1.0 Policy

Maintain compliance with all federal, state and local regulations and mandates as well as foster a cooperative relationship during interactions with the various regulatory agencies.

2.0 Purpose

To promote a positive approach during regulatory agency visits/inspections to any Sunbelt Controls work site while assuring our exercisable rights by law.

3.0 Scope

Applies to all Sunbelt Controls work sites.

4.0 Definitions

Regulatory Agency Inspection Types:

- (OSHA, Cal/OSHA) Random Company General Inspection
- (OSHA, Cal/OSHA) Industry focused random inspection due to an elevated illness and injury rates in that industry i.e. healthcare, construction
- (OSHA, Cal/OSHA, EPA, DOT) To evaluate "special emphasis programs" i.e. trenching, fall protection
- (OSHA, Cal/OSHA, EPA, DOT) Response to an employee complaint
- (EPA) Response to a community complaint
- (OSHA, Cal/OSHA, EPA, DOT) Response to a fatality or catastrophic accident
- (OSHA, Cal/OSHA, EPA, DOT) Cross agency referral from Fire Department, EPA, Police, etc.
- (OSHA, Cal/OSHA, EPA, DOT) Follow up to previous inspections
- (OSHA, Cal/OSHA) A picture of your work site appears in the media and safety violations are obvious

5.0 Requirements

5.1 General Inspection Responses by Senior Sunbelt Controls Personnel:

Notify the Safety Manager of the agency's presence. As applicable, the Safety Manager shall immediately notify the President and V.P. of Operations of the inspector's presence on site.

PLEASE NOTE:

- Do not require an entry warrant.
- Never refuse an inspection unless directed by the Safety Manager or designated representative.
- Always be courteous to the officer(s).
- Never argue with the officer(s).
- Do not volunteer information to the officer(s). Answer only questions that are asked.
- Be confident in what you are saying. Do not commit to something if you are not sure that it is being done.

- Whenever possible, make repairs to items noted by the officer(s) before their departure. Ensure that the inspector acknowledges such repairs.

5.2 Initial Meeting

Upon arrival of a compliance officer at a work site, immediately notify the appropriate senior Sunbelt Controls representative for the work site.

The senior Sunbelt Controls employee shall meet the officer(s), escort them to an office, or appropriate area, for the opening conference and accompany the agency representatives on any inspection of the work site. Never let the officer(s) walk through the work site unescorted.

The senior Sunbelt Controls employee shall request the officer(s) to present their identification and shall record the officer(s) name and business number. If concerned about the authenticity of the identification, contact the local compliance office to verify the credentials.

Request the purpose of the inspection (random, regular, employee complaint, public complaint etc.).

If your work place is participating in a consultation program or has an inspection exemption, immediately notify the inspector of this fact.

Facilitate / attend any opening conference the officer may request with other contractors for the work site.

5.3 Records Review

Documents are commonly requested for review during an inspection. The senior Sunbelt Controls employee shall document, provide and make a copy of the requested information provided to the officers(s). Do not take the officer(s) to the location where the files are maintained. **Provide only information that is requested.**

5.4 Removal or Copying of Records or Programs

Although the compliance officer(s) may view, copy and remove copied information, it should be noted that the documents and programs are proprietary.

Information is not to be copied or removed from the work site prior to informing the Safety Manager.

5.5 Inspection Process

The senior Sunbelt Controls employee(s) of the work site shall accompany the officer(s) during the inspection. Never leave the officer(s) unaccompanied, including during an on-site lunch.

If the officer(s) are responding to a specific complaint, the senior Sunbelt Controls employee shall take the officer(s) to an area with the least amount of access to the remainder of the work site.

If the compliance officer(s) requests an employee representative to join the inspection process, have a two-person team. Designate one employee to answer questions and the other to take notes. Notes should then be provided to the Safety Manager.

Make immediate corrections and ensure that the compliance officer(s) states that the corrections were made in the report. Make every effort to duplicate every photograph or video (with multiple photographs or video recorder) made by the officer(s).

5.6 Employee Interview

The officer(s) may request to interview employee(s) in private. Inform the employee(s) of the following guidelines and ensure that interview is conducted in the following manner:

Employee choices for an interview:

- Elect to talk to the officer(s) alone in a private area, e.g. office or conference room
- Elect to talk to the officer(s) alone outside of work site at a mutually agreed time
- Elect to talk to the officer(s) with a representative from Sunbelt Controls management or an employee representative present
- Elect not to talk to the officer(s)

The employee has the right to receive copies of the officer(s) interview notes.
Advise the employee to maintain a copy of the interview notes.

The employee has the right to document that the contents of the officer(s) interview notes are correct.

The employee has the right not to sign the interview notes if he/she disagrees with the contents.

Sunbelt Controls management shall not retaliate against employees who exercise their right to submit verbal or written complaints to regulatory agencies.

5.7 Closing Conference

At the end of an inspection, a closing conference with the officer(s) should be requested. The conference will provide an opportunity to preview report findings.
Possible citations and recommendations for methods of compliance are typically discussed at the closing conference.

5.8 Citations

The office will receive via certified mail any citation(s) that resulted from the inspection. Such documentation shall be immediately forwarded by the Safety Manager, if not received directly.

Citation(s), 'letters of contest', and 'letters of response to a contest' shall be posted in a location for all employees to see, as specifically directed by the regulatory agency. These items can be removed when the citation is settled and all alleged violations have been corrected.

Mandatory OSHA, Cal/OSHA and Sunbelt Controls Notification Requirements

Safety Manager shall notify OSHA, Cal/OSHA, the President and V.P. of Operations if any of the following work-related events occur:

- Accident or injury resulting in the death of an employee
- In-patient hospitalization of three or more employees as a result of an accident

NOTE: Contact with OSHA, Cal/OSHA, must take place within eight (8) hours of the death or within eight (8) hours of the hospitalization. Document the date, time and name(s) of all persons involved with this call.

6.0 References

Department of Labor, Occupational Safety and Health Administration (OSHA)
State of California, Department of Industrial Relations, Occupational Safety and Health Administration (Cal/OSHA)
Environmental Protection Agency (EPA)
Department of Transportation (DOT)
Local authority – Fire Marshall's Office