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

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Issuing Officer: Administrative Vice Chancellor

Responsible Dept: Environment, Health & Safety

Effective Date: December 21, 2023

Supersedes: UCLA Procedure 820.1, dated 03/16/2019

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## I. PURPOSE

## II. PROCEDURES

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### 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 during normal business hours. Insofar as it is possible, inspections must be conducted in a manner compatible with University operations.

This Procedure summarizes the steps needed for any UCLA facility/department faced with an unannounced inspection by a Cal/OSHA compliance safety engineer (CSO) and outlines the roles and responsibilities of all required parties.

### II. PROCEDURES

Follow the procedures below, if a Cal/OSHA compliance safety engineer (CSO) approaches you or shows up to your department:

1. Request to see the CSO's identification. If they fail to show their identification, you can deny them entry and notify EH&S immediately.
2. Inform the CSO that you will get your department head and a representative from EH&S.
3. Notify department head or designee of the CSO's presence.
4. Notify Environment, Health & Safety at 310-825-5689.
5. The CSO cannot start the inspection until the EH&S representative has arrived or EH&S has given the department head or designee permission for the investigation to start. However, the CSO can document observable conditions and/or start the inspection only if a loss of critical information may occur while awaiting the arrival or consent of EH&S.

### III. ROLES & RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Cal/OSHA compliance safety engineer (CSO)	Must show their State of California photo identification card and Division of Occupational Safety and Health business card.
	Must obtain consent to conduct an inspection from the department head and/or the Chancellor's authorized management representative (EH&S).
Environment, Health & Safety (EH&S)	Serve as the Chancellor's authorized management representative to coordinate the Cal/OSHA inspection process.
	Arrives within 1 hour to site once notified of CSO presence
	Meets with CSO and CSO provides identification.
	Arranges for the department head or designee of the department to be on the inspection walk or provides opportunity for CSO to consult with reasonable number of employees concerning matters of health and safety in the place of employment.

EH&S (con't)	Guides and provides access to any area where employees perform their job duties, upon request.
	Serves as the main point of contact to provide an official communication to Cal/OSHA.
	Coordinates with the department head or designee, and UCLA Legal Affairs on any follow up inspections, document requests, filing of appeals, and participation in associated legal proceedings pertaining to the investigation.
Department head or designee involved in the investigation	Cooperates with and when requested provides to Environmental Health and Safety any available information related to the inspection or investigation.

**IV. 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; and
4. DIOSH Policy and Procedures Manual, P&P C-1A.

**Issuing Officer**

**/s/ Michael Beck**

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**Administrative Vice Chancellor**

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

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