



## Regulatory Agency Visit Guidelines

1. Without prior notice, a representative from the State or Federal Occupational Safety Health Administration ("OSHA"), Environmental Protection Agency ("EPA") or any other Regulatory Agency may visit your location to conduct an inspection.
2. When a Regulatory Agency representative arrives at your location, they will introduce themselves and provide credentials. Remain calm. Inspections are not uncommon and the Safety Department is here to help.
3. Immediately call Safety @6SAFE (67233). If there is no one answer, please reach out to any member of the Safety Department.  
Dalia x66892 --- Matt x66901 --- Kyle x66893 --- Robert x66941 --- Makoy x66915
4. Print out a copy of the Regulatory Agency Visit Worksheet found in the forms and manuals section on the KC safety page. You will be using this to record information during the inspection process.
5. Prior to conducting the inspection, the Regulatory Agency Representative in many cases is required to conduct an opening conference to explain the scope of the inspection and answer any questions. The conference should be attended by both the Store Manager and Safety Leader. A corporate safety representative will attend by phone.
6. Regulations provide that a representative of the company shall be given the opportunity to accompany the Regulatory Agency Representative during the inspection. The Store Manager and/or Safety Leader must accompany the Regulatory Agency Representative during the inspection and use the Regulatory Agency Visit Worksheet to document the inspection.
7. The Store Manager and/or Safety Leader should mirror what the Regulatory Agency Representative does and record as much information as possible.
  - **Take the same photographs or measurements that the Regulatory Agency Representative takes during the inspection.**
  - **Take notes summarizing the dialogue during the inspection**
  - **All document requests made by the Representative must be made in writing. Speak with Safety before providing any documentation.**
  - **If the Regulatory Agency Representative appears to be photographing conditions from a misleading perspective, you should photograph such conditions from all perspectives that more accurately represent the actual condition.**



**Please keep in mind that the Regulatory Agency Representative**

- May point out an item of concern that can be easily fixed within the time of the inspection. Do not attempt to repair any equipment plugged in to an electrical outlet or connected to an air-line during the inspection. Such repairs should only be performed by your maintenance team after the equipment has been properly de-energized.
- May expect or ask you to show him or her how to execute processes or operations. Do not physically volunteer or demonstrate any process or operation that is not already being done or that may be unsafe.

**Your Rights During the Interview Process**

1. During the course of the inspection, the Regulatory Agency Representative in some cases may wish to conduct private interviews with as many employees as is deemed necessary. Make available a place for the Regulatory Agency Representative to conduct the interviews.
2. A Regulatory Agency Representative cannot record audio or video during an interview unless the employee being interviewed consents.
3. An employee's participation in an OSHA, EPA, or any other inspection is considered "protected activity," and the Company cannot and will not retaliate against any employee in any way because of their participation in an inspection.
4. You have the right to take a break or end the interview at any time for any reason. The interview is not supposed to take an undue period of time.
5. There is no legal obligation for Management to sign a written statement prepared by any Regulatory Agency Representative.

**Remember to complete and send in your  
Regulatory Agency Visit Worksheet to Safety  
within 24 hours of the inspection.**