

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 of 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)