



## OSHA: Are you prepared for a visit?

**Duration:** 4 hours

**Audience:** Shop supervisors

- 1) The inspection process
- 2) What inspectors look for
  - a. Programs for required training
  - b. A Safety and health program
  - c. Injury and illness record
  - d. Personal Protective Equipment (PPE)
  - e. Flammable and combustible materials
  - f. Fire extinguishers
  - g. Tools and equipment
  - h. Lock Out / Tag Out procedures (LOTO)
  - i. Electrical system
  - j. Safety signs
- 3) The "Right to Know" standard
  - a. A written Hazard Communication plan
  - b. Identification of hazardous materials
  - c. Labels on hazardous chemical containers
  - d. Material Safety Data Sheets(MSDS)
  - e. Training for exposed employees
- 4) Sample documentation and forms