

SUBJECT:	Regulatory Agency Inspection	Version:	Revision 1
SECTION:	1 Operations	Chairman:	Harry Miller
SUB-SECTION:	1.5 Regulatory Agency Inspection	Fire Chief:	Mark Gregory
EFFECTIVE:	2020-09-10		

1 POLICY

- 1.1 The Fire District shall admit any lawfully delegated inspector or compliance officer access to its facilities upon submittal of proper identification and authorization from the local, state, or federal authority having jurisdiction.

2 DEFINITIONS

- 2.1 **Agency:** A division of government with a specific function. Also, the term for capacity to make an informed, uncoerced decision.
- 2.2 **Authority Having Jurisdiction (AHJ):** An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.
- 2.3 **Jurisdiction:** The power or practical authority granted to a legal body (e.g. having jurisdiction). Also used to refer to a governmental unit or political subdivision (e.g. fire district) or its legally defined boundary.
- 2.4 **Revised Code of Washington (RCW):** The compilation of all permanent Washington State laws now in force, in a revised, consolidated, and codified form and arrangement.
- 2.5 **Washington Administrative Code (WAC):** Regulations of executive branch agencies, issued by authority of statutes and developed to address state law. The WAC codifies the regulations and arranges them by subject or agency.
- 2.6 **Washington Industrial Safety and Health Act (WISHA):** State Statute RCW 49.17 which empowers L&I to create and enforce state safety and health regulations.

3 RESPONSIBILITIES

- 3.1 Upon initial contact by a regulatory agency, the member contacted shall immediately notify the Fire Chief and/or the senior member available.
- 3.2 Inspectors will be respectfully asked to provide identification, state the purpose of the inspection, and to conduct an opening conference with the District's representative.
- 3.3 Members should not give consent but inform the regulatory official(s) that District policy requires the member to notify the Fire Chief and obtain authorization before allowing the official to proceed.

- 3.4 The inspector shall be accompanied by the Fire Chief and/or the designated representative who will provide cooperative assistance and accurately record the events (i.e. measurements, photographs, and observations duplicated where possible).
- 3.5 Upon completion of the inspection a closing conference must be held to review the inspection and to identify any potential violation or corrective actions necessary.

4 GUIDELINES

- 4.1 While waiting for the designated District representative, courteously ask the official to defer questions relating to their inquiry until the representative arrives.
- 4.2 The inspector should describe the nature of the inspection, the areas and/or records to be inspected, and the approximate length of time anticipated for completion.
- 4.3 If the inspection is the result of a formal complaint, a copy of the complaint should be provided to the District prior to conducting the inspection.
- 4.4 To the extent practical, the inspection will be limited to those areas addressed in the complaint or otherwise identified during the opening conference.
- 4.5 In the pursuit of their duties, the inspector may proceed anywhere in district facilities, collect any measurements, take any photographs, review any relevant documents, and conduct private interviews with District members relevant to their inquiry.

5 APPLICABILITY

- 5.1 This policy and its associated guidelines apply to all members, during lawful inspections of District facilities.

6 DISCUSSION

- 6.1 Chapter 49.17 RCW, known as the Washington Industrial Safety and Health Act (WISHA) gives the Director of the Department of Labor and Industries (L&I) the authority and responsibility for administration of Washington State's workplace safety and health program. WISHA gives the Division of Occupational Safety and Health (DOSH) the responsibility to establish and enforce workplace safety and health rules by inspecting worksites for unsafe conditions and issuing citations where violations of occupational safety and health standards are found.

7 REFERENCES

RCW 49.17