

California Institute of Technology
Facilities Department

SAFETY INSPECTION PROCESS WORKGROUP
RECOMMENDATION

SAFETY INSPECTION PROCESS WORKGROUP RECOMMENDATION

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1. SCOPE AND PURPOSE

The safety inspection should accomplish the following:

1. Identify potential hazards so they can be corrected before an accident or injury occurs;
2. Engage employees to participate in, and be accountability for, safety matters; and
3. Identify the need for further education or training;

2. ROLES AND RESPONSIBILITIES

Facilities Supervisors

- Ensure that periodic, scheduled workplace inspections are conducted and that identified health and safety improvements are corrected in a timely fashion.
- Arrange for safety and health inspections and follow-up to insure necessary corrective action is completed.
- Establish a system for maintaining the records of inspection, hazard abatement, and training.
- As corrective actions are implemented, supervisors shall document the effort and maintain such record for at least three years.
- Share findings with employees.

Facilities Employees

- Report hazard to supervisor as soon as reasonably practical.
- Participate in the safety inspection whenever requested to do so.

Environment, Health, and Safety (EHS) Representative

- Assist supervisors in identifying and correcting potential hazards.
- Investigate further into immediate and underlying causes where necessary.
- Initiate further action as needed.

3. Frequency of Safety Inspections

Work area inspections **shall** be conducted:

- Upon initial hazard assessment.
- When new substances, processes, procedures or equipment are introduced into the workplace.
- When new, previously unrecognized hazards are identified.
- When occupational injuries or illnesses occur.

4. Components of a documented system for routinely scheduled self-inspections:

- Checklist (a checklist is attached)
- Inspection schedule
- Training for members of the inspection team(s)
- Recording of findings
- Responsibility for abatement
- Tracking of identified hazards for timely correction
- Sharing findings

Shop Self-Inspection Checklist

Inspected by: _____

Location: _____

Date: _____

- _____ Exits and isles are clear and free of obstructions.
- _____ Fire extinguishers are mounted and monthly inspection date is current.
- _____ Work areas are clean, orderly and work areas are free of debris.
- _____ Appropriate personal protective equipment is available. Please list the ones used:
_____ Machinery and equipment is kept clean and properly maintained. Indicate last preventative maintenance, PM, date:
_____ Safety guards are provided and in place over belts, pulleys, chains, and sprockets.
- _____ Electrical cords and power lines are grounded and in good condition.
- _____ Hazardous waste including rags and oils are in proper container, tagged, and disposed of when full or within 9 months of generation date.
- _____ Floors are clean and free of dust, wood chips, and liquids.
- _____ Broken or temporary out of service equipment is labeled "Do Not Use."
- _____ Compressed gas cylinders are separated by class and secured top and bottom.
- _____ SDS's and other HAZCOM information is available.

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