SECTION F – WORKPLACE INSPECTIONS

All employees have the responsibility to note physical and operational hazards and conditions in the workplace. As outlined in *Section A, Responsibilities for Safety Administration*, employees are expected to take action to correct these observed conditions and actions.

In addition to this continual vigilance by employees, the Joint Loss Management Committee is responsible for conducting periodic inspections and reporting any findings, with suggested control measures, to the person most able to take action on the recommendations.

Frequency

Formal inspections of the work area, processes, and equipment are to be conducted regularly but, at a minimum, annually. Keep in mind that all employees are expected to constantly be alert for unsafe acts and conditions and take necessary corrective action.

Guidelines for Correcting Unsatisfactory Conditions

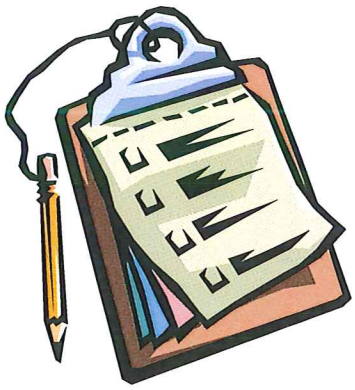
A. First and foremost, take the necessary action(s) to prevent an injury! For example, remove the tool from service, post a warning sign, etc.

B. Take appropriate steps to permanently correct the hazard. Report all action taken to the appropriate people.

C. If you are not able to correct the problem, take steps to prevent an injury from occurring. Then report the problem and your recommended solution to the person who can make corrections.

Recordkeeping Guidelines

A. Document the inspection. At a minimum, include in the record:

1. Inspection date;
2. Name of person(s) who conducted the inspection;
3. Location/piece of equipment inspected;
4. List of findings, both positive and negative;
5. Any action taken; and
6. List of recommendations for further action.

B. File the inspection reports with the minutes of the Joint Loss Management Committee meeting.