



## PVUSD Standard Operating Procedures Cal/OSHA Inspection Policies and Procedures (SOP 3) January 2018 Updated: July 2019

It is the policy of the Pajaro Valley Unified School District to permit inspections by representatives of the California Occupational Safety and Health Agency (Cal/OSHA). Such inspections shall be accomplished in accordance with the following procedures:

### PROCEDURES

1. Upon arrival at any worksite (or by phone call), the Cal/OSHA Compliance Officer shall be required to report to the District designated representative, the "key person". At least two District level individuals should be selected for this responsibility.

All other identified key school district officials should be informed of the presence of the Cal/OSHA inspector.

2. The inspector should be treated cordially and invited to await the arrival of the key person.
3. If neither of the key people is available within a reasonable period of time, 15-30 minutes, it should be politely requested that the inspection be scheduled for another time. The inspector should be informed that the school does have a policy for the key person to be in attendance.

Optional: If the District designated representatives are not available, a properly trained school site Principal, Assistant Principal, or District Department head may assist with the inspection.

4. The inspection must begin with an opening conference. During this conversation, the inspector must present identification and explain the reason for the inspection.
5. Upon completion of the opening conference, the inspector should seek consent to begin the investigation. Pursuant to school policy that consent to inspect should be granted.

If consent is denied, the inspector does have the option of obtaining a court warrant to inspect.

6. Limit the scope of the inspection to the reason given by the inspector for the inspection. If the inspector wants to review a given machine, limit the inspection to that machine. Take the most direct route possible to the area identified by the inspector.

**Remember:** A Cal/OSHA inspector does have the right to conduct a review of the entire campus work areas.

7. The key person should accompany the inspector throughout the inspection. The **only exception** to this policy is if the inspector desires to speak with an employee in private. When questioned by a Cal/OSHA representative, employees are entitled to privacy. This right of privacy is for the protection of the employee. If the employee does not object to the presence of the key person, the right to confidentiality has been waived. The key person may then sit in during the interview.  
  
If the Cal/OSHA inspector objects however, to the presence of the key person at any employee interviews, allow the interview to proceed in private.
8. Throughout the inspection, the key person should respond only to questions from the inspector. If the key person is unsure of an answer, they should say so. Do not speculate. Do not guess. Do not offer unsolicited information.
9. Answer questions courteously, but concisely. In depth answers can unnecessarily prolong the interview and reveal information, which is not pertinent to the scope of the inspection.
10. Never admit a violation.
11. During an inspection, the inspector is authorized to take samples and photographs, except of trade secrets. If this occurs, the key person should also take similar samples and photographs.
12. The key person should keep a record of the scope of the inspection. This would include any employees interviewed, items of interest to the inspector, photographs or samples taken, and comments made by the Cal/OSHA representative.
13. Upon completion of the inspection, the Cal/OSHA inspector must conduct a closing conference. It is advisable that more than one school district official attends the closing conference to ensure that all of the Cal/OSHA inspector comments are clearly understood.
14. During this conference, the inspector should be asked if any citations are to be issued. If citations are to be issued, determine which safety orders were allegedly violated. This conference is not a forum to dispute citations.

Upon departure of the Cal/OSHA representative, the key person should immediately prepare a report of the inspection incorporating any notes, photographs, samples, etc. This report is to be made for counsel review and so labeled or designated. The report should then be forwarded to counsel. Copies of the report should not be circulated.

#### Designated District Personnel

Joe Dominguez, CBO (until Director of M&O)  
Ruth Gonzalez, Risk & Safety Manager

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