

DuPage County Environmental, Safety, Health & Property Loss Control Program

Illinois Department of Labor Safety Inspections

Background: The Illinois Department of Labor (IL DOL) has been given a grant to enforce Federal Occupational Safety & Health Administration (OSHA) Standards, including performing safety inspections of all governmental facilities in the state.

DuPage County wishes to fully cooperate in this initiative and looks forward to IL DOL / OSHA's assistance in our own efforts to provide our employee's and public visitors a safe environment.

What if you are visited?

Following these instructions can save time and effort and avoid any miscommunication between the County and the Department of Labor. (They may not alert us ahead of time to an inspection-they prefer surprise visits).

The following should be followed when an IL DOL inspector appears at a site including work we perform off site such as what Underground and Highway may be performing.

IL DOL OSHA Representatives have the right to inspect and interview employees about safety standards and their job duties and how they perform them regarding safety related procedures. Please cooperate with them.

The following are steps to be taken and not necessarily in this order:

1. Receptionist / Crew Leader notifies their Manager. Then the Manager should call Patrick Genovese at office 630-407-6124 / Cell 630-327-2127 who will make every attempt to come to the location and assist in the inspection.
2. Manager/Crew Leader asks to see inspectors' credentials, get a business card and ask who their Supervisor is. **(Do not ask for subpoena).**
3. Manager asks the inspector the purpose of the visit.
4. Assure the inspection is done at a reasonable time. If they come in at close of business politely offer an alternative date and time to them.
5. Notes on what inspector says and their questions with your answers should be taken.
6. Listen politely unless asked a question and then truthfully answer it specifically. There is no need to volunteer additional information.

DuPage County Environmental, Safety, Health & Property Loss Control Program

Illinois Department of Labor Safety Inspections

7. If the work site has staff in a union then an onsite union member should be invited to accompany them on the inspection tour and attend closing conference.
8. If asked by the inspector to see the locations OSHA records please provide them and they may have a copy. (HR sends annual summary to all Locations and keeps electronic records of OSHA 300A).
9. Location Manager/ Crew Leader should maintain control of the inspection process including requiring the inspector to follow any Safety Policies at the location such as wearing safety glasses, steel toed shoes etc. during the inspection of areas requiring such PPE.
10. If the reason for the visit is to follow up on a complaint take them to the area of concern the shortest way possible.
11. Do not make comments about any alleged violations or provide any documents except OSHA Records. If presented a Search Warrant for any other documents explain to the inspector you will need to contact the State's Attorney assigned to your Dept. for authorization to release the documents named in the Search Warrant.
12. If environmental sampling is done ask for detailed description of what exactly they are looking for and ask them to describe the sampling method they are using. **Request a split sample.** (From each sample retained by us Risk Management will have it independently analyzed to confirm or dispute OSHA findings).
13. If photos are taken ask to be sent a copy of each and take specific notation as to what was photographed and why?
14. They have the right to question employees with their Manager present and if the employee is in a union a union representative.
15. They should conduct an ending conference with you and if applicable union staffer. If not request them to have one to detail their findings.
16. After they have left re-read your notes while still fresh in your mind and note any areas were you may disagree with the inspector.
17. Make a copy of your notes and send to Risk Management fax 630-407-6102.