

	Policy: OSHA or EPA Official Visit	Effective Date: June 19, 2003
		Revision Effective Date:
	Policy Number: HR-40	Page 1 of 2
	_____	_____
	City Manager	Human Resources Responsible Party

ARRIVAL

Representatives from one of these regulatory agencies will attempt to make contact with a city official upon the arrival, per their own procedures. The representative must present photo identification from the agency he/she represents. Please make a point to check their credentials.

The representative must also state the reason for his/her visit. There are specific reasons why they can enter our property. Be sure to understand the reason that they are attempting to enter and relay that to the city officials to be contacted below. **Extend all common courtesies to these visitors as you would any other.**

NOTIFICATION

After the representative has shown identification and stated the purpose for the visit, notify the following city officials immediately; 1) your Supervisor and 2) your Department Director.

The Supervisor or Department Director should immediately contact the Safety & Risk Manager. In the event the Safety & Risk Manager is not available, speak with any member of the Human Resources staff. He/She will notify the remaining city officials, including the Human Resources Director, City Manager, or his designee, including the Assistant City Manager or City Attorney.

While you are making these notifications, ask the representatives to make themselves comfortable.

Advise them that you are notifying the appropriate persons within the organization.

ACCOMPANYING THE VISITORS

During the entire visit, our city officials should accompany these representatives at all times. Please do not direct these visitors to meet with someone, have the city officials come to where you are and accompany these representatives.

OPENING CONFERENCE

Once the representatives have made contact with the facility/location officials, the first order of business will be an opening conference. They will request that they sit down with the facility officials to discuss the intentions of their visit. **Make every attempt to have the Safety & Risk Manager in this meeting. In most cases the representatives will not mind waiting for a short period of time,**

Policy No.: HR-40	Policy Name: OSHA or EPA Official Visit	Page 2 of 2
--------------------------	--	--------------------

If the Safety & Risk Manager is not available, contact another City official to participate working in the following order; Human Resources Director, your Department Director, Assistant City Manager, City Manager, and City Attorney.

THE VISIT/INSPECTION

The type of reason given for their visit will determine how the tour will be conducted. The Safety & Risk Manager will be able to give direction in this area. Again, it is very important to accompany these visitors everywhere that they go. Do not allow them to “wonder around.” Take good notes about everything that is discussed, videotape or photograph everything they record.

TELEPHONE CONTACT OR WRITTEN CORRESPONDENCE

Any telephone contact or written correspondence from any of these agencies should be directed to the Department Director and the Safety & Risk Manager. In their absence, please direct the call to the next person in the chain of command.