

## Regulatory Agency Inspection

### Intent

The intent of this OBP is to provide guidelines to follow when you are visited or otherwise contacted by a regulatory agency like Occupational Safety and Health Association (OSHA), the Environmental Protection Agency (EPA) or the Fire Marshall. The primary goal of inspections conducted by regulatory agencies, is to assess compliance with safety, health, and environmental protection standards. Ultimately, these standards are designed to prevent employee injuries and protect the environment.

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### Guidelines

Follow these best practices when dealing with OSHA, EPA, or any other regulatory agency.

- Ask the compliance officer/inspector for their credentials
- Immediately call the Safety Team at 6SAFE (67233)
- Print out the [\*Regulatory Agency Visit Worksheet\*](#) and use it to document the inspection

Note: Any regulatory agency may visit a workplace without prior notice. Be prepared!

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### Recommendations

When dealing with any regulatory agency, it is crucial to document the inspection process, or any other exchange of information, whether verbal or written. You should also ensure your people know their rights as employees during an inspection, particularly during an interview.

In the [\*Regulatory Agency Visit Guidelines\*](#) you will find specific information on what to do if you are being inspected. It is recommended that you and your people become familiar with these guidelines to make the inspection inviting, easy, and safe for all parties involved.

**Immediately call Safety @6SAFE (67233) when a Regulatory Agency Compliance Officer visits your workplace.**

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**Inspection process** The most common type of inspection is an OSHA inspection. The OSHA inspection process is broken down into three parts, the Opening Conference, the Walkaround, and the Closing Conference.

<b>Opening Conference</b>	<p>On the day of the inspection, an initial discussion will take place describing the scope of the inspection, walkaround procedures, and employee interviews.</p> <p>Individuals to be included in this discussion are:</p> <ul style="list-style-type: none"> <li>• Store Manager/Senior Assistant Manager</li> <li>• Safety Team Representative (x6SAFE)</li> <li>• Regulatory Agency Compliance Officer</li> </ul>
<b>Walkaround</b>	<p>Following the opening conference, the Store Manager (manager on duty) and Compliance Officer will walk through the workplace, inspecting for hazards that could lead to employee injury or illness.</p> <p><i>Note: Store Manager/Senior Assistant Manager must always accompany the Compliance Officer during the walkaround.</i></p>
<b>Closing Conference</b>	<p>After the walkaround, the Compliance Officer will hold a closing conference with the Store Manager/Senior Assistant Manager and a Safety Team Representative to discuss the findings.</p> <p><i>Note: Any citations must be scanned and emailed to <a href="mailto:safetyteam@discounttire.com">safetyteam@discounttire.com</a> immediately upon receipt as these documents are time sensitive.</i></p>