

## Lead CSHO Guidance

**Lead CSHO:** A released Compliance Safety and Health Officer (CSHO).

**Note:** For purposes of OPN 64, the lead CSHO Trainee evaluation forms will be completed when a CSHO in training accompanies a lead CSHO on an inspection.

### *Inspections*

- Provide clear expectations when taking a trainee out on an inspection
  - Overview of industry
    - Type of hazards
    - PPE required
    - Equipment needed/to be used
  - Trainee's role (before each inspection)
    - Inspection Prep (history search, equipment calibration, etc.)
    - Observation Only
    - Conducting the opening and/or closing conference
    - Assisting with employee interviews
    - Taking photographs, measurements, etc.
    - Leading the Inspection
    - Writing portions or the complete inspection (identifying what portions of the inspection the CSHO in training will be writing)
    - After each inspection
    - Provide trainee constructive feedback (verbal)

### *Inspection Feedback*

- Completing Lead CSHO Trainee Evaluation (**Note:** Only supervised accompanied inspections need to be documented)
  - Complete in a timely manner while information is fresh
  - Provide constructive feedback (focusing on areas in which the CSHO in trainee need additional training and/or experience)
  - Provide positive feedback as well (avoid using vague/general statements, such as "They did a good job")
  - Be accurate and non-personal
  - Provide evaluation form to the supervisor (not trainee)