

Conduct a Site Safety Inspection

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State Compensation Insurance Fund

Regular safety inspections using site-specific checklists help to keep workers safe by identifying and correcting hazards in the workplace before they can cause an illness or result in an injury. How often you conduct a site inspection depends on the workplace and its hazards. Some sites may need checks at every shift and others may need daily, quarterly or annual inspections. After any inspection, make sure you remember to document the observations, identified hazards, and corrective action.

At least annually, **review your administrative records and postings** at your workplace. Check to see that safety programs, procedures, trainings, MSDS binders, and other records are up to date and accurate. Employer postings required by Cal/OSHA, Workers Compensation, and labor law must be placed where they are “likely to be seen” by employees. And, all critical procedures (e.g. spill cleanup, evacuation, etc.) should be posted in prominent locations for employees to quickly reference in an emergency.

Notice if workers **consistently practice good housekeeping** – which is critical to a safe work environment. Are chemicals being stored within their compatible classes and are flammables being kept in a secured flammable cabinet? Are exits clear of stacked material and other impediments? Check to see that items and debris are kept up off floors and out of walkways and that stored items are stacked properly on shelving units firmly attached to the wall; heavier items should be on the bottom, lighter items stored on top shelves. Limit the height of stacked materials to ensure that they are stable and self-supporting. Items stored on tops shelves require 18” clearance from fire sprinkler systems and electric panels should have 36” clearance in front.

Inspect floor surfaces to assure they are clean and free of slip hazards such as dirt, granular substances, equipment parts, water, or oil. Wet surfaces should be covered with non-slip materials and holes in the floor, sidewalk, carpet, or other walking surface should be repaired properly, covered, or made safe. Ground Fault Circuit Interrupter (GFCI) outlets should be installed around wet areas.

Check the condition of equipment and tools to assure they’re in good working order. Take out of service or tag defective equipment. Examine power cords to determine if they are intact, need repair, or should be replaced. Extension cords should not cross walkways and should be used only temporarily. Install additional power outlets if extension cords are necessary on a permanent basis or there are “daisy chained” power strips. Check that equipment guards and protective coverings are in place. Is the personal protective equipment clean and accessible with available areas and materials for decontamination and storage?

Test your safety and emergency systems and equipment such as fire alarms and sprinkler systems annually and assure that your fire extinguishers are charged monthly and recharged annually. Periodically inspect all first aid kits and replenish or replace supplies when needed. Ensure areas under desks and tables are accessible to allow proper ergonomic seating and access in case of an earthquake. Aisles and walkways need 36” clearance in an office and 44” in a shipping area. Emergency exits should be clearly marked so they can be seen from any point in the facility. Label doors that are not exits to avoid confusion. Fire doors should not be propped open.

Finally, encourage workers to make daily site and equipment safety inspections and to correct or report observed hazards. □



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Group 44 Chapter 12

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