**IOSHA Inspection Protocol**

The IOSHA representative (inspector) arrives.

For all non-safety and non-supervisory personnel: When an inspector from IOSHA arrives on campus:

1. Ask the inspector to wait in a lobby or conference room.
2. Immediately call:
   a. Your immediate supervisor and
   b. Environmental Health and Safety (EHS) at 855-6311.

For all supervisory and/or safety personnel:

1. Request that the inspector show his or her credentials. This is a State of Indiana Department of Labor identification card, which has the inspector’s:
   a. Name
   b. Office address
   c. Phone number
   d. Photograph
   e. Identity number

2. Bring the inspector to a nearby available conference room or lobby. Ask him or her to briefly summarize the reason for the inspection. Make a note of any answers the inspector gives.

3. While the inspector waits, call:
   a. Your immediate supervisor and
   b. Environmental Health and Safety at 855-6311, if they have not already been called, and
   c. The Office of University Counsel.
   d. If reason involves an issue within a union-represented work area, call the appropriate union representative.

Note: Regional campuses should contact their local safety representative and the Bloomington Office of Environmental Health and Safety at 812-855-6311.

4. Meet with the inspector as soon as all of the above parties or their designees are present. If any of the above parties cannot be reached, ask the inspector if he or she would be willing to wait until these parties can be located before proceeding with the opening conference. He or she may wish to proceed without delay, in which case, do so.
**The Opening Conference**

1. The inspector will explain in greater detail the scope of the investigation. He or she may also inform you if a specific complaint was filed with IOSHA that triggered this inspection. Useful information you may request from the inspector includes:
   a. What building or facility will be inspected,
   b. What equipment or machinery will be inspected,
   c. The expected duration of the inspection (you are not likely to get more than a vague estimate here, but try anyway),
   d. Whether the inspection involves other employers on campus such as contractors,
   e. Whether the inspector needs to interview any employees.

2. Documents – Give the inspector photocopies of any document they may request. Do not give the inspector any original documents or allow the inspector to use a copy machine in your office. Ask the inspector for a written list of all documents requested. Make a list of all documents requested by and provided to the inspector. Include the date of each document that was provided and if necessary, make the copies later and mail them to the IOSHA office.

3. Surveys and questionnaires – do not complete any surveys or questionnaires provided to you by the inspector without assistance from EHS.

**Walkthrough**

1. A departmental supervisor or EHS personnel or both must accompany the IOSHA inspector at all times during the walkthrough.

2. The IU representative(s) should take the inspector to the work area specified in the complaint or other document used by the inspector. The inspector should not be taken anywhere else in the facility unless he or she asks to be taken there.

3. Take photos of all items photographed by the inspector.

4. Note any types of sampling or monitoring done by the inspector; EHS will do parallel monitoring at the same time or as soon as possible after the inspection.

5. Note which facilities and operations the inspector visited and any verbal comments he or she made.

6. Do not admit any violations during any phase of the inspection.

7. If the inspector observes an apparent violation or other unsafe condition that is amenable to immediate correction, immediately correct it.
**Closing Conference**

1. The purpose of the closing conference is to allow the inspector to explain any violations or other follow-up actions to be taken by IOSHA. It is not a time to continue the current investigation or begin a new one. Do not provide additional documentation or answer questions about unrelated matters at the closing conference. Ask the inspector to submit any additional requests or questions in writing at some time after the current closing conference.

2. Note any violations discussed by the inspector. The inspector is required to discuss all violations or abatement orders which will be issued pursuant to the inspection.

**Follow-up**

1. Immediately correct any violations or unsafe conditions observed during the inspection, if they have not been already.

2. Immediately send one copy of the violations or Safety Orders to:
   a. Senior departmental management
   b. EHS
   c. University Counsel

3. Send EHS a status update regarding all hazard abatement or correction work within 30 days of abating the hazard.

4. Send EHS a copy of any documentation of abatement requested by IOSHA at the time such documentation is submitted to IOSHA.