



Session 10 PLANNED SAFETY INSPECTION

SAFETY INSPECTIONS

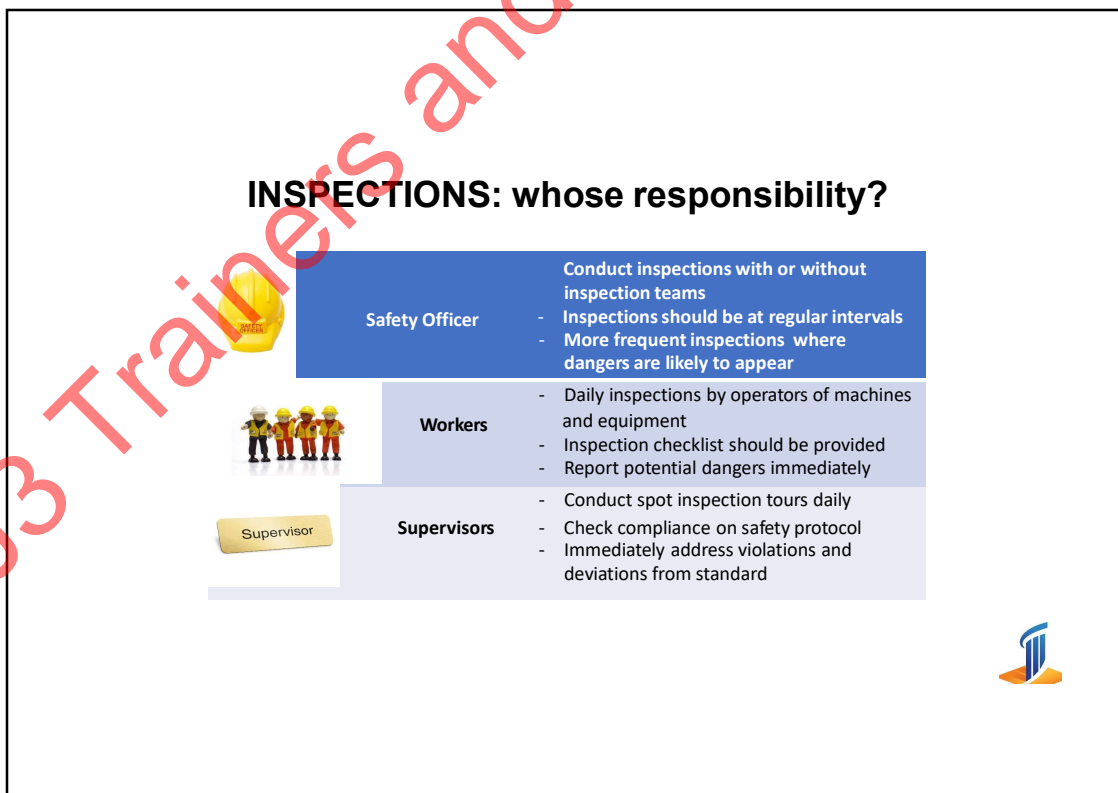
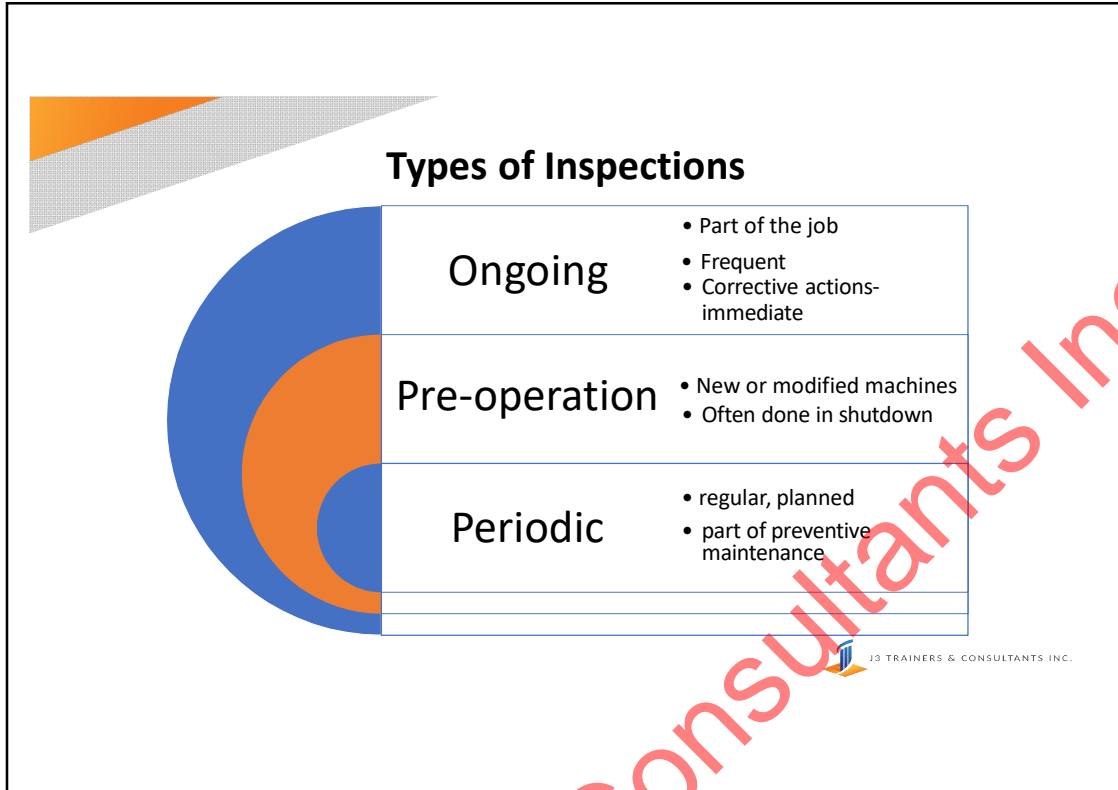
HELPFUL in detecting potential causes of ACCIDENTS.



However,
INSPECTIONS alone
Cannot **isolate**
Causes of **ACCIDENTS**

INSPECTIONS are most useful when integrated into the Company's SAFETY PROGRAM





Should supervisors be in the team?



Advantages

- ü _____
- ü _____
- ü _____

Disdvantages

- ü _____
- ü _____
- ü _____

Inspection Teams



- q Maintain an attitude of firmness, friendliness and fairness
- q Should be easily identified (by the badge or uniform they wear)
- q Inspection is part of every phases of production
- q Regular element of the Standard Operating Procedures



Inspection Teams



- q Appointed from as many departments
- q No permanent status, reconstituted at regular intervals
- q As many workers are given opportunity to participate
- q Inspections are planned part of the safety program



Objectives of inspections

Maintain safe work environment

Ensure that workers follow procedures

Maintain product quality and profitability

Avoid accidents

Determine compliance with standards



Inspections: Planning, Timing & Preparation

SCHEDULE When there is much opportunity to view operations at minimum interruptions

ROUTES Should be planned in advance.
Vary time and day to be able to check the widest possible variety of conditions

GOOD TO HAVE Review previous accidents that happened in the area
Use the same checklist with previous inspections



What to inspect?

FLOORS



- q Damaged/worn-out surfaces
- q Slippery portion
- q Holes, undesired openings
- q Cracks, sagging, shrinking, material warping
- q Deteriorated parts



What to inspect?

STAIRWAYS



- q Treads & risers – uniform and in good condition
- q Handrails secured
- q Generally, good condition
- q Lighting is sufficient
- q Free of clutter



What to inspect?

HOUSEKEEPING



What to inspect?

FIRE PROTECTION

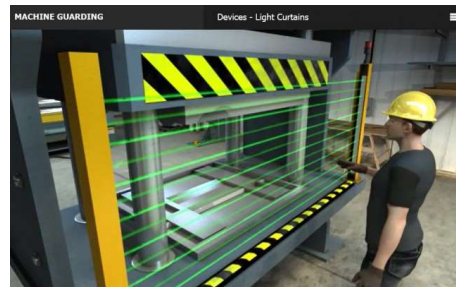


ELECTRICAL INSTALLATIONS



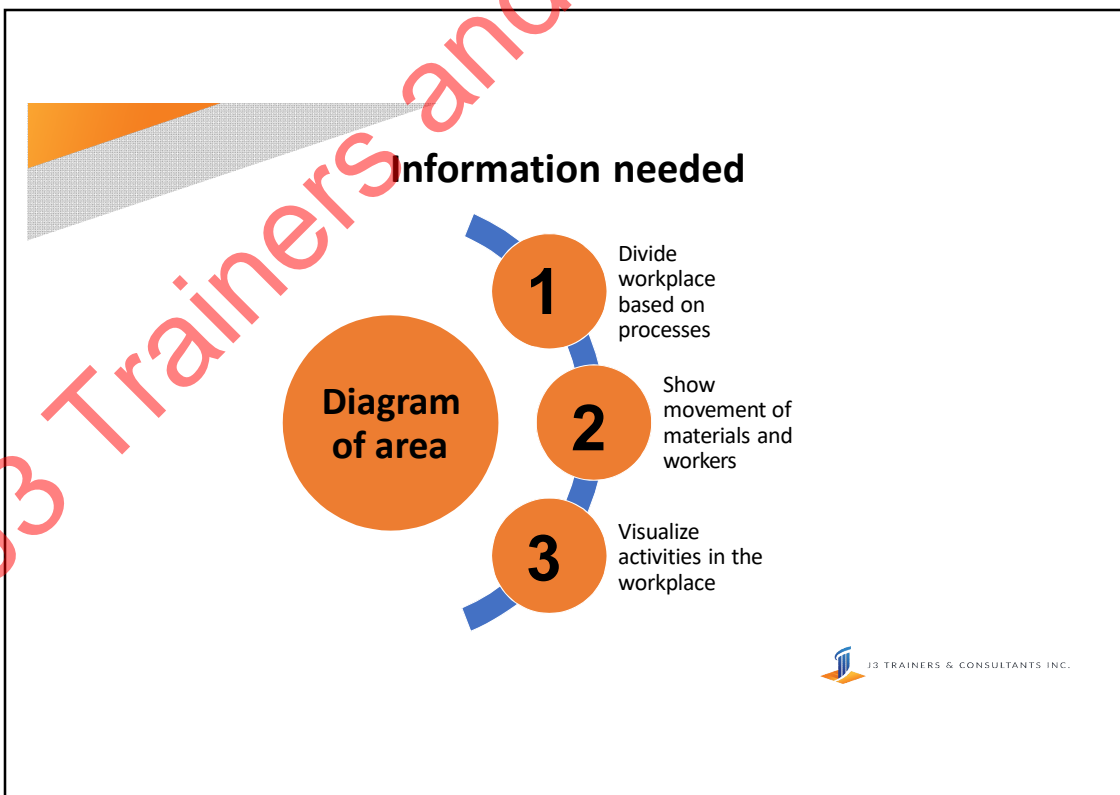
What to inspect?

LIFTING EQUIPMENT

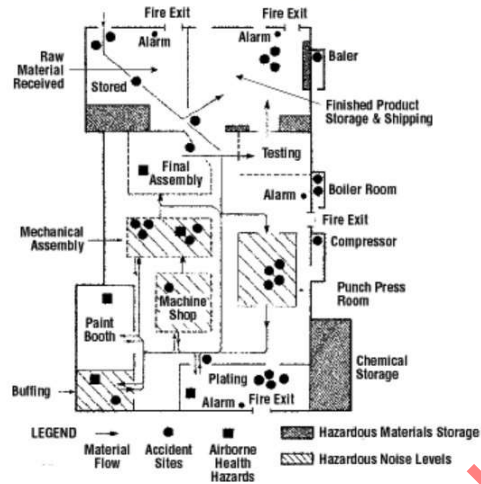


MACHINE GUARDING





Appendix A: an example of a floor diagram



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Information needed

Equipment
inventory

1

Know the
machineries
present

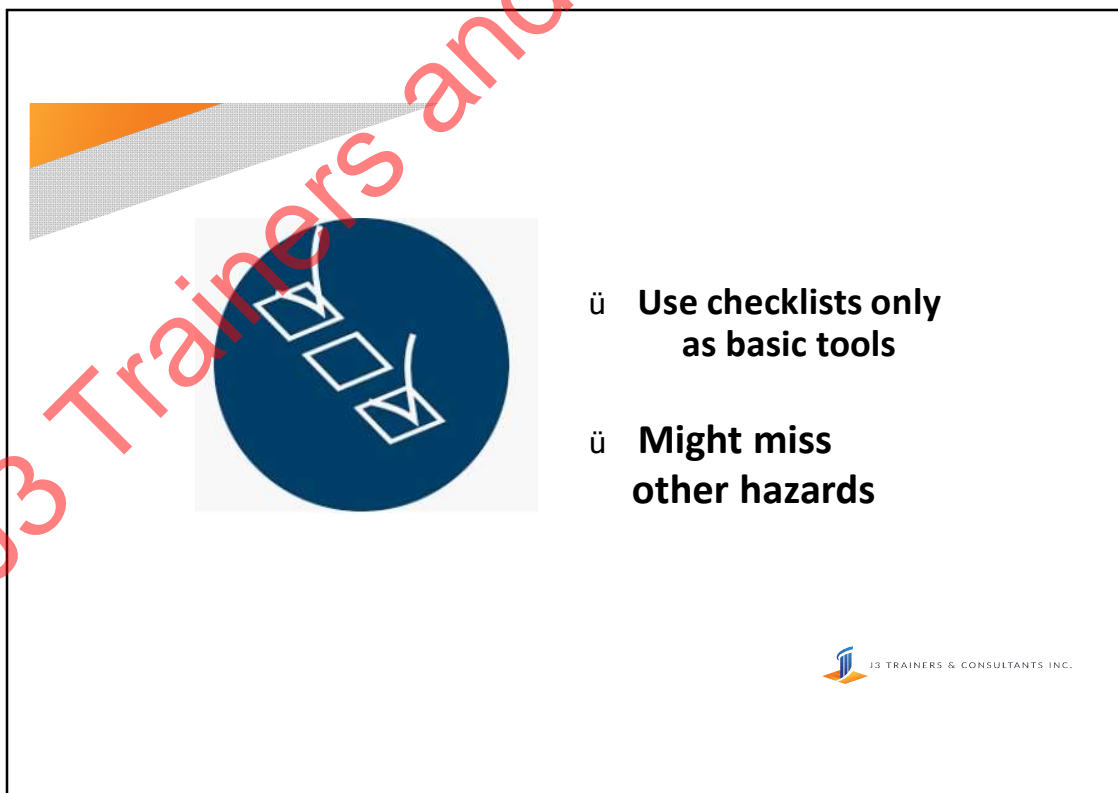
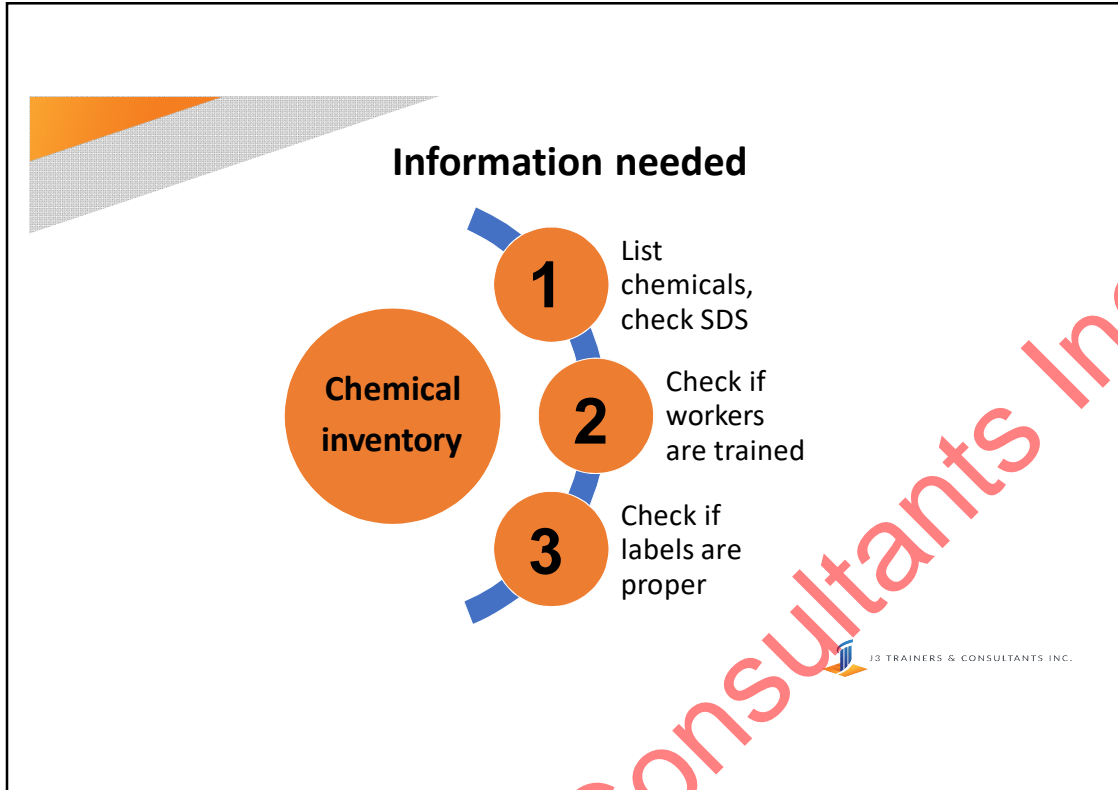
2

Review
technical
data sheets

3

Familiarize
hazards of
equipment


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Records and Reports

- important
- show what has been previously identified
- show areas inspected/not expected before
- do not simply copy or repeat previous results
- use older reports to look for new issues
- note if changes have been effective

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Checklists

- Helps clarify inspection responsibilities
- Controls inspection activities
- Provides a report of inspection activities

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What to include in inspection checklist?

1	Environment	dust, gases, fumes, sprays, lighting, noise, ventilation
2	Buildings	windows, doors, floors, stairs, roofs, walls, elevators
3	Containers	scrap bins, disposal receptacles, barrels, carboys, gas cylinders, solvent cans
4	Electrical	switches, cables, outlets, connectors, grounding, connections, breakers
5	Fire protection equipment	extinguishers, hoses, hydrants, sprinkler alarm systems, access to equipment
6	Hand tools	wrenches, screwdrivers, saws, power tools, explosive actuated tools
7	Hazardous products	flammable, explosive, oxidizing, gases under pressure, corrosive, toxic/health hazards, biohazardous infectious, environmental

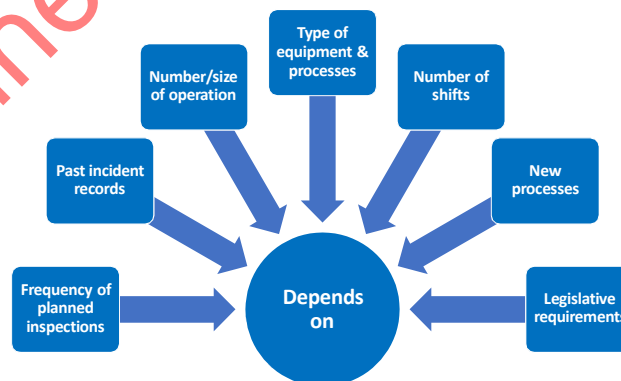
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8	Materials handling	conveyors, cranes, hoists, hoppers, carts, dollies, bins, etc.
9	Personal protective equipment	hard hats, safety glasses, respirators, safety footwear, gloves, etc.
10	Pressurized equipment	boilers, vats, tanks, piping, hoses, couplings, valves, hydraulics, etc.
11	Production equipment	mills, shapers, cutters, borers, presses, lathes, robotics, etc.
12	Personnel support equipment	ladders, scaffolds, platforms, catwalks, staging
13	Powered equipment	engines, electrical motors, compressor equipment
14	Storage facilities	racks, bins, shelves, cabinets, closets, yards, floors
15	Walkways and roadways	aisles, ramps, docks, vehicle ways

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16	Protective guards	gear covers, pulleys, belt screens, work station, guards, railings, drives, chains
17	Safety devices	valves, emergency switches, cutoffs, warning systems, limit switches, mirrors, sirens, signs
18	Controls	start-up switches, steering mechanisms, speed controls, manipulating controls
19	Lifting components	handles, eye-bolts, lifting lugs, hooks, chains, ropes, slings
20	Hygiene and first aid facilities	drinking fountains, washrooms, safety showers, eyewash fountains, first aid supplies, contact list for first aid responders, etc.
21	Psychosocial hazards	discussion with or observation of employees who may mention work scheduling issues, workload (pace of work/too much/too little), hours of work, fatigue, issues that interrupt concentration, poor communication, conflicting demands, working in conflict with others, working in social isolation, or working alone



Frequency of Inspections?





How are inspections done?


- ü Determine the planned route
- ü Area assignment of team
- ü “Huddle” before going to noisy areas
- ü Wear PPE when required or needed

Observation → Look for deviations from accepted work practices

Common poor practices

- ü Using equipment without authority
- ü Operating at unsafe speed
- ü Removing guards/safety devices
- ü Using defective tools
- ü Standing/working under suspended loads
- ü Overloading
- ü Improper lifting
- ü Poor housekeeping



Inspection Principles

- ü Draw attention to the presence of any immediate danger - other items can await the final report.
- ü Shut down and "lock out" any hazardous items that cannot be brought to a safe operating standard until repaired.
- ü Do not operate equipment. Ask the operator for a demonstration.
- ü Look up, down, around and inside. Be methodical and thorough.
- ü Clearly describe each hazard and its exact location in your rough notes.

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Inspection Principles

- ü Ask questions, but do not unnecessarily disrupt work activities.
- ü If a machine is shut down, consider postponing the inspection until it is functioning again.
- ü Consider factors such as how the work is organized or the pace of work and how these factors impact safety.
- ü Determine, with the team, what corrections or controls are appropriate.
- ü Take a photograph if you are unable to clearly describe or sketch a particular situation.

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The Inspection Report

- ü write down the observed unsafe conditions and behaviors
- ü recommended methods of control
- ü Enter the department or area inspected, the date and the inspection team's names and titles on top of the page



Inspection Location: _____	Date of Inspection: _____
Department/Areas Covered: _____	Time of Inspection: _____



The Inspection Report

- ü State exactly what has been detected and accurately identify its location.

Instead of stating "machine unguarded," state "guard missing on upper pulley #6 lathe in North Building."

- ü Assign a priority level to the hazards observed to indicate the urgency of the corrective action required.

For example:

A	Major	requires immediate action
B	Serious	requires short-term action
C	Minor	requires long-term action



The Inspection Report

- ü Report issues in a concise, factual way.
- ü Management should be able to understand and evaluate the problems, assign priorities and quickly reach decisions.
- ü After each listed hazard, specify the recommended corrective action and establish a definite correction date if possible and appropriate.
- ü Review for accuracy, clarity and thoroughness.



SAMPLE INSPECTION REPORT FORM

Address/Location							
Date of Inspection							
Time of Inspection							
Department/Area Covered							
OBSERVATIONS					FOR FUTURE FOLLOW UP		
Item & Location of Item	Hazard(s) Observed	Report		Recommended Action	Responsible	Action Taken	Date
		Yes	No				
Copies to							
Inspected by							



Correct the problems


Spot opportunity to improve

Discovers other dangerous conditions

**FOLLOW UP INSPECTION
WHERE IT COUNTS**



Do you have any Questions?



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