

## Landing Site OSHA Checklist

### Before OSHA Arrives:

1. Conduct daily safety inspections
2. If any part of the job is unusual, talk it over first. Each person should know what they are supposed to do, and what everyone else is going to be doing.
3. Make sure your paperwork is up to date  
(IIPP, site-specific safety plans, emergency action plan, MSDS's, etc.)
4. Know who's responsible for First Aid on site

### When OSHA Arrives:

1. Be Polite
2. Check their ID cards.
3. Get business cards from each person.
4. Ask them why they are there. (They may not tell you, but ask anyway.)
5. Call the office or your side rod/bull buck/woods boss.
6. Ask them to wait for your boss to show up.
7. Answer questions truthfully. Don't guess. If you don't know, say so.
8. Keep track of what they are interested in, and who they talk to.
9. Take notes.
10. If you have a camera, take lots of pictures. Be sure to take a picture of everything they take a picture of.
11. When they leave, ask when they will be back in touch with you. Give them the number of whoever is designated to work with OSHA.
12. Get back to work.