



Chapter 06: Safety and Compliance

06. OSHA Compliance Audits

Manage OSHA compliance audits to ensure adherence to workplace safety and health requirements.

Roles and Responsibilities

Safety Officer:

- Monitor safety compliance across all operations
- Conduct safety investigations and reporting
- Coordinate safety training and certification
- Ensure regulatory safety compliance
- Authorize safety equipment and improvements

Operations Leader:

- Oversee daily operations and coordinate between departments
- Authorize emergency response procedures and resource allocation
- Monitor safety compliance and operational excellence
- Coordinate scheduling across departments for operational coverage
- Review billing disputes and approve service adjustments
- Ensure regulatory compliance across all operations

Business Leader:

- Approve marketing budget and resource allocation
- Review financial projections and business development strategies
- Provide strategic direction for market expansion
- Monitor competitive positioning and pricing strategies
- Oversee vendor contracts and supplier relationships

Process Steps

Pre-Audit Preparation Phase

- **Review OSHA standards** - Identify applicable OSHA standards for aviation ground support and maintenance operations

- **Conduct internal assessment** - Perform comprehensive workplace safety audit to identify potential compliance issues
- **Organize safety documentation** - Compile OSHA 300 logs, safety training records, and workplace injury documentation
- **Inspect work areas** - Verify workplace conditions meet OSHA safety and health standards
- **Review safety procedures** - Ensure written safety procedures address all applicable OSHA requirements
- **Prepare team members** - Brief personnel on audit process and their responsibilities during OSHA inspection

Audit Coordination Phase

- **Establish inspector credentials** - Verify OSHA compliance officer credentials and inspection authority
- **Review inspection scope** - Understand specific areas and standards to be examined during audit
- **Provide opening conference** - Participate in opening meeting to discuss inspection process and workplace access
- **Assign escort personnel** - Designate knowledgeable safety personnel to accompany inspector during workplace tour
- **Ensure safety protocols** - Brief inspector on facility safety requirements and personal protective equipment needs
- **Document inspection activities** - Maintain detailed records of inspection activities and areas examined

Workplace Inspection Phase

- **Conduct facility walkthrough** - Accompany OSHA inspector during comprehensive workplace inspection
- **Provide requested documentation** - Supply safety records, training documentation, and procedures as requested
- **Answer safety questions** - Provide accurate information about workplace safety practices and procedures
- **Address immediate hazards** - Take immediate action to correct any serious safety hazards identified
- **Document findings** - Record inspector observations, comments, and preliminary findings
- **Photograph conditions** - Take photographs of workplace conditions and safety equipment as appropriate

Citation Response Phase

- **Review citations carefully** - Analyze all OSHA citations for accuracy and understanding of requirements
- **Assess abatement requirements** - Determine specific actions required to correct cited violations

- **Develop abatement plan** - Create detailed plan with timelines and responsibilities for correcting violations
- **Calculate costs** - Estimate costs for required safety improvements and equipment purchases
- **Consider contest options** - Evaluate whether any citations should be contested based on merit and evidence
- **Submit formal response** - Provide written response to OSHA within required 15-working-day timeframe

Abatement Implementation Phase

- **Execute corrective actions** - Implement all required safety improvements and hazard corrections
- **Purchase safety equipment** - Acquire necessary personal protective equipment and safety devices
- **Modify work procedures** - Update workplace procedures to address cited safety deficiencies
- **Provide additional training** - Conduct supplemental safety training to address knowledge gaps
- **Install safety controls** - Implement engineering controls, guards, and other required safety measures
- **Document completion** - Maintain evidence of abatement completion including photographs and receipts

Follow-up and Verification Phase

- **Submit abatement certification** - Provide OSHA with certification of violation correction within required timeframe
- **Coordinate follow-up inspection** - Schedule any required OSHA follow-up inspections to verify abatement
- **Conduct internal verification** - Perform internal audits to ensure continued compliance with corrected violations
- **Monitor effectiveness** - Evaluate effectiveness of corrective actions in preventing workplace injuries
- **Update safety programs** - Revise safety programs based on audit findings and corrective actions
- **Communicate improvements** - Inform all team members of safety improvements and procedural changes

Tools and Resources

OSHA Documentation:

- OSHA 300 injury and illness logs
- Safety training records and certifications
- Workplace safety procedures and policies
- Personal protective equipment inventory

Safety Equipment:



- Personal protective equipment (PPE)
- Safety guards and engineering controls
- Emergency response equipment
- First aid and medical supplies

Reference Materials:

- Applicable OSHA standards (29 CFR)
- OSHA compliance assistance materials
- Industry safety best practices
- Previous audit reports and corrective actions

Common Issues and Solutions

- **Issue:** Team members concerned about providing information to OSHA inspectors
- **Solution:** Train personnel on their rights and responsibilities; emphasize importance of accurate information for workplace safety

Issue: Difficulty understanding technical requirements of OSHA standards

Solution: Consult with safety professionals or OSHA compliance assistance specialists for guidance

Issue: High costs associated with required safety improvements

Solution: Prioritize corrections by safety risk; explore cost-effective solutions and phased implementation approaches

Regulatory References

- **29 CFR Part 1904** - Recording and Reporting Occupational Injuries and Illnesses
- **29 CFR Part 1910** - Occupational Safety and Health Standards
- **29 CFR Part 1926** - Safety and Health Regulations for Construction
- **OSHA Field Operations Manual** - Inspection procedures and citation guidelines
- **OSHA Small Business Handbook** - Compliance assistance for small employers
- **OSHA Voluntary Protection Programs** - Partnership programs for safety excellence