



Take the following actions if an OSHA Compliance Officer arrives at your company:

- **Notify the top management in the company**
- **Ask the Compliance Officer** why he/she is at this site. If he/she mentions a complaint, ask for a copy of the complaint.
- **Advise the OSHA Compliance Officer** who the safety coordinator is and ask if he/she would please await the arrival or allow for management to join. Give him/her the same respect and courtesy you would give any other visitor to your site.
- **If the Compliance Officer** asks for any records and information, advise him/her that the Safety Director maintains those records and will be made available to him/her when the Safety Director arrives or is contacted by phone.

Do not allow the OSHA Compliance Officer to enter the rest of the building or grounds until the Safety Director, or a member of top management, arrives and takes charge.