



**Linda Grow**  
*Director of Contracting – Risk Manager*



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## **OSHA COMPLIANCE POLICES AND PROCEDURES**

1. The Argus OSHA Compliance Officer will inspect all new offices or offices who re-locate to determine if the office is in compliance with OSHA regulations. Any non-compliance will be documented and it is the responsibility of the location to bring the location into compliance.
2. Argus will provide an OSHA Safety Manual for all managed offices. All Argus managed offices will use the OSHA Safety Manual and abide by all applicable policies and procedures documented in the manual.
3. Argus will provide a training schedule for Safety Committee Meetings and training materials for each topic to be accessed on ArgusLink.
4. All managed offices will conduct monthly Safety Committee Meetings and train employees monthly on the assigned monthly safety topic.
5. Argus will provide a Safety Committee Meetings log to be completed by the assigned Office Safety Officer at each location, which logs the date of each Safety Committee Meeting, the topic assigned and a roster of the employees present at the training.
6. The original Safety Committee Log Sheet will be kept in the managed office's OSHA Safety Manual. A copy will be faxed to the Argus OSHA Compliance Officer on or around July 1 and on or around October 31 of each year.
7. The OSHA Compliance Officer will provide information to the assigned Regional Manager of program compliance or non-compliance based on the documentation submitted on the Safety Committee Log as referenced above.
8. The OSHA Compliance Officer will present each monthly topic at the Supervisor Meeting if applicable.
9. Each location will complete a Site Audit annually and report any non-compliance issues to the Compliance Officer.
10. The OSHA Compliance Officer may conduct a Safety Audit at any time. Violations of Argus OSHA Policies and Procedures will be documented and a written warning will be issued with a designated period for a Corrective Action Plan to be submitted and for the violation to be brought into compliance.
11. Offices who do not use the OSHA Safety Manual provided and/or who do not follow the policies and procedures in the manual will be responsible for payment of any fines in the event of an OSHA audit and subsequent violations cited by this agency.

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