

MODEL REPRESENTATIVE INSTRUCTIONS FOR WALKAROUND PHASE OF OSHA INSPECTION

ABC COMPANY INSTRUCTIONS TO REPRESENTATIVES

As the representative of ABC Company, you have the right to accompany OSHA inspectors during the walkaround, i.e., the phase of the OSHA inspection where the inspector walks around the workplace looking for safety and health hazards and evaluates whether Company ABC is in compliance with OSHA standards.

While accompanying OSHA inspectors during the walkaround:

- Make a complete and accurate record of everything the inspector does;
- Take notes of everything the inspector says, including all questions asked and how they were answered;
- Take all the same measurements, photographs, tape recordings, and videos the inspector does; and
- Photograph and/or videotape the inspector taking photos, measurements, etc.
Example: If the inspector takes a photo of a blocked fire exit, also photograph the exit. If the exit is cleared 5 minutes later, photograph it again to document that the problem was corrected while the inspector was still at the facility.