

**Michigan Municipal Workers' Compensation Fund  
Safety and Health Resource Manual**

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**Michigan Occupational Safety and Health  
Administration (MIOSHA) Inspection Procedure**

**Purpose**

The purpose of [Name of Municipality]'s MIOSHA inspection procedure is to inform appropriate personnel of the actions they must take to assure the municipality's rights.

**Scope**

This procedure applies to the entire operations of [Name of Municipality].

**Policy**

When a MIOSHA (state) or OSHA (federal) inspector arrives, the employee greeting the inspector should be courteous. The employee should:

1. Tell the inspector to have a seat in the reception area. Do not let the inspector leave the reception area until appropriate personnel arrive.
2. Notify the following key personnel immediately:

\_\_\_\_\_, *Department Manager*

\_\_\_\_\_, *Safety Coordinator*

\_\_\_\_\_, *Employer Representative*

3. Inform the inspector that someone will be with him or her shortly.

Once one of the municipal representatives arrives, he or she should:

1. Ask the inspector for his or her credentials and document the inspector's name, office address and phone number.
2. Ask the inspector the reason for the inspection and document it.
3. Help the inspector to get necessary information after determining the reason for the visit. If the inspector requests copies of programs, procedures, etc., the representative should provide them to him or her for viewing. Do not duplicate any records or allow the inspector to take records with him or her.
4. Accompany the inspector throughout the visit. Never allow the inspector to inspect the premises alone.
5. Document any pictures the inspector takes, any conversations he or she holds with employees or any violations the inspector discovers.
6. If the inspector finds a violation, never admit guilt or knowledge of the condition. Remember, the inspector is not there to help with internal safety efforts but to issue fines for violations.

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After completing the inspection, the inspector will hold a closing conference. The municipal representative should:

1. Take notes on all findings. The documentation may help for future litigation.
2. Document all violations of regulations and exactly what would constitute abatement. With the inspector establish a reasonable time within which to abate the situation.
3. Write a summary of the visit after the inspector leaves. The report should contain the inspector's name, the address and phone number of the servicing office, the reason for the inspection. It should also briefly discuss records the inspector reviewed, the operations he or she observed, and the employees with whom he or she consulted. The report should list citations, if any, that the inspector issued, indicate the duration of the visit, and provide any other pertinent information.

The municipality receives an official report from MIOSHA (OSHA) within 4-5 weeks of the inspection.

1. Stamp it with the date it was received.
2. Copy all reports and appropriate data collected and submit to:

\_\_\_\_\_, *Department Manager*

\_\_\_\_\_, *Corporate Offices*

\_\_\_\_\_, *Legal Counsel*

3. Review the inspection report thoroughly to determine an appropriate course of action.
4. Inform all essential personnel of the actions the municipality will take.