisor should keep only the most current OSHA form 200 in the accident envelope.

4. Official Records Center

The SHES Office maintains the official OSHA records for the SHES Field Operations. Should your job be inspected by an OSHA Compliance Officer, have the OSHA Compliance Officer call the Office Manager at the SHES Office if they have any questions regarding record keeping.