

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

Campus (or off-site campus location): _____ Date: _____ Time: _____

Name of person using checklist (campus representative): _____

Inspectors have statutory authority to: <ul style="list-style-type: none"> ○ Arrive unannounced ○ Enter without delay and at reasonable times ○ Inspect and investigate the workplace: <ul style="list-style-type: none"> ▪ during regular working hours ▪ at other reasonable times ▪ within reasonable limits and in a reasonable manner ○ Question privately any employee or employer 	Other provisions <ul style="list-style-type: none"> • Confidentiality—Names of complainants can be kept confidential • Participation in inspection—Both campus management and employees (bargaining unit) must be permitted opportunity to participate in the inspection • Notification—At the start of the inspection, the campus shall notify a collective bargaining rep for participation in the inspection
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ARRIVAL / OPENING CONFERENCE

Credentials: A person states their intention to conduct an occupational safety inspection of your campus. Ask this person for their credentials.

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|-----------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| • DSPS Agency Photo ID Card (Safety & Buildings Division) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Deputy ID Card – White card. Back side, statutory references.
Front side, Dept logo with words “Deputy Identification” | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Name of inspector _____ On DSPS inspectors list? (see attached) Yes ☐ No ☐

If credentials are acceptable, proceed to next item. If not, call DSPS to confirm 608-261-2503 or 608-267-9709.

Purpose and Scope of Inspection

What is the impetus for the inspection? ☐ Employee complaint ☐ DWD referral
☐ Other (describe) _____

NOTE: 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 representation. If necessary, contact employee representative to attend the inspection.
Summarize the agreement regarding employee participation in the inspection.

Miscellaneous Items

- Plan and state your proposed route of inspection that will cover the purpose and scope of inspection.
- Gather up notebook, checklist, camera, two-way radio or cell-phone, and list of campus contacts.

ON-SITE INSPECTION

Records and written programs: Examples of items you should be prepared to show.

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|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• HazCom program, MSDS records• Fume hood test records• Chemical hygiene plan | <ul style="list-style-type: none">• Respiratory protection program• OSHA 300 logs (call your campus workers comp coordinator, or OSLP at 608-265-4658). |
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Notes, photos and measurements

- Notes—Names of people participating in on-site inspection, times, places visited, inspector's comments, names of people spoken to, your observations, etc.
- Corrections—Where possible, immediately correct violations pointed out by the inspector. Make a note of your action.
- Photos—If the inspector takes a photo, you take the same photo. Ask inspector why the photo was taken.
- Measurements—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 dkaramanski@uwsa.edu or (608)262-4792.
- Formalize your notes, photos and measurements.

Department of Commerce Public Sector Inspectors (April 2012)

Northern part of state: Susen Trail
 PO Box 83
 Athens WI 54441-0083
 715-571-4540
 Fax 608-283-7492
strail@commerce.state.wi.us



Industrial Hygienist

Southern part of state:
 Contact supervisor
 Dave Vriezen
 608-261-2503
davidvriezen@wi.gov

- Public Sector
 Occupational Health
 - Workers Compensation
 Accident Investigations

Safety Inspectors

District # Inspector Name Phone

- 1 Scott [Amacher](#) 715-828-5912
- 2 Tim [Condon](#) 414-852-3660
- 3 Terry [Clark](#) 715-345-5342
- 4 Vacant, contact supervisor below
- 5 Paul [Parsons](#) 608-228-4375
- 6 April [Hammond](#) 608-225-6593

Supervisor, Dave [Vriezen](#) 608-261-2503

