



DEPARTMENT OF PUBLIC WORKS
PLUMAS COUNTY, CALIFORNIA
INSPECTION PROCEDURE POLICY



BACKGROUND

There is a need for the Department of Public Works to assure that the Inspection Procedure Policy is on record in the Department files. On occasion, Cal-OSHA or other inspectors may visit one of the Department's facilities for the purpose of making an inspection. Usually the inspector will arrive unannounced and will present his/her credentials to an employee. A serious accident or a complaint may have triggered the inspection or it may be a routine inspection. Any inspector needs the Department's consent to conduct an inspection.

PROCEDURE

Following is the procedure to be followed by the Department of Public Works upon receiving an "Inspection":

1. Verify what company the inspector is from and his/her name (business card).
2. Inform the Inspector that he/she must contact the main office to "check-in" and wait at the office for a management representative.
3. Contact one of the Departmental Safety Representatives, County Safety Officer and one of the following based upon the area of responsibility:
 - **Road Maintenance:** Road Maintenance Supervisor, Deputy Director of Public Works or Public Works Director.
 - **Field Engineering:** Deputy Director of Public Works or Public Works Director.
 - **Central Office:** Deputy Director of Public Works or Public Works Director.
 - **Shop:** Shop Supervisor, Deputy Director of Public Works or Public Works Director.
3. Wait until the management representative arrives. The management representative must be familiar with the particular work function being inspected, and that he/she accompanies the Inspector.
5. Cooperate with the inspector and the management representative. The Inspector may wish to talk to employees in private. Employees have the right to enter into these discussions privately if they choose. If not, the management representative will be present during all discussions.
6. The Department of Public Works is to retain a hardcopy document for Department files.

EFFECTIVE DATE OF THIS PROCEDURE

Immediately, upon signature by the Director of Public Works.

Robert A. Perreault, Jr.
Director of Public Works
Plumas County

Date