

Effective Workplace Safety Inspections

Sedgwick CMS
on the behalf of the
OFFICE OF RISK MANAGEMENT

•Revised 07/2015

THE INSPECTION PROCESS

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.
- ◆ Emergency exits

Checklist Categories

- ◆ Building Safety
- ◆ Office Safety
- ◆ Fire Safety
- ◆ Electrical Safety
- ◆ Emergency Equipment
- ◆ Storage Methods

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
- ◆ Sedgwick Risk Services Consultants

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 STATE AND INSURANCE INSPECTION

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





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

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Written Components...

- ◆ Include in operational safety plan/manual
- ◆ Include procedures to identify & correct hazards
- ◆ Cover “good” housekeeping

The “Inspection Effect”

- ◆ Measures employee’s safety performance
- ◆ Reinforces importance of safety & management’s commitment
- ◆ Encourages employees

Inspections Required

- ◆ Class A – Monthly
- ◆ Class B - Quarterly

Inspection Documentation

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

Inspection Documentation (cont)

- ◆ **Written inspection report**
- ◆ **Should include:**
 - Person & Date
 - Concerns Identified
 - Corrective Action
 - Building/Area inspected

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?			

Hazard Control Logs or Other Acceptable Method

◆ 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 logs on file for the audit year

Hazard Control Log Responsibilities

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

HAZARD CONTROL LOG

DEPARTMENT:	AGENCY:
LOCATION:	DATE: / /

DATE	HAZARD	IMMEDIATE TEMPORARY CONTROL	LONG-TERM SOLUTION	HAZARD DETECTED	PRIORITY	SCHEDULED/DATE COMPLETION

HAZARD NOT CORRECTED AFTER 30 DAYS SEND LOG TO: OFFICE OF RISK MANAGEMENT, LOSS PREVENTION SECTION P. O. BOX 94095 BATON ROUGE, LOUISIANA 70804-9095	SAFETY PAYS	<p style="text-align: center;">PRIORITY</p> E = EMERGENCY C = ONE MONTH A = TODAY D = THREE MONTH B = ONE WEEK
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REVIEWED BY:	DATE: / / /	REVIEWED BY:	DATE: / / /
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Corrective Action

- ◆ **Appropriate**

- ◆ **Effective**

- ◆ **Expeditious**

Corrective Action (cont'd)

◆ Immediate (if possible)

– If longer than 30 days:

• Forward Hazard Control Log to:

– **Agency Head**

– **Department Head**

– **ORM-LPU-BR**

Record-keeping

Inspection Checklists

Hazard Control Logs

State Fire Marshal Reports

Keep all records for 1 year minimum