# Checklist for Dept. of Safety and Professional Services (DSPS) Occupational Safety Inspections

Campus (or off-site campus location):	Date:	Time:	
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Name of person using checklist (campus representative): \_\_\_\_\_

Ins	nspectors have statutory authority to: Other provisions		her provisions
0	Arrive unannounced	•	Confidentiality–Names of complainants can be kept
0	Enter without delay and at reasonable times		confidential
0	Inspect and investigate the workplace:	•	Participation in inspection–Both campus management and
	<ul> <li>during regular working hours</li> </ul>		employees (bargaining unit) must be permitted opportunity
	<ul> <li>at other reasonable times</li> </ul>		to participate in the inspection
	<ul> <li>within reasonable limits and in a reasonable</li> </ul>	•	Notification-At the start of the inspection, the campus shall
	manner		notify a collective bargaining rep for participation in the
0	Question privately any employee or employer		inspection

ARRIVAL / OPENING CONFERENCE

<b>Credentials:</b> A person states their intention to conduct an occupational safety inspection of your campus. Ask this person for their credentials.					
<ul> <li>DSPS Agency Photo ID Card (Safety &amp; Buildi</li> <li>Deputy ID Card – White card. Back side, sta Front side, Dept logo with words "Deputy Id</li> </ul>	tutory references.		′es 🗖 ′es 🗖	No 🗖 No 🗖	
Name of inspector	On DSPS ins	pectors list? (see attacl	ned) Yes 🗖	No 🗖	
If credentials are acceptable, proceed to next it	em. If not, call DSPS t	o confirm 608-261-250	3 or 608-267	<i>-9709</i> .	
Purpose and Scope of Inspection					
what is the impetus for the inspection?	mployee complaint other (describe)	DWD referral			
<b>Note:</b> Ask to see employee complaint or DWD referral. Attach photocopy to your final notes. Inspector's failure to provide details of employee complaint (other than identification of employee) may be cause for appeal.					
Ask the inspector what is the purpose and intended scope of the inspection (provide summary).					
Employee Participation					
With above information on purpose and scope of inspection, consult with the inspector as to appropriate employee representative to attend the inspection. If necessary, contact employee representative to attend the inspection. Summarize the agreement regarding employee participation in the inspection.					
Miscellaneous Items					
<ul> <li>Plan and state your proposed route of inspective of inspective of the state of the stat</li></ul>			•	n.	

#### **ON-SITE INSPECTION**

Records and written programs: Examples of items you should be prepared to show.				
HazCom program, MSDS records	Respiratory protection program			
Fume hood test records	OSHA 300 logs (call your campus workers comp			
Chemical hygiene plan	coordinator, or OSLP at 608-265-4658).			
Notes, photos and measurements				

- <u>Notes</u>—Names of people participating in on-site inspection, times, places visited, inspector's comments, names of people spoken to, your observations, etc.
- <u>Corrections</u>—Where possible, immediately correct violations pointed out by the inspector. Make a note of your action.
- <u>Photos</u>—If the inspector takes a photo, you take the same photo. Ask inspector why the photo was taken.
- <u>Measurements</u>—Take any measurement taken by inspector, or ask for copy or reading.

#### **CONCLUDING THE INSPECTION**

Closing conference: At the conclusion of the on-site inspection, ask for a closing conference.

At the closing conference, allow the inspector to address their findings. Take careful notes on their statements at the closing conference. If you are less than completely clear about their findings, restate your understanding of their findings to the inspector for agreement.

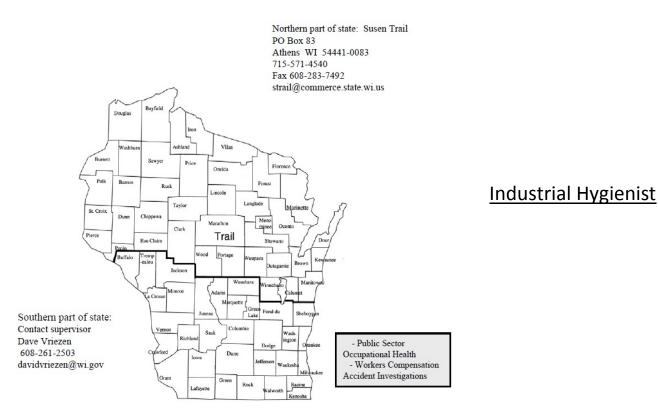
If they have not addressed the following issues, be sure to ask for answers.

- What are the alleged violations?
- What are the inspector's next steps in the process?
- Will there be further on-site inspection prior to issuance of any orders or 'decision not to issue'?
- When can our campus expect to receive any 'decision not to issue' or orders?

#### After the inspector departs

- Contact your campus management per your campus protocol.
- Notify UW System Administration at <u>dkaramanski@uwsa.edu</u> or (608)262-4792.
- Formalize your notes, photos and measurements.

### **Department of Commerce Public Sector Inspectors (April 2012)**



## Safety Inspectors

#### District # Inspector Name Phone

1 Scott <u>Amacher</u> 715-828-5912 2 Tim <u>Condon</u> 414-852-3660 3 Terry <u>Clark</u> 715-345-5342 4 Vacant, contact supervisor below 5 Paul <u>Parsons</u> 608-228-4375 6 April <u>Hammond</u> 608-225-6593

Supervisor, Dave Vriezen 608-261-2503

