Cal-OSHA conducts unannounced inspections of worksites in response to serious accidents or complaints of workplace hazards/violations. Upon arrival, the inspector(s) will request critical information from the employer regarding the employer’s safety programs, internal inspection records, and employee training records. In anticipation of Cal-OSHA inspections, it is very important to maintain up-to-date safety programs/documents and recordkeeping.

**What to do when a Cal-OSHA inspector shows up at your lab or shop.**

- Request photo identification from the Cal-OSHA inspector.
- Contact EH&S immediately through the Injury Notification hotline: 323.442.2200, press “1” during the introduction.
- If Cal-OSHA notifies your department via USMail, contact EH&S immediately. Scan and email a copy of the letter immediately to injuryprevention@usc.edu.
- Wait for the EH&S Specialist before beginning the inspection. **NOTE:** The Cal-OSHA inspector may elect to start the inspection before EH&S arrives if critical information will be lost in the interim.

**What to expect during the inspection.**

- A pre-inspection meeting will be initiated by Cal-OSHA to explain the reason for the inspection.
- The inspector(s) may limit inspections to target areas or may expand to broader areas. EH&S and your department representative will accompany the inspector(s).
- Inspectors have the legal right to investigate each area, interview employees, take measurements (if needed), photograph the areas, and document hazards.
- Employees may seek legal representation during the interview through the university’s General Counsel or an appointed legal advisor.

**What to expect after the inspection.**

- A post inspection meeting then takes place to discuss findings.
- Department representatives and EH&S will have the opportunity to question the inspector(s) about the findings.

**What I need to do...**

- Ask to see the Cal-OSHA inspector’s ID.
- Contact EH&S immediately.
- Provide brief, fact-based answers if questioned.
- **DO NOT** express opinions, guess, or argue with the inspector.
- Keep detailed notes and photos of the joint inspection. Conduct similar measurements alongside the inspector to verify data.

- The inspector may request supporting documentation such as department safety policies or programs (e.g., Injury and Illness Prevention Plan, Chemical Hygiene Plan); standard operating procedures (SOPs); training records; or other appropriate documents.
- The department will have up to fourteen (14) days to provide the requested documents. During that time:
  - Gather requested documentation.
  - Submit documents to EH&S via injuryprevention@usc.edu before the stated deadline. Note that missed deadlines can result in additional inspections, citations, and fines.

**How to best prepare for a Cal-OSHA inspection.**

- Be proactive in your area and department-wide.
- Conduct periodic inspections of your worksite using EH&S inspection checklists.
- Correct safety hazards immediately and maintain good housekeeping at all times in all areas.
- Conduct periodic audits of your safety programs.

**Additional Information**

- Cal-OSHA Publications (e.g., BBP, Confined Space)
- Cal-OSHA Consultation eTools (e.g., Heat Illness Prevention, IIPP)
- Cal-OSHA Resources - Research and Education
**Hazard Assessment Tools**

- Laboratory Hazard Assessment Tool (LHAT) is up-to-date for each lab research project and process.
- Shop Safety Risk Assessment (SSRA) tool is up-to-date for each shop activity and process.

**Chemical Inventory and Safety Data Sheet (SDS)**

- Chemical inventory is up-to-date.
- SDSs are easily accessible on-line or in a hardcopy binder.
- Employees are educated on the use of the SDS and familiar with its storage location: on-line or hardcopy.

**Standard Operating Procedure (SOP)**

- SOPs are easily accessible on-line or in a hardcopy binder for the following:
  - High hazard operations or processes
  - Particularly hazardous chemicals (e.g., highly toxic, highly reactive, or radioactive)
  - Particularly hazardous equipment (e.g., laser, x-ray diffraction)

**Safety Training**

- All safety training is up-to-date and signed by each employee:
  - General Laboratory Safety
  - Bloodborne Pathogens
  - Annual Safety Refresher
  - Personal Protective Equipment for Labs
  - Laser Safety
  - Radiation Safety
  - BSL 3
  - SOPs
  - SDSs
  - Other1:
  - Other2:
  - Injury and Illness Prevention Plan
  - Hazard Communication Standard
  - Powered Industrial Trucks
  - Personal Protective Equipment for Shops
  - Defensive Driving
  - Site-Specific
  - Shop Safety
  - Confined Space Entry
  - Hearing Conservation
  - Respiratory Protection/ Fit-testing

**Personal Protective Equipment (PPE)**

- Employees have access to appropriate PPE as determined by the LHAT, SSRA, and/or SOPs.
  - Safety goggles
  - Laser glasses
  - Nomex lab coat
  - Flame resistant (FR) lab coat
  - Nomex clothing
  - Disposable gloves (e.g., nitrile, latex)
  - Non-conductive gloves
  - Closed-toe shoes (non-permeable)

- PPE is in good condition.
- Disposable PPE is routinely removed and disposed of.

**Emergency Notification and Response**

- Personnel are instructed in proper emergency notification and response to the following events: injury/death, fire, earthquake, or chemical spill.
- Personnel are aware of the time-sensitive nature of Cal-OSHA reporting of serious injuries or deaths.
- The following information is posted in conspicuous areas:
  - DPS emergency numbers
  - 123 Serious Injury Reporting poster
  - Emergency exit routes poster
- Emergency exit signs are clearly visible and operational.

**Additional Information**

- **USC IIPP Template** - Injury and Illness Prevention Program
- **EH&S Forms and SOPs** (e.g., safety inspection checklists, hazard assessment tools, and site-specific training)
- **Research Safety Training** registration (e.g., General Lab Safety, BBP)
- **123 Serious Injury Reporting** poster

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