with the requirements of the standards, rules, and regulations promulgated under the OSHAct

To enter an establishment, the CO will present his credentials to a guard, receptionist, or other person acting in such a capacity There have been instances where some credentials have been fraudulent Employers, therefore, should check the CO's credentials carefully before letting the individual enter their establishment for the purpose of an inspection (See Fig 2–3)

The CO will usually ask for the person with the highest authority that is on the premises It is recommended that employers furnish written instructions to the security, receptionist, or other affected personnel regarding the right of entry, treatment, who should be notified, and to whom and where the CO should be directed so that undue delay can be avoided.

Opening conference. The employer or his designated representative will be required to participate in the opening conference conducted by the CO Since the CO will want to talk with safety personnel, such personnel should also be invited by the employer to the opening conference The employer representative who accompanies the CO through the establishment should also participate in the opening conference

At the opening conference, the CO will

1 Inform the employer that the purpose of his visit is to make an investigation to ascertain if the establishment, procedures, operations, and equipment are in compliance with the requirements of the OSHAct

2. Give the employer copies of the Act, standards, regulations, and promotional material, as necessary

3 Outline in general terms
   a) The scope of the inspection
   b) The records he wants to review
   c) His obligation to confer with employees
   d) The physical inspection of the workplace
   e) The closing conference

4 If applicable, furnish a copy of the complaint(s).

5 Answer questions those in attendance might have

During the course of the opening conference the CO may want to review OSHA Form 100, Log of Occupational Injuries and Illnesses, and OSHA Form 101, Supplementary Record of Occupational Injuries and Illnesses Such records should be made readily available to him In addition, the CO will want to obtain information regarding the safety and health program that the employer now has in place so that he can evaluate such a program Naturally, a comprehensive safety and health program that shows evidence of effective performance in accident prevention will be impressive to all concerned

The CO will also ascertain from the employer whether employees of another employer (for example, a contracting employer for maintenance or remodeling) are working in or on the establishment If so, the CO will afford the authorized representative of those employees a reasonable opportunity to accompany him during the inspection of the workplaces where they are working.

During the conference the CO will explain the employee representative's rights and ask for the authorized employee representative Generally the employee representative will be an employee of the establishment inspected However, if, in the judgment of the CO, good cause has been shown that accompaniment of a third party (such as an industrial hygienist or safety consultant) who is not an employee of the employer (but is, indeed, an authorized employee representative) is reasonably necessary to conduct an effective and thorough inspection, such a third party may accompany the CO during the inspection The final decision will rest with the CO

The employer is not permitted to designate the employee representative Employee representatives may change as the inspection process moves from department to department The CO may deny the right of accompaniment to any person whose conduct interferes with a full and orderly inspection If there is no authorized employee representative, the CO will consult with a reasonable number of employees concerning matters of safety and health in the workplace during the course of the inspection