

Effective Workplace Safety Inspections

OFFICE OF RISK MANAGEMENT
LOSS PREVENTION UNIT

THE INSPECTION PROCESS

PRETEST

- ◆ Identification of workplace hazards is an important part of the inspection process.
true/false
- ◆ Inspections must be conducted by the safety officer only.
true/false
- ◆ ORM requires all agencies to conduct and _____ inspections

Pretest (cont'd)

- ◆ Hazards found in the workplace should be corrected as soon as possible.

true/false

- ◆ Indoor air quality issues are part of the inspection process.

true/false

GOALS

- ◆ Create a better understanding of the inspection process.
- ◆ Learn how to identify safety hazards.
- ◆ Learn how to control identified hazards.

Did You Know?

Workplace Hazards--

Can cause:

- ◆ Death
- ◆ Injury
- ◆ Damage to equipment

Inspections help...

- ◆ Maintain a safe work environment
- ◆ Control unsafe acts and conditions
- ◆ Ensure operational efficiency

WHAT TO INSPECT?

- ◆ The entire workplace
- ◆ Both interior & exterior work environments.

What to Look for?

- ◆ Indoor air quality
- ◆ NFPA- Life Safety 101 Compliance
- ◆ Housekeeping practices

More of What to Look for...

- ◆ Equipment operation and maintenance practices
- ◆ Unsafe conditions
- ◆ Unsafe acts (practices)

TYPES OF INSPECTIONS

- ◆ Formal Inspections
- ◆ Daily/Weekly Inspections
- ◆ Special Function Inspections

WHO CAN CONDUCT INSPECTIONS

- ◆ Employees
- ◆ Supervisors
- ◆ Safety Coordinators
- ◆ Management
- ◆ Safety Committee Members
- ◆ Outside Vendors/insurance companies

- INSPECTION
- EXAMPLES...

• Emergency Equipment





• Office Safety





• Fire Safety





DO NOT
REMOVE

FULL WT. _____

For Service Call
S & S FIRE & SAFETY, INC.
Cameron St.

OR STATE
AND
INSURANCE
INSPECTION





• Electrical Safety



•Storage Methods



• Building Safety







EXIT





**SO,
YOU
COMPLETED
YOUR INSPECTION?**

WHAT YOU FOUND

Unsafe Conditions

Unsafe Acts

WHAT NEXT?

- ◆ Correct unsafe conditions
- ◆ Correct unsafe acts
- ◆ Implement controls

IMPLEMENTING CONTROLS

- ◆ Engineering Controls
- ◆ Administrative Controls
- ◆ Protective Equipment

Document Your Findings

- ◆ Document your corrective action
- ◆ Document your controls

*OFFICE OF RISK
MANAGEMENT
SUPPORT*

Written Components...

- ◆ Comprise any operational safety plan/manual
- ◆ Include procedures to identify & control hazards
- ◆ Cover “good” housekeeping

The “*Inspection Effect*”

- ◆ Reinforces management’s commitment to, and the importance of safety
- ◆ Encourages employees

Hazard Control Logs (HCL)

◆ Location:

- Posted in the workplace, accessible to ALL employees

◆ Purpose:

- For employees to “report” unsafe conditions

Hazard Control Logs (cont'd)

◆ Implementation:

- Train employees
- Review routinely
- Maintain on file at least three years.

Hazard Control Log

Responsibilities

- ◆ **Supervisor or Loss Prevention Rep:**
 - Checks HCL
 - Takes temporary control
 - Reports to next level, if uncontrolled

[illegible]

Inspection Documentation

- ◆ Written inspection report
- ◆ Should include:
 - Person & Date
 - Concerns Identified
 - Corrective Action
 - Fire Hazards

Inspection Documentation (cont'd)

- ◆ Checklist recommended
 - Systematic
 - Site-specific
 - **Revise as needed**

SAMPLE SAFETY INSPECTION CHECKLIST

NAME OF AGENCY/OFFICE: _____

Area(s) Inspected: _____ Inspected by: _____ Date: _____

ITEM	YES	NO	CORRECTIVE ACTION - DATE
1. Is there litter or spilled liquid on the floor?			
2. Are floor surfaces chipped: does carpeting show worn spots or holes?			
3. Are warning signs posted near cleaning areas, repair work or redecorating efforts?			
4. Are aisles free of boxes, wastebaskets, chairs, and other obstacles that impede traffic?			
5. Are restrooms kept clean and floors dry?			
6. Do cords present a tripping hazard?			
7. Do cords look frayed?			
8. Are cords draped over hot pipes and/or appliances?			
9. Are flimsy extension cords in use?			
10. Are all appliances connected with three-pronged plugs?			
11. Are electrical outlet boxes or bonnets exposed so that they present a hazard?			
12. Are cover plates for electrical switches or receptacles cracked or broken?			
13. Do employees stand on chairs, desks, boxes, drawers, or other improvised ladders?			
14. Do employees lean way back in chairs with their feet off the floor?			
15. Do employees put tops on cups of coffee or other liquids while carrying them through the office?			
16. Do employees run in the office?			
17. Are stairwells well lit?			
18. Are stairway handrails, treads and/or risers in good condition?			
19. Are stairs free of litter, spills or clutter?			
20. Are desk or file drawers left open?			
21. Are files, lockers, cabinets, and bookcases bolted securely?			
22. Is more than one file drawer open at once?			
23. Are files top-heavy with empty drawers at the bottom and full drawers on top?			
24. Are transparent glass doors marked so they can be seen?			
25. Must employees step up or down to go through a doorway? If so, is a warning sign posted?			

Corrective Action

- ◆ Appropriate

- ◆ Effective

Corrective Action (cont'd)

◆ Immediate (if possible)

- If longer than 30 days:

- Forward Hazard Control Log to:

- Agency Head

- Department Head

- ORM

Record-keeping

- ◆ **Inspection Reports**

- At least 3 years

- ◆ **Hazard Control Logs**

- At least 3 years

POST TEST

- ◆ Inspections must be conducted and documented using a checklist that reflects actual working conditions. True/False
- ◆ Life Safety Code 101 only applies to office buildings. True/False

POST TEST (CONT'D)

- ◆ Observing employees at work must be part of your_____.
- ◆ Hazards which pose imminent danger must be _____ and corrected immediately.

Questions

Thanks For Attending This Program

Think Safety and Be Safe