

NOTICE!

The following procedure is currently under revision.

If you need to refer to this procedure and have questions regarding applicability, please contact the Safety Office at 425.388.3549.

FEDERAL AND STATE INSPECTIONS

I. PURPOSE

The purpose of this procedure is to identify the steps to take should a Federal or State Inspector arrive at a County facility or worksite. This includes, but is not limited to Washington State Department of Labor and Industries, Department of Ecology, MSHA, EPA, PSCA, or any other Federal or State Agency.

II. SCOPE

All County facilities or worksties are subject to inspection at any time. All inspectors will have identification and will produce their identification when asked.

III. PROCEDURE

- A. Any employee or supervisor approached by an inspector will immediately notify the Elected Official, Department Head, Division Manager, or their designee of the arrival of the inspector.
- B. The person notified in part A will **immediately notify**:
 - 1. County Safety Office at 425-388-3413
 - 2. Safety Office cellular 425-754-4512
- C. The person notified in part A or their designee will escort the inspector around the facility and/or jobsite. A representative of the County Safety Office may also escort the inspector around the facility and/or jobsite.

NOTE: Under NO circumstances will an employee take an inspector around without a management representative or management designee.

IV. CITATIONS

- A. The Results of Inspection letter and/or any citations received, must be posted on the safety bulletin board at the location or main office for that location for a minimum of three days or until the violation is corrected, whichever is longer.

- B. Any citation received must be forwarded to the County Safety Office.
 - 1. Serious violations have fines up to \$7,000 per violation.
 - 2. Repeat violations can be twice the serious rate.
 - 3. Willful violations can result in fines up to \$70,000.
 - 4. There is no direct monetary penalty against an employee. Discipline procedures must be used if an employee fails to comply with safety requirements.

V. **SPECIAL TOURS**

- A. Supervisors may arrange a "courtesy inspection" by a Federal or State Agency.
- B. The County Safety Office shall be advised of such inspections and may participate as time permits.