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



Emergency Equipment









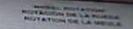


Fire Safety









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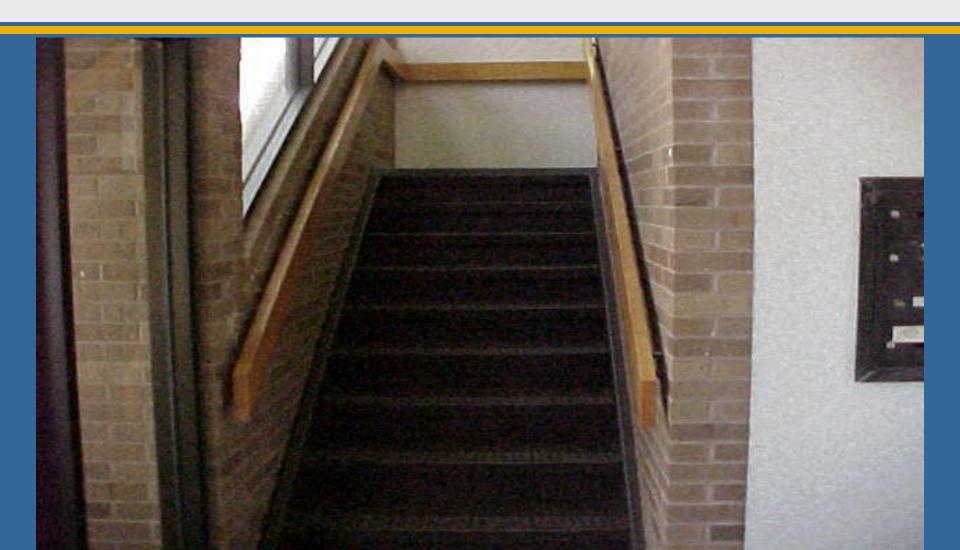


Storage Methods















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

Sedgwick CMS on the behalf of the **OFFICE OF RISK** MANAGEMENT

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	Inspected by:							
	* 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?			Δ					
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?								

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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?	2
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 : XGENCY :										
LOCATION:							7 7			
DATE	HASARD	IMMEDIATE TEMPORARY CONTROL	LONG-TERM BOLUTION	HAZARD	DETECTED	PRIORITY	SCHEDULED/DATE COMPLETION			
							1			
	i put		5							
OFFICE P. O.	OF RISK MA BOX 94095	TED AFTER 30 DAYS SEND NAGEMENT, LOSS PREVENTI SIANA 70804-9095	LOG TO: ON BECTION	BAFETY Pays	A = TO	IERGENCY C	PRITY = ONE MONTH = THREE MONTH			
REVIEWED BY: DATE: / / REVIEWED BY: DATE: / /										

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Corrective Action

Appropriate



♦ 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