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WHAT TO DO WHEN OSHA SHOWS UP AT YOUR DOOR



HOUSEKEEPING



~60-minute webinar with time for Q&A



Use the Q&A feature to submit questions



This session will be recorded and emailed following the live session

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MODERATOR

LACEY PARTIPILO

VP, Client Success

Xenium HR



SPEAKER

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SAFETY NORTHWEST LLC

OBJECTIVES

- Gain practical knowledge of what to expect if OSHA comes knocking
- How to prepare your team
- Inspection and appeals process
- OSHA consultation, yes or no?

OSHA'S HERE,
NOW WHAT?



RECEPTIONIST / FRONT DESK

- Ask for credentials
- Notify designated OSHA response person
- Do not deny entry
- Do not volunteer information



SUPERVISOR / MANAGER

- Notify safety lead and leadership
- Gather requested records (or HR)
- Designate or coordinate escort for walkthrough
- Attend opening conference (if needed)



HR/SAFETY

- Gather requested records
- Attend opening conference
- Take notes
- Document everything OSHA reviews



FACILITY WALKTHROUGH

- Answer questions, don’t volunteer additional information
- Take pictures of anything enforcement officer does
- Take notes
- Make corrections (if able) during walkthrough

EMPLOYEE INTERVIEW DO'S / DON'TS

Remember employees can get very nervous, so be sure that they are prepared!

What employees should know:

- Tell the truth
- Answer only the question asked
- It is ok to say "I don't know"
- Don't speculate
- Don't guess

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OSHA READINESS CHECKLIST

- [ ] OSHA 300 logs current
- [ ] Safety committee minutes complete
- [ ] Training records accessible
- [ ] Written programs updated
- [ ] Accident investigations documented
- [ ] Corrected actions documented/completed
- [ ] OSHA response team identified
- [ ] Team knows what to do!



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MOST COMMON MISTAKES

- Training occurred but not documented
- Safety committee meeting minutes not recorded or incomplete
- Written programs not updated or not available
- SDS books not updated or available
- Supervisors can’t explain safety expectations
- Hazards identified but corrective action not documented or completed
- Employees give inconsistent answers during interviews

REMEMBER,

IF IT ISN'T DOCUMENTED, OSHA ASSUMES IT DIDN'T HAPPEN

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PENALTY INFO

PENALTY TABLE – PRE 2024

437-001-0145 Penalty for Other than Serious or Serious Violation

Table 1 Penalty table

Probability	Severity	Probability	Severity	
Other Than Serious		Other Than Serious		
			Serious Physical Harm	
Low	0	Low	$300	$3,750
High	$300	Medium	$750	$6,500
		High	$2,150	$13,500

Table 2 Penalty size adjustments

Number of employees	Percent reduction
1-10	75
11-25	60
26-90	40
91-130	30
131-175	20
176-250	10
251 or more	No adjustment

VIOLATIONS AND PENALTIES - FIRST-INSTANCE VIOLATIONS

FIRST-INSTANCE PENALTY TABLE		
Other than serious-rated violation		
Probability	Severity (base penalty)	
	Other than serious	
Low	$0	
High	$300	
Serious-rated violation		
Probability	Severity (base penalty)	
	Serious physical harm	Death
Low	$3,643	$12,147
Medium	$7,287	$14,576
High	$9,717	$17,004

EMPLOYER SIZE ADJUSTMENT TABLE	
Number of employees	**Adjustment reduction**
1-10	-75%
11-25	-60%
26-90	-40%
91-130	-30%
131-175	-20%
176-250	-10%
251 or more	No size adjustment

	Penalty					
Adjustment	**Low serious**	**Medium serious**	**High serious**	**Low death**	**Medium death**	**High death**
30%	4736	9473	12632	15791	17004**	17004**
20%	4372	8744	11660	14576	17004**	17004**
10%	4008	8015	10688	13362	16033	17004**
Initial penalty	3643	7287	9717	12147	14576	17004
-10%	3279	6558	8745	10932	13118	15303
-20%	2915	5829	7773	9717	11661	13603
-30%	2550	5101	6802	8503	10203	11903
-40%	2186	4372	5830	7288	8745	10202
-50%	1822	3643	4858	6073	7288	8502
-60%	1457	2915	3887	4859	5830	6801
-70%	1214*	2186	2915	3644	4373	5101
-75%	1214*	1822	2429	3037	3644	4251
-80%	1214*	1457	1943	2429	2915	3401
-85%	1214*	1214*	1458	1822	2186	2551
-90%	1214*	1214*	1214*	1214*	1458	1700
-95%	1214*	1214*	1214*	1214*	1214*	1214*

TOP 25
CITATIONS

TOP 25 CITATIONS

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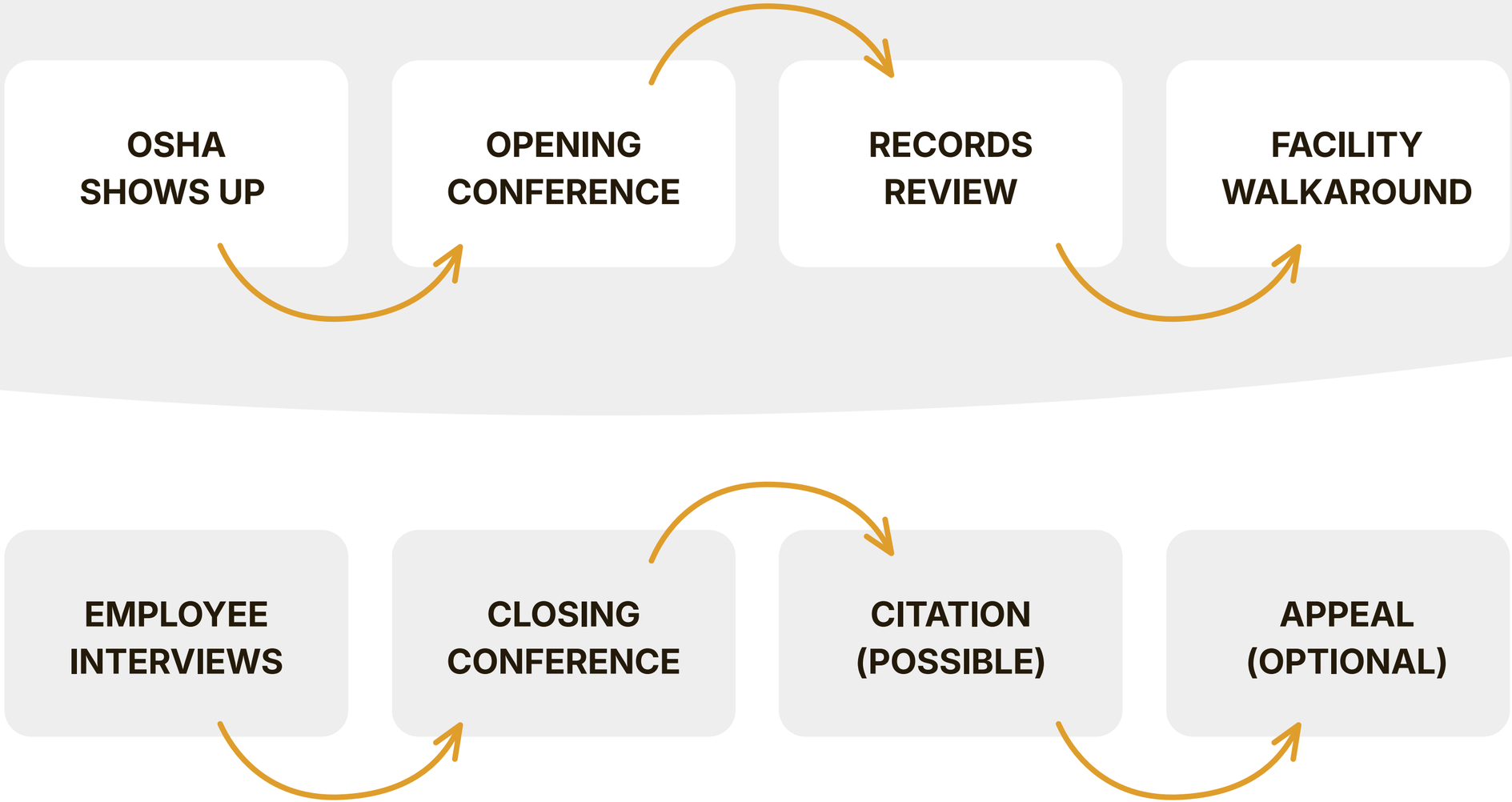
Oregon OSHA - ENFORCEMENT								
Rank	Standard Violated	Subject	Total Violations	Serious	Repeat	Willful	Other	Total Initial Penalties
1	29 CFR 1910.1200(e)	Written hazard communication program	408	138	0	0	270	$280,902
2	OAR 437-003-1501(1)	Fall protection	391	280	109	2	0	$5,043,872
3	OAR 437-001-0765(1)	Rules about safety committees or safety meetings	376	100	2	0	274	$234,174
4	OAR 437-001-0765(13)	Documentation of safety committee meetings	210	5	4	0	201	$58,522
5	OAR 437-003-0503(2)	Certification of fall-protection training	152	0	10	0	142	$120,632
6	29 CFR 1926.1053(b)	Requirements for use of ladders	146	126	17	0	3	$805,944
7	29 CFR 1910.1200(g)	Safety data sheets	135	9	3	0	123	$63,548
8	OAR 437-002-0187(2)	Rules regarding inspection and maintenance of fire	108	2	0	0	106	$2,354
9	29 CFR 1910.28(b)	Protection from fall hazards	100	94	3	0	3	$504,696
10	29 CFR 1910.178(l)	Training for operators of powered industrial trucks	97	27	0	0	70	$54,606
11	29 CFR 1910.1030(c)	Bloodborne pathogens - exposure control requirements	95	45	0	0	50	$122,615
12	OAR 437-002-0187(1)	Requirements if you provide extinguishers in the workplace	83	1	0	0	82	$3,177
13	OAR 437-002-0156(8)	Heat illness prevention plan	81	44	0	0	37	$92,118
14	29 CFR 1910.1200(h)	Employee information and training	79	33	0	0	46	$102,630
15	29 CFR 1910.147(c)	Control of hazardous energy - general requirements	78	43	2	0	33	$143,676
16	OAR 437-003-0134(8)	PPE - Requirements for eye and face protection	76	70	6	0	0	$178,090
17	OAR 437-001-0700(14)	Recordkeeping and reporting - forms requirements	72	1	0	0	71	$11,400
18	29 CFR 1910.134(c)	Respiratory protection program	70	34	0	0	36	$66,328
19	OAR 437-002-0134(1)	Requirements for hazard assessment and equipment selection	62	23	0	0	39	$69,609
20	29 CFR 1910.1200(f)	Labels and other forms of warning	60	1	0	0	59	$1,412
21	OAR 437-001-0765(11)	Frequency of safety meetings dependent on type of work done	60	11	0	0	49	$14,711
22	29 CFR 1910.305(g)	Wiring requirements for flexible cords and cables	59	10	0	0	49	$24,803
23	29 CFR 1926.502(d)	Personal fall-arrest systems	59	51	7	0	1	$407,399
24	OAR 437-003-0503(1)	Fall protection training program	56	52	2	0	2	$180,713
25	OAR 437-002-0161(5)	Emergency eyewash and shower facilities	54	41	0	0	13	$81,405

KEY POINTS
TO REMEMBER

IF OSHA ARRIVES TOMORROW, WHO WILL

- Respond to citation?
- Meet the inspector?
- Manage communications?
- Escort the inspector?
- Manage and track corrective actions?
- Gather records?
- Attend appeal?
- Attend opening/closing conferences?

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OSHA SHOWS UP
OPENING CONFERENCE
RECORDS REVIEW
FACILITY WALKAROUND
EMPLOYEE INTERVIEWS
CLOSING CONFERENCE
CITATION (POSSIBLE)
APPEAL (OPTIONAL)

OSHA CONSULTATION, YES OR NO?



- Free and confidential
- Recommendations to control and eliminate hazards
- Industrial hygiene services
- Answer questions

- Must respond to imminent danger
- May be required to correct/eliminate some hazards
- Not a guarantee that your facility will “pass” an inspection

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