



This OSHA Inspection Report is to be started at the **BEGINNING** of and completed **IMMEDIATELY AFTER** and OSHA Inspection!

Project Name: \_\_\_\_\_ Project Foreman: \_\_\_\_\_  
Inspection Date: \_\_\_\_\_ Inspection Time: \_\_\_\_\_

**Call Carl Mitchell (480)417-2716 or Nolan Mitchell (480)826-9968 ASAP**

**1. Pre-Inspection**

A. Name/Title of person contacted by OSHA? \_\_\_\_\_

B. Did OSHA Inspector(s) show his/her credentials? Yes No

Comments: \_\_\_\_\_

C. Name(s) of OSHA Inspector(s): \_\_\_\_\_

Their area office: \_\_\_\_\_

D. Reason for the inspection:

i. Employee complaint? Yes No (If yes, attach copy. OSHA is required by law to provide.)

ii. Scheduled appointment? Yes No

iii. Other? Yes No (Please explain.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Did OSHA review record keeping: Yes No (If yes, which of the below records were reviewed?)

i. Required OSHA poster posted? Yes No

ii. OSHA Form 300? Yes No

iii. Minutes of project safety meetings? Yes No

iv. Minutes of weekly toolbox talk? Yes No

v. Copies of safety audits? Yes No

vi. Other? Yes No (Please explain.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Opening Conference**

A. Name(s) of Contractor(s), Name(s)/Title(s) of their Representative(s) (or attach list): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Inspection Tour**

A. Whom from Berg accompanied the OSHA Inspector(s)? \_\_\_\_\_

Whom else joined the inspection group? \_\_\_\_\_

B. Did the Inspector take any photographs?    Yes    No

Did Berg take any photographs?    Yes    No

C. Were safety hazards/unsafe acts observed?    Yes    No

If yes, what were they and who was responsible? \_\_\_\_\_

D. Was immediate corrective action taken?    Yes    No

If no, explain why: \_\_\_\_\_

E. Special comments regarding inspection: \_\_\_\_\_

**4. Closing Conference**

A. Did OSHA hold a closing conference w/ other Contractor(s)?    Yes    No

B. Names of Contractor(s) Name(s)/Title(s) of their Representative(s) (or attach list): \_\_\_\_\_

C. What alleged OSHA violations were discussed and with whom (or attach list)? \_\_\_\_\_

NOTE:    At the Closing Conference, it is very important to establish which citations rightfully belong to US versus other Companies. When citations are incorrectly assigned, Berg is forced to spend unnecessary time and money contesting them.

\_\_\_\_\_  
Berg Representative (please print)

\_\_\_\_\_  
Berg Representative Signature/Date