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I. GENERAL

The purpose of this plan is to describe the specific actions required of Gallant Builders (Gallant) employees and Subcontractor employees upon the arrival of an OSHA Compliance Officer at Gallant workplace or jobsite to inspect facilities or equipment or to investigate matters related thereof. It is the responsibility of the Department of Labor, Division of Occupational Safety and Health Administration to carry-out the compliance in the State of Texas for Occupational Safety and Health. In this regard, Federal OSHA Compliance Safety and Health Officers carry out the enforcement and monitoring aspects of the Act. The OSH Act is applicable to all Contractor organizations (including Sub Contractor activities/operations).

II. RESPONSIBILITY

The Gallant Safety Director is the program coordinator, acting as the representative of the Gallant owners, who have the ultimate responsibility for all facets of the company. The Safety Director is the sole person authorized to amend these instructions. Gallant has authorized the Safety Director and any Supervisor or Employee to halt any operation of Gallant where there is danger of serious personal injury.

III. OSHA INSPECTION PROCEDURES

WRITTEN PROGRAM
Gallant will review and evaluate this program periodically, or when changes occur to the regulations, when operational changes occur that require a revision of this document.

TRAINING REQUIREMENTS
Gallant will provide training to all supervisors ensure that they understand the importance and the necessary procedures which must be taken in the event of an OSHA inspection.

Training will be conducted by the Safety Director or other designated competent personnel. The training will include the information contained in this procedure and other applicable information as deemed necessary by the Safety Director.

RECEIVING THE COMPLIANCE OFFICER
Upon arrival of the Compliance Officer, the Superintendent shall greet the individual and verify the Compliance Officer's credentials. All personnel are expected to be courteous and professional during any OSHA inspection.

The Gallant Superintendent shall advise the OSHA Compliance Officer that the policy is for them to contact the company Safety Director in reference to the inspection.

The Superintendent shall request time for the Safety Director to get to the job site. Ask if the inspection can take place at a time when the company representative can be there.

Subcontractor’s representative(s) should participate in the inspection process. The Contractor may request time for their Safety Coordinator and/or Insurance Administrator Safety

Representative to get to the job site. Ask if the inspection can take place at a time when the company representative can be there.

Best Practice: All subcontractor site foreman / supervision should participate in the OSHA inspection.

OPENING CONFERENCE

An opening conference will be conducted by the Compliance Officer. It will normally be held at the job site and must include representatives of all companies affected by the Compliance Officer's visit.

The Compliance Officer will usually cover the following topics during the opening conference:

- Nature and Purpose of visit - Focused inspection, employee complaint, etc.
- Scope of Inspection - Areas to be inspected, employee interviews, etc.
- Equipment to be used during the inspection– Camera, Sound level meter, Air monitor, etc.
- Records to be reviewed during the inspection.
- Invitation to participate in the Inspection - Contractor and Subcontractor personnel.
- Distribution of OSHA Materials - Copies of the Act, Standards, promotional materials, etc.

WALK AROUND INSPECTION

The inspection shall be conducted within reasonable limits and in a reasonable manner during regular working hours except when mutually agreed upon by parties concerned.

The Compliance Officer shall comply with all the safety and health rules during the inspection, including the wearing of required personal protective equipment.

During the course of the inspection, the Compliance Officer may:

- Agree to the participation of more than one employer representative and one employee representative in the walk around;
- Interview, question, or invite comments from a reasonable number of employees. If consultation unduly hinders work activity, he/she may arrange for off-duty interviews at a location other than the workplace. Written statements may be taken under certain conditions;
- Receive complaints from employees regarding possible violation(s) of the standards, provided there is no interference with the inspection.
- The Compliance Officer shall be permitted to take photographs.
- During the course of the inspection, the Gallant Builders and subcontractor designated job site representative(s) will:
- Accompany the Compliance Officer at all times during the inspection;
- Take detailed notes of inspection activities (comments, samples/tests taken, records given/reviewed, location of photos taken, etc.);

Photograph anything that the Compliance Officer photographs (if a camera is available);

If requested, ensure that the Compliance Officer is permitted interviews with job site employees. Employees do not have to allow themselves to be interviewed, and may insist that interviews be accompanied by other person(s).

At the conclusion of the walk around, the Compliance Officer will ensure that employee representatives are informed of the apparent violations(s), if any, found during the inspection.

Make careful notes about Compliance Officer's questions concerning training and understanding by employees.

Best Practice: Attempt to abate all safety deficiencies identified by the compliance officer prior to completing the walk around inspection. Request that the compliance officer note the corrective measure / abatement process. Also take notes and before & after pictures of the safety deficiencies identified. (Identified / Abated)

CLOSING CONFERENCE

At completion of the inspection, a closing conference will be arranged to permit the Compliance Officer to advise both Contractor and/or any Sub Contractor representatives of any alleged violation(s) observed during the inspection.

The Compliance Officer should indicate the applicable section(s) of the standards which are alleged to have been violated and provide the following:

- Alleged violation(s), which may be the basis of a citation;
- Methods used to establish abatement period(s);
- Penalty determination procedures;
- Appeal and contest procedures;
- Abatement details and follow-up inspection;
- Variance procedures;
- Availability of an informal conference with the area director;
- Distribution of OSHA material (if not done at the opening conference).

NOTE: As with the opening conference and walk around inspection, detailed notes shall be taken by the Safety Director.

FOLLOW-UP ACTIONS

After (if not during) the inspection process has been completed and the Compliance Officer has left the site, the Contractor will immediately correct any violations, which can be abated "on-the-spot."

The Contractor shall direct any Sub Contractor to correct/abate those violations for which the Sub Contractor has control and which might expose employees to injury or illness.