# SAFETY INSPECTIONS PROGRAM

***Program Element***
**R2-10-207(5)**

Each agency shall develop and implement "procedures for scheduled safety inspections of buildings, grounds, equipment, and machinery."

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Hazardous conditions and unsafe actions result in incidents and accidents that cost the State millions of dollars annually. Often times we become so focused on "getting the job done," or become so familiar with our areas and operations, that we may overlook hazardous conditions. Deadlines and limited resources often result in taking shortcuts or diminish our level of awareness to our environment.

Conducting periodic safety inspections serves to refocus attention to the work environment and to systematically identify potential hazards. The safety inspection process consists of thorough evaluation or assessment of an agency process, procedure, equipment, or facility, for identifying potential hazards. These inspections must be conducted on a scheduled routine basis to ensure that hazards are quickly identified and corrected.

Many agencies may be tempted to assign these responsibilities to the agency Loss Prevention Coordinator; however, to be truly effective the inspection process should involve the agency Loss Prevention Committee, supervisors, and employees as much as possible.

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| **Definition:** | Safety inspections are evaluations or assessments conducted on procedures, equipment, or facilities to identify potential hazardous conditions and practices that may lead to injury or property damage. |
| **Why do I need this program?** | An inspection program is the most effective and comprehensive approach for identifying potential and actual hazards that could result in losses to the agency and State as a whole. Proactive measures identify hazards with the goal of minimizing and ultimately eliminating the risk of loss incurred by the State. Additionally, the Occupational Safety and Health Administration (OSHA) standards require assessments in order to provide employees a safe and healthful workplace. |

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| **How do I know if this program applies to my agency and my specific job hazards?** | The safety inspection program applies to all State agencies, boards, and commissions. What will vary among agencies are the types of hazards that are present; this will depend on the type of operations and functions that each agency performs. |
| **What are the minimum required elements and/ or best practices for a safety inspection program?** | **Guidelines and Criteria**: Minimum standards for a safety inspection program include:<br>• Identify areas through loss reports, job safety analysis, and inspection history that have a high potential for frequency and severity of injury or property damage.<br>• A written procedure that outlines areas to be inspected, frequency of inspections, person(s) responsible for the inspections, and documentation requirements of inspection results.<br>• Written checklists to prevent overlooking critical components, processes, or procedures that needs to be inspected.<br>• A follow-up system to ensure that identified hazards are corrected in a timely manner. This should include:<br>o The requirement to take temporary action to guard against the potential hazard<br>o Development of action dates when the hazard will be corrected<br>o And if applicable, a mechanism to alert others of the hazardous condition<br>• Specific inspection protocols for specialized equipment or materials, including, but not limited to:<br>o Fire and emergency apparatus<br>o Material handling devices (slings, overhead cranes etc.)<br>o Pressure vessels (boilers, cylinders, etc.)<br>o Vehicles<br>o Handling or storage of hazardous materials<br>o Fuel storage tanks |

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| | • An agency shall document the results of each inspection and forward notice of any deficiencies to the Loss Prevention Coordinator for corrective action.<br>• The agency Loss Prevention Committee or Coordinator shall follow-up on inspection recommendations to ensure action is taken to remedy a noted deficiency. |
| **Are there any mandatory training requirements or best practices that should be developed by the agency?** | Depending on the type of operations or equipment in use, various governing authorities may require that the person(s) conducting the inspections are qualified, competent, or even certified. Therefore, the governing authority dictates what training is required. For example:<br>• Fire-life safety equipment such as fire detection and suppression systems is regulated by International Fire Code, Edition 2003, per the State Fire Marshal's Office.<br>• Hazardous Waste is regulated by the EPA, the Arizona Department of Environmental Quality, or the presiding Arizona County. |
| **Are there specific requirements for documenting the program, training, etc…?** | Each inspection shall be documented to include:<br>• Date, time and location of inspection<br>• Name of the person(s) conducting the inspection<br>• Identified deficiencies<br>• Recommended corrective measures<br>• Due date of corrective measures<br>• Follow-up time frame |
| **Are there any resources available that can assist me?** | Supervisors and employees are a great place to start. They are the experts on the equipment or process to be inspected and can be a great help in developing the inspection checklists.<br>Manufacture guidebooks are another great source for developing inspection checklists. |

OSHA has a website that identifies specific requirements for processes and equipment. This site can be found at http://www.osha.gov/.

The OSHA Handbook for Small Businesses has a collection of checklists:

http://www.osha.gov/Publications/osha2209.pdf

OSHA also has a Safety & Health Management System eTool section that covers safety & health inspections:

http://www.osha.gov/SLTC/etools/safetyhealth/mod4_tools_inspections.html

The ADOA Risk Management website has additional Loss Prevention Checklists:

http://staterisk.az.gov/

Safety Data Sheets (SDS) are also a good source of information for developing inspection checklists. SDS are developed by manufactures to ensure that users are aware of specific hazards of chemicals, emergency procedures for spills and clean-ups, potential health and fire/explosion hazards, and required protective equipment the user must wear when handling the chemical(s).

Risk Management Loss Prevention Consultants can also assist agencies in developing site-specific inspection checklists to be used in your program.