



# Cal/OSHA Inspections

## What is a Cal/OSHA Inspection?

Cal/OSHA inspectors make unannounced visits to make sure that the UCI 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. Additionally, as part of the recent settlement agreement with the Los Angeles District Attorney, Cal/OSHA may also make unannounced visits to laboratory facilities. They will also conduct an inspection in response to employee complaints about any 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 inspection. **Call EH&S immediately at 949-824-6200 to inform EH&S of the pending inspection.** Wait for EHS to arrive before beginning the inspection. The Cal/OSHA inspector will wait until an EH&S safety specialist arrives for up to one hour before beginning her/his inspection. Please note that Cal/OSHA personnel can document observable conditions and/or start the inspection if a loss of critical information may occur while awaiting arrival of a UCI EH&S representative. This is at the determination of the Cal/OSHA Inspector.

### Cal/OSHA Inspection DO's and DON'Ts

#### DO's

- ✓ Ask for identification
- ✓ **Immediately contact the EH&S at 949-824-6200**
- ✓ Be courteous and friendly
- ✓ Provide neutral, fact-based answers
- ✓ Keep notes
- ✓ Take the same photos and measurements as the inspector takes
- ✓ Be prepared to show SOS/Injury and Illness Prevention Plan (IIPP)

#### DON'Ts

- ✗ Don't give opinions or guesses
- ✗ Don't argue

## 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. He/she may ask for protocols, standard operating procedures, or other documents to be submitted to Cal/OSHA within 1-14 days. He/she can ask for your department's Safety-on-Site/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?

- UC Lab Safety Settlement Agreement Resources: [http://www.ehs.uci.edu/programs/labres/UCSettlement\\_UCIPlan/index.html](http://www.ehs.uci.edu/programs/labres/UCSettlement_UCIPlan/index.html)
- Injury and Illness Prevention Program: <http://www.ehs.uci.edu/programs/iipp/hsprog.html>
- Lab Safety Manual: <http://www.ehs.uci.edu/programs/lsg/TABLEofCONTENTS.pdf#page=03>
- Chemical Hygiene Plan: <http://www.ehs.uci.edu/programs/lsg/CHP2013.pdf>
- Laboratory Research Safety: <http://www.ehs.uci.edu/labres.html>

Contact EH&S:  
Tel: 949-824-6200  
Fax: 949-824-8539  
[www.ehs.uci.edu](http://www.ehs.uci.edu)



<http://ehs.uci.edu>

## Be ready for an inspection at any time!

Take time to be safety aware. Here's what **you need to know** to be ready for an inspection at any time:

### Laboratory Safety Manual (LSM) and Chemical Hygiene Plan (CHP)

- Do you know what the LSM and CHP are and how to access them?
- Are you familiar with the contents of both?
- Do you have shortcuts to the LSM and CHP on your computer desktop?

### Personal Protective Equipment (PPE) Assessment Tool

- Is your PPE Assessment Tool up-to-date with signatures of all lab personnel?
- Does your lab have all appropriate PPE needed for its research activities?

### Personal Protective Equipment (PPE)

- Always wear your PPE when working with hazardous materials or processes, or when there is a reasonable risk of harmful exposure from others working nearby.
- Make sure your PPE is in good condition and appropriate for the work being done.
- Are you following the PPE requirements of your SOP?

### Safety Training

- Make sure everyone working in the lab has completed the Safety Training Self-Assessment (STSA) and **all** required safety trainings.
- Complete the required "Supplemental Laboratory Safety Training".
- Make sure your safety training is up-to-date and documented.

### Safety Data Sheets (SDS), also known as Material Safety Data Sheets (MSDS)

- Do you know how to access Safety Data Sheets?

### Laboratory Emergency

- Do you know what to do if there is an emergency in your lab?
- Do you know where the Emergency Flip Chart is located in your laboratory?
- Are you aware of the strict reporting requirements should there be an injury?

### Standard Operating Procedures (SOPs)

- Are lab-specific SOPs for hazardous operations and for handling Particular Hazardous Substances (PHS) available with signatures?
- Have SOPs been developed for high hazard processes/experiments?

### Pyrophorics

- Does staff know how to access Safe Procedures for handling Pyrophoric Liquid Reagents and Pyrophoric SOPs (available online and in lab)?
- Have staff reviewed the pyrophorics safe handling procedures and pyrophorics safety video (available online)?
- Do staff wear FR or Nomex lab coats?

Visit the Safety-On-Site (SOS) Program for a complete Hazard Identification Checklist:  
[https://www.ehs.uci.edu/programs/iipp/SOS\\_v2\\_hazard\\_checklist.html](https://www.ehs.uci.edu/programs/iipp/SOS_v2_hazard_checklist.html)