



## OSHA Quick Reference Guide

**Fatality:** Report within 8 hours

**Hospitalization:** Report within 24 hours

**Amputation:** Report within 24 hours

**Loss of Eye:** Report within 24 hours

### Immediate Actions:

- Preserve scene
- Notify Safety
- Preserve footage and documentation
- Maintain incident log
- Coordinate with leadership and legal

### If an OSHA Representative Arrives On-Site:

- **Notify Leadership immediately:** Call WhiteWater HR/Safety the moment they walk through the door.
- **Verify credentials:** Ask to see their official OSHA photo identification badge.
- **Request a brief delay:** Courteously ask the representative to wait in a break room or office until a WhiteWater HR or Safety representative can join via phone or in person (they will typically wait 45–60 minutes).
- **Establish the scope:** Ask the inspector the specific reason for their visit (e.g., routine inspection, specific complaint, or recent incident).
- **Control the route:** Walk the inspector directly to the area of concern. Do not take unnecessary detours through the facility.
- **Shadow and mirror:** Stay with the inspector at all times. Take the exact same photos, videos, and measurements from the exact same angles that they do.
- **Know your interview rights:** Allow hourly employees to speak privately if requested. However, as a manager, request that corporate Safety or Legal be present before participating in a formal interview.
- **Participate in the closing conference:** Listen to their preliminary findings and take detailed notes. ***Do not argue, admit fault, or commit to specific correction dates.***
- **Be factual and brief:** Be polite and honest, but answer only the specific question asked. Never guess or speculate. If you do not know an answer, simply state: *"I am not certain, but I will find out and follow up with you."*