

SAFETY INSPECTIONS

Program Element

R2-10-207 5

Each agency shall develop and implement: “Procedures for scheduled routine inspections of buildings, grounds, equipment and machinery. An agency shall document the results of each inspection and forward notice of any deficiencies to the loss prevention coordinator for corrective action. The agency loss prevention committee or coordinator shall follow-up on inspection recommendations to ensure action is taken to remedy a noted deficiency. The agency loss prevention committee or coordinator shall bring an uncorrected deficiency to the attention of the agency head.”

Definition: Safety inspections are evaluations or assessments conducted on procedures, equipment, facilities or processes to identify potential hazardous conditions that may lead to injury or property damage.

Where do I start in developing a safety inspection program?

Guidelines and Criteria: The safety inspection process consists of thorough evaluation or assessment of an agency process, procedure, equipment or facility for the purpose of identifying potential hazards. These inspections must be conducted on a scheduled routine basis to ensure that hazards are quickly identified and corrected.

This varies depending on the size and scope of operations conducted at the agency. For a small agency that has only office operations you might start by identifying a person responsible for developing the frequency of inspections, inspection checklists and for conducting the inspections. 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 supervisors and employees as much as possible.*

In the case of a small agency you may want to assign development of schedule of inspections and inspection checklist to the agency loss prevention coordinator and assign supervisors, on a rotating basis, to be responsible for actually conducting the inspections and reporting the findings to the loss prevention coordinator. This will ensure that all supervisors are aware of what the requirements are for safety and health in the workplace.

For larger agencies with a broader scope of operations the first step would be the identification of equipment, processes and facilities that require inspections. Once the identification is completed then the frequency of inspections can be determined. Once again, the inspection process should involve supervisors and employees as

What are the minimum standards for an inspection program?

much as possible. The loss prevention coordinator should then be responsible for ensuring inspections are conducted, reporting findings of inspection reports to the agency loss prevention committee and assisting the supervisor in corrective actions for identified hazards.

Accident reports and first aid injury reports will also assist you in determining where you should start or where additional emphasis needs to be placed. Prior claims, incidents and “near misses” indicate the need for observation and control of equipment and/or processes.

Minimum standards for a safety inspection program include:

- A written procedure that outlines areas to be inspected, frequency of inspections, person(s) responsible for the inspections and documentation requirements of inspection results.
- Written checklists to prevent overlooking critical components, processes or procedures that needs to be inspected. Sometimes we become so familiar with our areas or operations that we may overlook something that may be a hazard. This is where the inspection checklist can help direct attention to areas where common hazards exist. For instance, an employee may be so used to stepping over or around an electrical cord running in the walkway that they may not perceive the condition to be potentially hazardous. An inspection checklist that identifies “cords running across walkways” will help ensure the potential hazard is identified during the inspection process.
- A follow-up system to ensure that hazards identified are corrected in a timely manner. This should include the requirement to take temporary action to guard against the potential hazard, development of action dates when the hazard will be corrected and in some cases an avenue to alert others of the hazardous condition.
- Special inspection programs for equipment such as fire and emergency apparatus, material handling devices (slings, overhead cranes etc.), pressure vessels (boilers, cylinders etc.), vehicles and processes or procedures involving handling or storage of hazardous materials.
- Development of lockout-tagout procedures to ensure equipment that could become energized during inspection or repair is isolated to prevent accidental startup.

Where can I find help in developing inspection checklists?

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.

Manufacture guidebooks are another great source for developing inspection checklists.

OSHA has a web site 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/osh2209.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_inspect_ions.html

The ADOA Risk Management website has additional Loss Prevention Checklists:

<http://risk.az.gov/>

Material Safety Data Sheets (MSDS) are also a good source of information for developing inspection checklists. MSDS 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.

How often should inspections be conducted?

Once again this will depend on the size and complexity of your operations. At minimum inspections should be conducted of all facilities at least quarterly. Other inspection schedules will vary depending on the operation, process or equipment requiring the inspection. An example of an inspection schedule for a typical maintenance workshop follows:

<u>Item/Equipment</u>	<u>Required</u>
Overhead Crane/Hoist	
Visual Inspection	At Use
Thorough	Monthly
Powered Industrial Trucks	
Pre-Shift/Use Inspection	At Use
Grinder	
Visual Inspection	At Use
Thorough	Monthly
Radial Saw	
Visual Inspection	At Use
Thorough	Monthly
Table Saws	
Visual Inspection	At Use
Thorough	Monthly
Handtools	
Visual Inspection	At Use
Thorough	Quarterly
Welder	
Visual Inspection	At Use
Thorough	Monthly
Eye Wash/Emergency Shower	
Visual Inspection	At Use
Thorough	Monthly

The criteria listed above are strictly a suggested inspection schedule. Inspection schedules may need to be more frequent depending on equipment use and/or accident frequency