

## *Related Safe Work Practices*

- Hazardous Substances
- Injury and Illness Prevention Program
- Injury and Illness Reporting and Management
- Personal Protective Equipment

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This Safe Work Practice (SWP) addresses regulatory agency inquires and permits. The purpose of this SWP is to:

- Provide guidance on what to do in the event of an inquiry from a regulatory agency.
- Advise how to obtain and maintain select regulatory agency permits for your facilities.

It is organized as follows:

1. Inquiries from a regulatory agency
2. Permit requirements

The most likely regulatory agency to contact you will be Cal-OSHA. Therefore, the focus is primarily on that agency, but the information provided could be useful for other agencies. Other agencies that may contact you include the Department of Public Health's Hazardous Materials Unified Program Agency (HMUPA), the Department of Pesticide Regulation, or Bay Area Air Quality Management District.

You must complete required training on this SWP and those listed as related. These must be completed before the initial assignment. It is recommended that refresher training be completed every 2 years thereafter.

### **Inquiries from a Regulatory Agency**

1. If an inspector shows up unannounced, call EHS. If available, EHS will come to your site to help.

2. All SWPs apply to the inspectors, and their safety is paramount. You can ask to terminate the inspection if they do not have the proper protective equipment, as required by a SWP, and reschedule for a later time. If you have the proper personal protective equipment, you may provide it to them after training them on its proper use (see the *PPE SWP*).
3. During an inspection or conference:
  - Try to comply with the agency's requests.
  - Be courteous, professional, and keep to the facts that you know. Do not guess or speculate when responding to questions of an inspector. If you do not know the answer to a question, say so. It is better to respond that you don't know, than to speculate.
  - Strive to provide clear and concise answers. Detailed explanations can confuse or expand the scope, or unduly prolong the investigation.
4. Once you determine the purpose of the inspection, facilitate the focus of the inspection and discussion around that purpose. That is, if the inspector wants to inspect a given machine, show them that machine and not everything in the area. However, most regulatory agency inspectors have the right to conduct an inspection of the entire operation, and if requested to do so, you must comply.
5. The inspector is permitted to take samples and photographs during the inspection.
6. Upon completion of the inspection you should request a closing conference to make certain you know the result of the inspection, what the inspector will do next and what they expect you to do. Make sure that you understand the statements and the actions requested of you.
7. Afterward, contact EHS if you have not done so already to report the incident, the result of the inspection, and the status.

### **Permit Requirements**

8. HMUPA Permit requirements are covered under the Hazardous Substances SWP.
9. Elevator Permits
  - a. Program Managers or Facility Coordinators are responsible for managing elevators at their sites. This responsibility may include:
    - Requesting annual inspection and renewal of permit.
    - Scheduling repairs or special services.
    - Emergency calls after a breakdown.

- California State Elevator Inspector appointments and Fire Department Inspections.
  - Approval of (signing) invoices for the completed maintenance services or inspections.
- b. State Elevator notices are usually sent to the facility where the equipment resides. If you receive a notice, promptly follow the instructions and forward a copy to both your designated elevator maintenance company and EHS.
- Failure to comply with the requirements of the letter may result in loss of your permit to operate, and your equipment being shut down.

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References:

1. DOSH Policy and Procedure Manual, Cal-OSHA, Document No. P&P C-1A, 8/1/08, <http://www.dir.ca.gov/samples/search/querypnp.htm>.
2. Email dated 5/23/2016 from S. McFadden to D. Kern.

**For any questions, please contact EHS at 415-831-2780.**