UCLA Procedure 820.1: Response to Initiation of Cal/OSHA Safety Inspection Investigation

Issuing Officer: Administrative Vice Chancellor
Responsible Dept: Environment, Health & Safety
Effective Date: March 15, 2019

I. PURPOSE

California Occupational Safety and Health Administration (Cal/OSHA) safety inspections are made by the California Department of Industrial Relations (DIR) without advance notice. Insofar as it is possible, inspections must be conducted in a manner compatible with University operations.

This Procedure outlines the steps needed for any UCLA facility faced with an unannounced inspection by a Cal/OSHA compliance safety engineer.

II. PROCEDURES

<table>
<thead>
<tr>
<th>RESPONSIBILITY</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee first contacted by compliance safety engineer</td>
<td>Requests compliance safety engineer (inspector) to provide identification. Notifies department head, or designated administrator in charge, of inspector’s presence.</td>
</tr>
<tr>
<td>Department head or designated administrator in charge</td>
<td>Notifies Office of Environment, Health &amp; Safety at 310-825-5689 of inspector’s presence.</td>
</tr>
<tr>
<td>Office of Environment, Health &amp; Safety</td>
<td>Provides environmental health and safety technologist to act for the Chancellor as the management representative, to coordinate inspection activity with departments involved, and to accompany inspector during inspection.</td>
</tr>
<tr>
<td>Environmental Health and Safety Technologist</td>
<td>Meets with inspector and provides identification. Arranges for authorized employee representative to be on inspection tour or provides opportunity for inspector to consult with reasonable number of employees concerning matters of health and safety in the place of employment. Guides and provides access to any areas of employment upon request or to any available statistics, information, or physical materials directly related to inspection or investigation. Coordinates with the department head or designated administrator in charge, and UCLA Legal Affairs on any follow up inspections, document requests, filing of appeals, and participation in associated legal proceedings pertaining to the investigation.</td>
</tr>
<tr>
<td>Department head or designated administrator in charge</td>
<td>Cooperates with and when requested provides to the environmental health and safety technologist any available information related to the inspection or investigation.</td>
</tr>
</tbody>
</table>
III. REFERENCES

1. UCLA Policy 811, Environment, Health and Safety;
2. University of California Policy, Management of Health, Safety and the Environment;
3. Division 5 of the Labor Code, State of California, Section 6314.

Issuing Officer

/s/ Michael Beck

Administrative Vice Chancellor

Questions concerning this policy or procedure should be referred to the Responsible Department listed at the top of this document.