

COMPLIANCE INSPECTIONS

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I. PURPOSE

To provide guidance for admission of federal and state compliance officers to company premises / jobsites.

II. POLICY

- A. It is the policy of GTC to permit general compliance inspections of company premises / jobsites. It is the policy of GTC to limit employee complaint or fatality/serious injury inspections to the area of the complaint or incident only.
- B. When a compliance officer requests admission to conduct an inspection, he or she shall be directed to the Supervisor. (If the Supervisor is unavailable, direct to Foreman.)
- C. The Workforce Risk Manager shall be contacted and allowed to speak with the compliance officer at that time (over the phone).
- D. An opening conference shall be held yielding identification of the Compliance Officer and a reason for the inspection. At this time, locate the Supervisor/Foreman, any/all involved employees concerning the complaint.

III. DURING THE INSPECTION

- A. Be courteous but cautious during the inspection. If the Compliance Officer points out possible problem areas, solicit practical recommendations from the Compliance Officer for correction. Other than minor on-the-spot corrections, do not agree to comply with any recommendations or programs brought up by the Compliance Officer. If written information is requested only submit the specific information requested.
- B. Be sure the Compliance Officer is aware there is a formal written active Health / Safety & Environment, Loss Control program at GTC.
- C. Employee Representatives - An employee representative is entitled to accompany the Compliance Officer and the company representative during the inspection and to sit in on the closing conference.
- D. The Compliance Officer is entitled to speak to any employee he or she wishes to.

IV. AFTER THE INSPECTION

- A. Notify Management of any actions and results from the closing conference.
- B. If an official citation is received, a determination will be made to contest alleged violations. Do not process payment for any fine(s) until directed to by Management.