



EH&S Facts

Cal/OSHA Inspections

What is a Cal/OSHA Inspection?

Cal/OSHA inspectors make unannounced visits to make sure that the UCLA campus and associated facilities are safe and healthy.



What triggers an inspection?

Inspectors visit worksites after a serious injury or exposure to one or more employees. They will also conduct an inspection in response to employee complaints about a situation that may pose an imminent danger to workers.

What should you do if an inspector shows up to inspect your department?

Ask for identification. The inspector must ask for permission from a management representative to conduct the investigation. The chancellor has assigned EH&S safety specialists to serve as his management representatives on campus. Call the EH&S Hotline at (310) 825-9797 (x59797 from a campus phone) and inform EH&S of the pending inspection. The Cal/OSHA inspector will wait until an EH&S safety specialist arrives before beginning their inspection.

When a Cal/OSHA Inspector Knocks on Your Door:

1. Ask for identification
2. Immediately contact EH&S
3. Be courteous and friendly
4. Provide neutral, fact-based answers
5. Don't give opinions or guesses. Offer to follow-up later
6. Don't argue
7. Keep notes
8. Take photos and measurements mimicking inspector
9. Be prepared to show Injury and Illness Prevention Program (IIPP)

What will happen during the inspection?

The Cal/OSHA inspector will start with an opening conference to explain the reason for the visit. An inspection walkthrough of the entire department or a targeted work area will follow. Inspectors have the right to walk around the area (accompanied), interview employees in private, and document hazards with photos and measurements. Employees may ask for legal representation provided by the university to be present during the interview if desired.

How do you find out what the inspector observed?

Immediately after the walkthrough, the inspector will conduct a closing conference and provide inspection results. They may ask for protocols, standard operating procedures, or other documents to be submitted to them within 1-14 days. They can ask for your department's Injury and Illness Prevention Program (IIPP) at the time of the closing conference.

What follow-up must you provide?

Make corrective actions and gather requested documents and provide them to EH&S for submission to Cal/OSHA by the stated deadline. Missed deadlines can result in additional inspections, citations and fines.

Need additional resources?

- UCLA Policy 820.1 Cal/OSHA Inspections: <http://www.adminpolicies.ucla.edu/pdf/820-1.pdf>
- UCLA Sample IIPP template: www.ehs.ucla.edu/pub/iipp%20Manual.pdf
- Cal OSHA Policy Manual on Enforcement: <http://www.dir.ca.gov/samples/search/querynpn.htm>

Contact EH&S:
Tel: 310-825-9797
Fax: 310-825-7076
www.ehs.ucla.edu

Keep your workplace safe.