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Issued Date: 05/23/11	Corporate Safety Office	Revision Date: 09/10/15

When any government agency (including but not limited to, OSHA, DEQ, VOSH, Department of Labor, and Internal Revenue Service) arrives at any Branscome facility or job site for an inspection, the following protocol shall be followed:

- At all times be courteous and professional with the inspector;
- Obtain the inspector's name, agency, and purpose of visit. Then verify credentials (look at identification, badge, obtain business card, etc.);
- Inform the inspector that a member of management is being contacted;
- Ask the inspector to wait in their vehicle or in a stationary place away from operations and the flow of traffic for their own safety or off of company premises;
- Immediately contact by phone one of the following individuals in the order listed for assistance and instructions. **You must speak with someone - DO NOT leave a voice mail.**

1. Your Regional Safety Specialist

- Branscome Eastern Shore – Tim Jones -757-876-5524
- Branscome Hampton Roads – Tim Jones -757-876-5524
- Branscome Richmond - Mike Pool – 804-489-7066

2. Alvin Trotman, Director of Safety - Cell: 757-342-8995

3. John Flannigan, Director of Human Resources - Cell: 757-592-5262

4. Your Regional Manager:

- Hampton Roads - Kevin Jones - Cell: 757-592-1604
- Eastern Shore - Kevin Jones - Cell: 757-592-1604
- Richmond – Olivier Bozart – 757-592-8559

6. Stuart Patterson, President Cell: 757-592-1600

7. Your immediate supervisor.

For MSHA sites, this protocol shall be followed ONLY after the inspector has given permission to make notifications.

Number	Effective Date	Comments	Author
Original	May 23, 2011		
Revision 1	June 27, 2014	Formatting	Alvin Trotman
Revision 2	September 9, 2015	Remove Lori Linton	Alvin Trotman
Revision 4		Change Contact List	Alvin Trotman



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