

Cal/OSHA Inspections

What is Cal/OSHA?

The California Department of Industrial Relations - Division of Occupational Safety and Health, better known as Cal/OSHA, is responsible for enforcing California laws and regulations pertaining to workplace safety and health.

What is a Cal/OSHA inspection?

Cal/OSHA inspectors make unannounced visits to make sure the UC San Diego campus and associated facilities are safe and healthy workplaces.

What triggers an inspection?

Inspectors visit work sites after a serious injury or exposure to one or more employees. Additionally, Cal/OSHA may also make unannounced visits to laboratory facilities as part of the recent UC settlement agreement [<http://ehs.ucla.edu/UCSettlement.pdf>] with the Los Angeles District Attorney. Cal/OSHA 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 (858) 534-3660 and inform EH&S of the impending inspection. The Cal/OSHA inspector will wait up to one hour for an EH&S safety specialist to arrive before beginning the inspection.

Cal/OSHA inspectors can document observable conditions and/or start the inspection if a loss of critical information may occur while waiting for an EH&S representative to arrive. This is at the determination of the Cal/OSHA inspector.

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 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. Among indicators of a work area's health and safety condition that inspectors look for are standard operating procedures, hazard control plans, PPE, training records, pyrophorics and reactivities compliance, and knowledge of the Chemical Hygiene Plan.

How do you find out what the inspector observed?

Immediately after the walkthrough, the inspector will conduct a closing conference and provide inspection results. The inspector may ask for other documents to be submitted to Cal/OSHA within one to 14 days. The inspector can ask for your department's Injury and Illness Prevention Program (IIPP) at the time of the closing conference.

What follow-up must you provide?

Make corrective actions, 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?

- Laboratory Safety Manual - <http://blink.ucsd.edu/go/lab>
- Chemical Hygiene Plan - <http://blink.ucsd.edu/go/chp>
- Material Safety Data Sheets - <http://blink.ucsd.edu/go/msds>
- Injury & Illness Prevention Program - <http://blink.ucsd.edu/go/iippoverview>
- EH&S Research Assistance Program Contacts - <http://blink.ucsd.edu/go/rap>
- PPM 516-23 Relations with Governmental Agencies for EH&S - <http://adminrecords.ucsd.edu/ppm/docs/516-23.HTML>

Be Ready for the Inspector!

See the back of this Fact Sheet to learn **how** to be ready for an inspection at any time.

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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 (LMS) and Chemical Hygiene Plan (CHP)

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

Chemical Hazard Use Application (CHUA)

- Know what the CHUA is and how to access it.
- Know where to find your Hazard Control Plans (HCPs).
 - Note: HCPs and Standard Operating Procedures (SOPs) are the same thing at UC San Diego.
- Make sure you follow all aspects of your HCPs at all times.
- Make sure your personal protective equipment (PPE) and training records are up-to-date.
- If you do not use the CHUA for HCPs, always keep hard copies of your SOPs available and up-to-date.

Laboratory Hazard Assessment Tool (LHAT)

- Is your LHAT up-to-date?
- Does your lab have all appropriate PPE needed for its research activities?

Safety Training

- Make sure every employee has a completed "New Laboratory Worker Checklist" form.
- Take required "UC Laboratory Safety Fundamentals" and "Annual Laboratory Hazards Training" courses.
- Make sure your safety training is up-to-date and documented.
- Upload all lab specific training into the CHUA.

Personal Protective Equipment (PPE)

- Wear your PPE in the lab at all times.
- Make sure your PPE is in good condition and appropriate for the work being done.
- Are you following the PPE requirements of your HCP or SOP?

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

- Do you know how to access Safety Data Sheets?
- Do you have a shortcut to ChemWatch on your computer desktop?

Laboratory Emergency

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