

AUGUST 10, 2026 | WAGE & HOUR COMPLIANCE

Preparing for a DOL On-Site Inspection

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[Kara M. Maciel](#), Chair of Conn Maciel Carey LLP's national [Labor & Employment Practice](#), authored a [LexisNexis Practical Guidance Practice Note](#) addressing a critical area for employers: preparing for a U.S. Department of Labor on-site inspection.

The Practice Note features a DOL On-Site Inspection Checklist that identifies the following:

- The preliminary issues for the employer to resolve before permitting an on-site wage and hour inspection by the U.S. Department of Labor (DOL).
- The measures an employer has the right to and should take during "walk-around" inspections.
- Key training considerations for employees participating in on-site inspections.

A visit from the U.S. Department of Labor's Wage and Hour Division (WHD) can be disruptive, resource-intensive, and (if not managed carefully) costly. Employers who prepare in advance and respond strategically during an on-site inspection are far better positioned to protect their operations, their workforce, and their legal interests.

The checklist distills the essential steps employers should take before, during, and after a WHD investigator arrives on site, ensuring that the organization maintains control of the process and exercises every right afforded under federal law.

- Practical Guidance subscribers may access the full [Practice Note on LexisNexis](#).
- Non-subscribers may download the [checklist PDF linked here](#).