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 essential and critical to maintain up-to-date safety programs, documents, training, and recordkeeping.

**What to do when a Cal-OSHA inspector shows up at your work site**

- Request a photo ID from the Cal-OSHA inspector.
- Contact EH&S immediately at (323) 442-2200.
- 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 representative before beginning the inspection.

**What to expect during the inspection**

- An opening conference 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.

**What to expect after the inspection**

- A closing conference 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**

- Contact EH&S immediately at (323) 442-2200.
- Provide brief, fact-based answers if questioned.
- DO NOT express opinions, guess, argue, or give unsolicited information to the inspector.
- Keep detailed notes and photos of the 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 work site 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; ensure that all personnel have received required training.
- Maintain electronic and/or hard copy records of all trainings, inspections, investigations, etc.

**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  
The OSHA Inspection Process (US Department of Labor)