



Introduction to Safety – Unit One: OSHA Standards and Inspections

Lab 1: OSHA Inspection Preparation

Introduction

In 1970, the Occupational Safety and Health Administration (OSHA) was established as a government agency to set and enforce workplace safety and health standards. As part of its enforcement mission, it randomly conducts inspections at facilities throughout the United States, often unannounced. These inspections are sometimes done randomly, and at other times are the result of an employee contacting OSHA confidentially about a hazardous condition that is being ignored or dismissed by management.

When an OSHA inspector arrives at a facility, this official has the authority to take charge of the situation by viewing a part of the plant, speaking with anyone, including the company president, or viewing paperwork upon request. To ensure that an inspection is conducted successfully, the company should prepare for it ahead of time, such as having an inspection toolbox, or having a predetermined list of individuals to contact when an inspector arrives.

In this exercise, you will be required to prepare a toolbox and list of individual's names who will provide assistance to the OSHA representative.

Objective

The student will demonstrate their knowledge about a company's preparation for an inspection from an OSHA official, by assembling an inspection toolbox, and a list of company personnel who will be involved in the process.

Materials

- Empty toolbox and tools to place inside
- Paper and pencil, or computer

Lab Assignment

After attending a lecture or completing the reading assignment on OSHA standards and safety inspections, the following activities should be performed with two options.

Option 1

If you are employed by a company, request an appointment with the safety director at your facility during your off-duty time. Explain that you are taking a safety course at the college and need assistance with an assignment. Ask to view and discuss the following:

- Inspection Toolbox. Discuss the tools inside the inspection box and what they are for.
- List of individuals in the facility to contact when the inspector arrives, and why they were chosen.
- Write a report and submit it to your instructor.





Introduction to Safety – Unit One: OSHA Standards and Inspections

Lab 1: OSHA Inspection Preparation

Option 2

If you are not employed by a company:

- Fill an empty toolbox with items listed in the reading assignment in the section titled “Inspection Toolbox”. Then show it to your instructor.
- Meet with the safety official at the college, or at a friend or relative’s place of employment. Ask if you can be shown their inspection toolbox and make a list of its contents. Ask why these items were chose.
- Also ask if you can see the list of individuals that will be contacted in the facility if an OSHA inspector appears to conduct an inspection. Ask why these individuals were chosen.
- Write a report and submit it to your instructor.





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Grading Rubric

Below is an example of a rubric to implement when evaluating the performance of individual students for each of the laboratory exercises.

	Excellent 5 pts	Good 4 pts	Fair 3 pts	Poor 2 pts	Unacceptable 1 pts	Grade Received (N/A)
Ability to Follow Directions	Excellent Followed directions to the letter.	Good Followed directions.	Fair Moderately followed directions.	Poor Did not follow directions.	Unacceptable Did not appear concerned with directions.	Grade Received
Demonstrated Knowledge of Tools	Excellent Student knows and is able to identify and explain necessary tools for completion of the project.	Good Student is able to identify and explain necessary tools for completion of the project with some assistance.	Fair Student is unable to identify or use tools without major prompting.	Poor Student is not able to both identify and use tools.	Unacceptable Student's use of tools posed a danger to self and others.	Grade Received
Level of Needed Assistance	Excellent Student was able to complete the task without assistance.	Good Student was able to complete the task with little assistance.	Fair Student was able to complete the task with moderate assistance.	Poor Student was unable to complete task without major assistance.	Unacceptable Student was unable to complete task with assistance.	Grade Received





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	Excellent 5 pts	Good 4 pts	Fair 3 pts	Poor 2 pts	Unacceptable 1 pts	Grade Received (N/A)
Student Preparedness	Excellent Student had/gathered all materials and was completely ready to go to work.	Good Student had/gathered most materials and went to work.	Fair Student had/gathered most materials, however, they needed excess time to do so.	Poor Student did not have/gather some of the needed materials to perform work.	Unacceptable Student did not have/gather the needed materials and was unable to perform work.	Grade Received
Time Management	Excellent Routinely used time well throughout the project to get the job done on time.	Good Used time fairly well throughout the project.	Fair Procrastinated somewhat but did get the job done on time.	Poor Was unable to adequately meet timeline due to inability.	Unacceptable Did not meet timeline due to procrastination or wasting time.	Grade Received





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Lab 1: OSHA Inspection Preparation

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