

## College Procedure: 304.12 – OSHA Inspections

Policy Reference: 304 – Campus Safety and Security  
Responsible Department: Facilities and Public Safety  
Approval Authority: Cabinet  
Procedure Owner: Vice President, Facilities and Public Safety  
Effective Date: 08/12/2014

Version Number: 4  
Legal Counsel Reviewed (yes/no): No  
Scope: College-wide

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### Reason for Procedure

State and Federal Occupational Safety and Health Administrations (OSHA) are authorized to conduct workplace inspections to determine whether employers are complying with standards and providing a safe and healthful workplace. This procedure outlines information on OSHA inspections and processes in the event of an OSHA inspection.

### The Procedure

#### General Inspection Information

OSHA has established a system of inspection priorities which are conducted without advance notice. Kirkwood Community College will cooperate with inspections and will not interfere. Inspection categories are as follows:

##### First Priority—Imminent Danger

These are given top priority. OSHA becomes aware of these situations through reports received from employees, the general public, or direct observation by an inspector. When an imminent danger situation is identified, OSHA inspectors will require the hazard be immediately abated and endangered employees removed from exposure.

##### Second priority—Fatality/Catastrophe/ In-patient Hospitalizations/Amputations/Losses of an Eye

Given to fatal accidents and catastrophes. OSHA considers catastrophes to be accidents resulting in hospitalization of three or more employees or one fatality. All fatalities must be reported within eight hours to Iowa Occupational Safety and Health. In-patient Hospitalizations/Amputations/Losses of an Eye must be reported within 24 hours to Iowa Occupational Safety and Health.

### Third priority—Complaints/Referrals

Given to formal employee complaints concerning unsafe or unhealthy working conditions. OSHA maintains confidentiality of the complainant's identity but will inform the complainant of any action taken regarding the complaint.

### Fourth priority—Programmed Inspections

Given to program (routine) inspections. These are selected based on factors such as workers' compensation claims or current special emphasis programs.

### Fifth Priority—Follow Up

Given to follow up inspections which are done to determine if previously cited violations have been corrected.

### Sixth Priority—Monitoring

Given for monitoring long term abatement follow up or to assure compliance with variances.

## Onsite Inspection Process

### Initial Contact (Pre-Inspection)

- OSHA inspectors are required to present official credentials upon arrival.
- In the event an OSHA inspector arrives at any Kirkwood location or department, the Kirkwood employee will escort the OSHA inspector to the nearest conference or meeting room, ask inspector if inspection involves an imminent danger hazard, and immediately contact the Facilities & Public Safety at 319-398-7777 for immediate assistance.
- Any request or demand by an OSHA inspector will be handled by a representative of Facilities and Public Safety.
- A Facilities and Public Safety representative along with other selected Kirkwood personnel, will attend and participate in the opening conference, accompany the inspector during the physical inspection and be responsible for all documentation and follow-up reporting requirements.

### Opening Conference

- The inspector will explain the purpose of the investigation (Location & reason for inspection-- Imminent Danger or Non-imminent danger hazard) and intended scope of coverage.
- The inspector may review required postings, OSHA 300 log, Kirkwood safety plans, all other OSHA-required written safety and health programs, and applicable training records.
  - Contact the following areas for immediate or future, presentation of these items:
    - Required Postings: Building Lead and/or EHS
    - OSHA 300 Log: Human Resources
    - Kirkwood Safety Plans: Public Safety EM designee/EHS
    - Training Records: Compliance and/or Human Resource

## Site Inspection

- Site inspection is performed after opening conference, typically with inspection team.
- Inspector determines order of inspection walk around. Only go where required to perform the inspection and minimize access to other locations. No tours.
- Provide all inspection team members with correct personal protective equipment, safety orientation information, and appropriate warnings.
- If asked, answer inspector's questions truthfully, but only answer specific questions asked. Do not volunteer information outside the scope of inspectors' questions.
- If inspector points out what he/she considers a violation, fix alleged violation before end of inspection if possible, and notify inspector. Do not volunteer information without first discussing it with inspection team. Information disputing an alleged violation can be sent to the inspector after he/she leaves.
- Interviews with managers should be done with EHS representative present; however, inspectors are legally permitted to interview employees in private (and normally do just that).

## Closing Conference

- Closing Conference should include, at minimum, representatives from OSHA, Facilities and Public Safety, and the affected department management.
- The inspector will discuss unsafe and unhealthful conditions observed and indicate violations for which citations or penalties may be issued. The inspector will discuss possible abatement method and length of time needed for abatements and inform
- Kirkwood on contestation rights.
- Kirkwood will receive a Citation and Notification of Penalty by certified mail. As required, this will be posted at or near the place of the violation for 3 days or until the violation is corrected, whichever is longer.
- Penalties are based on the severity and probability of injury. There are different levels of severity ranging from least serious violations to the most serious. Penalties for violations may be partially credited depending upon good faith and previous violation history.

## Post Inspection

- Kirkwood is required to document abatement of each alleged hazard that was not immediately abated at the time of inspection. Reports submitted to OSHA will state specific corrective action taken for each item and the date completed. Additional documentation such as photos, invoices and receipts will be included for serious citations.
- Kirkwood may file a "Notice of Contest" within the appropriate number of calendar days after receiving citations after which an informal conference will be arranged to discuss and determine,
  - If violation severity classification can be negotiated down.
  - If a final settlement can be negotiated.

- Upon receiving a citation, the hazard must be abated by the date on the citation. Factors beyond Kirkwood's control such as parts on back order may prevent completion of corrections by the abatement date. If this occurs, this information will be communicated to OSHA in writing.

## Revision Log

*Table 1 Revision Log*

Version Number	Date Approved	Approved by	Description of Change
1	08/12/2014	Tom Kaldenberg, Vice President, Facilities and Security	New procedure
2	06/05/2018	Cabinet	New template
3	09/11/2019	Cabinet	Procedure template
4	04/02/2024	Cabinet	Revised procedure