



WATER & SEWER
RISK MANAGEMENT POOL



SAFETY INSPECTION PROGRAM

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SAFETY INSPECTION PROGRAM

TABLE OF CONTENTS

PURPOSE / SCOPE	1
EXEMPTIONS / EXCLUSIONS	1
HAZARD ANALYSIS.....	1
Hazard Description	1
Hazard Evaluation	2
Methods of Evaluation	2
Exposure Determination:.....	2
RESPONSIBILITIES	3
District.....	3
Designated Person or Safety Program Coordinator	3
Managers	3
Employees.....	3
GUIDELINES/RULES	3
Applicable SOPs.....	3
Required PPE	4
EMERGENCY PROCEDURES	4
First Aid Awareness and Actions	4
FORMS USED	4
Required Materials.....	4
Employee Training	4
THE LOOK AT GUIDE.....	5
REFERENCES/RESOURCES.....	9
REVISION RECORD.....	9
APPROVALS	9
DEFINITIONS.....	9
ANNEX	9
SAMPLE FORMS	10
APPENDIX A.....	12

SAFETY INSPECTION PROGRAM

PURPOSE / SCOPE

Accident prevention needs to be reinforced by a systematic way of minimizing physical hazards within the workplace. The District feels that the best way to limit exposure to these hazards is through the implementation of this Safety Inspection program.

This program was written to aid in identifying and eliminating potential hazards in the workplace. It is essential to note, however, that it is impossible to identify all potential hazards that may exist. While this program requires select personnel to comply, the program works best when all employees make an effort to spot potential problems and help to correct them. A great number of on-the-job accidents can be avoided by simply using common sense and practicing good housekeeping.

This program was written to comply with recent changes in the Washington Administration Code (WAC). requiring routine inspections from employers(see Appendix, "A").

Policy Statement

It is the primary safety policy of the District to require employees to meet and discuss potential safety issues prior to performing any work. Employees must report all unsafe conditions to the safety officer. Employers shall use engineering controls wherever practical to reduce or eliminate the need for employees to expose themselves to hazards. Where employees must work in the presence of potential hazards, it is the policy of the District that the employees will comply fully with this Safety Program.

EXEMPTIONS / EXCLUSIONS

Not Applicable

HAZARD ANALYSIS

Regular inspections are essential in identifying and eliminated hazards. It is recommended that a representative from each department and/or management accompany the safety officer during these inspections. Please refer to, "Safety Committees" and the "Accident Prevention" programs for additional information.

Hazard Description

Most of the hazards you will find during your inspections will be items such as: clutter; broken, modified or damaged equipment, unsafe liquid or material spills,

inappropriately stored tools or equipment, unfinished or incomplete work. This program cannot possibly identify every hazard that will occur. It is human nature for people to take short cuts in an effort to defeat safety equipment. Understand this and make it a point to look for such occurrences.

Hazard Evaluation

This program recommends that the provided inspection forms to be site-specific, or duty specific, depending on the difficulty or comprehensive nature of the tasks your employers perform. Checklists are helpful as reminders of needed preparations prior to a job, and appropriate steps needed to eliminate hazards at the end of a job. Missed steps often lead to unsafe conditions that potentially could lead to injuries by unsuspecting employees later in time. Written Standard Operating Procedures (S.O.P.'s) should be designed with this in mind.

Good housekeeping has actually been developed as a law in Washington State (WAC 296-155-020). Employees often have the attitude that they should not have to, "clean-up" after someone else. Making safety everyone's responsibility is critical to fostering a hazard free workplace. Lock-out, tag-out procedures are also an essential aspect of eliminating hazards.

Methods of Evaluation

Inspection categories:

- Routine
- Scheduled
- Emergency

Waiting for a "near miss" or an actual accident should not be the process by which to identify and eliminate hazards. Reviewing past accidents, safety committee meeting minutes or suggestions is however helpful. Provide forms for employees to report hazardous conditions to the safety officer. Emails, texts or word of mouth are sometimes the preferred method your co-workers could use. Discuss with management what methods are preferred in your organization.

Exposure Determination:

Exposure categories:

- Humans
- Aquatic life
- Animal life
- Environment

Inspections may reveal that a potential short-term or long-term exposure has occurred. This could be from a spill, failed storage or delivery system, or from another source. Notify both management & the appropriate local or federal agency, as applicable. Examples: wastewater treatment plants, Dept. of Ecology, and Dept. of Fish & wildlife. Note: spills are generally either acid-based, petroleum or water

based. Different clean-up or containment methods & materials should be utilized for each. A best management practice would be to maintain a supply for such events.

RESPONSIBILITIES

District

Designated Person or Safety Program Coordinator

The Safety Officer is responsible for implementing this program and keeping it operational. These responsibilities include:

1. Change and update checklists and forms.
2. Set up a timeline to insure that all work areas are inspected as required according to their frequency.
3. Appoint the proper personnel to carry out all or specific parts of inspection.
4. Oversee that all inspection-forms are filled-out completely and correctly.
5. Review the identified hazards and take appropriate action to eliminate them.
6. Keep all records and forms on file (See Accident Prevention Program for required forms).

Managers

It is the responsibility of the General Manager to oversee that this program is adopted as district policy.

Employees

It is the responsibility of every employee to report unsafe conditions to the safety officer or their immediate supervisor.

GUIDELINES/RULES

See appendix C for applicable laws

Applicable SOPs

Frequency of Inspection

New construction projects should be inspected weekly. All other facilities should be inspected monthly. Annual Inspection categories can be in Appendix A.

Required PPE

PPE will depend on the inspection environment. Chemical or other gloves, aprons, leather work boots, hard hats, safety vests & ear protection, are just a few.

EMERGENCY PROCEDURES

Report safety hazards, spills or exposures as required by law (see exposure determination).

First Aid Awareness and Actions

Refer to Safety Data Sheets (also known as M.S.D.S./GHS) for applicable first aid.

FORMS USED

The Safety Committee is responsible for reviewing your district's inspection forms and giving their opinion and ideas on ways to protect against future hazards. All employees are responsible for reporting any potential hazards to the Safety Officer. The forms found at the end of this program can serve as a guide for developing your own.

Required Materials

Employee Training

Instructions

1. Select an area from the *Areas to be Inspected* list below.
2. Using the *Inspection Checklist* (see sample form 1), fill in the area selected on the appropriate blank.
3. Write in the date you actually perform the inspection in the space provided.
4. Begin to inspect each category on your *Inspection Checklist*, using the *What to LOOK AT** section. (*Find details of these items listed on the "*LOOK AT*" Guide).
5. Use the "*LOOK FOR*" Guide (on page 5), to identify the hazards.
6. List all hazards found on the lines provided on your *Inspection Checklist*.
7. When you have completed inspecting all categories listed under the *What to LOOK AT* section or you're *Inspection Checklist*, sign and date the checklist at the bottom.
8. Total up the number of hazards found and then writes it on the appropriate line.
9. For each hazard found you will need to fill out a separate *Found Hazard* form.
10. After you have completed inspecting an area and have filled out the *Found Hazard* forms, hand-deliver all paperwork to the Safety Officer.

Areas for Inspection:

This is not a complete list and you may want to add or subtract areas

- Offices
- Inventory room or area
- Lift stations
- Pump houses
- Shops
- Tank sites
- Vehicle parking areas
- Public accessible areas
- Mechanical rooms
- Computer room
- Telemetry room
- Radio room
- Chemical room

The "LOOK AT" Guide

This is a detailed list of the categories that you are to “LOOK AT” for each area during inspection. Not all categories apply for any given area, nor are they of equal importance. Use the *Inspection Checklist* as you inspect each area:

- Atmosphere: Hazardous conditions of Dust, Gases, Fumes, Sprays, etc.
- Chemical Substances: All liquids, gases and solids toxic and/or reactive in nature.
- Containers: All objects for material storage, i.e., barrels, boxes, bottles, cans, etc.
- Electrical Conductors and Apparatus: wires, cables, etc.; also check switches, controls, transformers, etc.
- Engines and Prime Movers: Sources of mechanical power, etc.; i.e., gas and steam engines.
- Elevators, Escalators and Man-lifts.
- Firefighting Equipment: All firefighting equipment, plus sprinklers, etc. (refer to Fire Safety program).
- Guards and Safety Devices: All removable and fixed guards, and safety devices or attachments excluding personal protective equipment.
- Hand Tools: All kinds of equipment that is held or carried when in use.
- Hoisting Equipment: Cranes, derricks, power-shovels, air hoists, hydraulic jacks, etc.
- Flammables and Explosives (especially how they are stored and labeled). Machinery and Parts: Power equipment that processes or modifies materials, i.e., agitators, grinders, heavy equipment, etc.
- Materials, raw or processed: Materials and supplies essential to production of finished product, excluding materials elsewhere classified.

- Mechanical Systems: any unshielded rotating equipment.
- Overhead Structures and Equipment: Any structural part or equipment that may fall from above.
- Personal Protective Equipment: Goggles, gloves, aprons, etc.
- Pressure Vessels, Boilers and Pipes: Objects that move or compress liquids, air or gases.
- Pumps, Compressors, Blowers and Fans: Objects that move or compress liquids, air, or gases.
- Shaft-ways, Pits, Sumps and Floor Openings: All openings into which persons may stumble or fall.
- Walking or Standing Surfaces: Floors, aisles, platforms, ramps, roads, scaffolding, ladders, etc.
- Warning or Signal Devices: Direct communication systems such as radios, telephones, buzzers, bells, lights, etc.
- Vehicles and Carrying Equipment: Trucks, cars, trains, motorized carts and non-motorized equipment for transporting materials / equipment.
- Electrical cords for twisting, arcing, missing prongs, cuts or other damage.
- Portable Ladders (29 CFR 1910.25, 1910.26, 1910.27 – Ladder Safety) should be inspected upon initial use, on a regular basis and semi-annually. Check for any defect & for tags or labeling.
- Record other potentially hazardous objects or conditions that do not fall into the above categories.

The "LOOK FOR" Guide

LOOK for guarding of agents, such as:

- Missing or inadequate guards against being "STRUCK BY".
- Missing or inadequate guards against "STRIKING AGAINST".
- Missing or inadequate guards against being "CAUGHT ON, IN, OR BETWEEN".
- Missing or inadequate guards against "FALLING FROM OR INTO".
- Lack of or faulty support, bracing, shoring, etc.
- Missing or faulty WARNING or signal device.
- Missing or faulty automatic control device.
- Missing or faulty safety device.

LOOK for structural defects and material characteristics, such as:

- Sharp-edged, jagged, splintery, etc., conditions.
- Worn, frayed, cracked, broken, etc., conditions.
- Slippery conditions (for gripping or walking).
- Dull, irregular, mutilated, etc., conditions.

- Uneven, rough, packed, or with holes.
- Decomposed or contaminated conditions.
- Flammable or explosive characteristics.
- Poisonous characteristics (by swallowing, breathing, or contacting).
- Corroded or eroded conditions.

LOOK for functional defects, such as:

- Susceptibility to breakage, collapse, etc.
- Susceptibility to tripping, failing, etc.
- Susceptibility to rolling, sliding, slipping, etc.
- Leakage of gases, solids, or fluids.
- Excessive heat, noise, vibration, sparking, etc.
- Failure of agency to operate.
- Erratic, unpredictable performance of agent.
- Lack of adequate electrical grounding.
- Operation that is too fast or slow.
- Low voltage leaks.
- Signs of excessively high or low pressure.
- Throwing off of parts, particles, material, etc.
- Standard indications of need for special attention.

LOOK for ventilation, illumination, noise, such as:

- Noxious fumes or gases.
- Flammable or explosive fumes or gases.
- Insufficient illumination.
- Excessive glare from light source.
- Hazardous dusts or atmospheric particles.
- Hazardous temperature conditions.
- Excessive noise.

LOOK for storage, positioning and arrangement of agent, such as:

- Improperly secured against sudden movement, such as: falling, slipping, rolling, tripping, sliding, etc.
- Unsafe storage that permits easy contact by individuals and equipment.
- Unsafe exposure to heat, moisture, vibration, flame, sparks, chemical action, electrical current, etc.
- Congestion of traffic or working space.
- Unsafe attachment of object to agent.
- Unsafe placement of object into agent.

- Unsafe distribution of objects around agent.
- Protruding objects.
- Use of unsafe storage containers.
- Faulty ventilation of stored materials.
- Unsafe traffic layout.
- Poor housekeeping.

These conditions to "LOOK FOR" do not include all possible hazards. Refer to specific safety programs, or owner's manual governing the item in question.

Additional Required Inspections: See Appendix "A" Applicable Laws

Some required inspections can be performed by a qualified person with-in your organization, such as a safety officer. Other inspections must be performed by an outside agency with the appropriate certifications or as legally registered or recognized by a state or federal agency.

For example, Fire extinguishers would be inspected by a company who specializes in testing & recertification. But fire suppression systems and fire safety are generally inspected by your local fire department. Fire alarm systems would be performed by either the company who installed them, or an outside agency.

Crane Inspectors must be selected from a Department of Labors & Industries approved list.

Elevator Inspections by the Department of Labor & Industries:

What they do:

The Elevator Section performs safety inspections and issues annual operating permits for elevators and other lifting devices throughout Washington State. They also review installation applications and inspect and approve upgrades to existing elevators.

Why they do it:

- To ensure public safety by performing **annual safety inspections** of elevators and other lifting devices.
- To enforce safety standards that ensure elevators are a safe mode of transportation.
- To help owners of elevators and other lifting devices understand the rules and regulations that will allow them to maintain and operate their elevators safely.

REFERENCES/RESOURCES

See Appendix A

REVISION RECORD

June 06	Feb 15 Date	Approval Date	Change
1.0.0	08-09-07		Initial design.
2.0.0	03-17-15		Revision

APPROVALS

_____	_____	_____	_____
Safety Committee Chairperson	Date	General Manager	Date

DEFINITIONS

N/A

ANNEX

Refer to Appendix A for more specific information.

SAMPLE FORMS

SAMPLE FORM 1: Inspection Checklist

Area: _____

_____ Date: _____

What to LOOK AT:

Hazards Found:

1. Atmosphere

2. Chemical Substances _____

3. Containers _____

4. Electrical _____

5. Warning Signs _____

6. Engines _____

7. Elevators _____

8. Firefighting _____

9. Machinery Guards and Shields _____

10. Hand Tools _____

11. Hoists _____

12. Flammable Storage Area _____

13. Machinery _____

14. Materials _____

15. Vehicles _____

16. Structures _____

17. P.P.E. _____

18. Pressure Vessels _____

19. Pumps _____

20. Walking Surfaces _____

21. Emergency Exits _____

22. Stairwells _____

23. Earthquake Proofing _____

Inspection Completed by: _____

Date Completed: _____

Number of Hazards Found: _____
(For every hazard found you must fill out a *Hazard Observation Report*)

SAMPLE FORM 2: Hazard Observation Report

Area to be completed by Inspector

Area: _____

Date: _____

Hazard found:

When completed, hand deliver to Safety Officer

Date Received: _____

Safety Officer: _____

Action Taken:

Completed By: _____

Date Completed: _____

Work Order Needed? Yes / No

Work Order #: _____

Appendix A: Applicable Laws & Frequency of Required Inspections

WAC 296-155-110 Section 9, A-C
Accident Prevention Program
(Weekly Inspections for construction/project sites)

WAC 296-307-030
Accident Prevention Program
(Monthly Inspections for general industry)

WAC 296-155-020
Housekeeping
(Incorporate into your weekly or monthly).

WAC296-876
Fixed ladders (WAC 296-876)
(Annual Inspection)

WAC 296-155-53202
Crane Safety (prior to daily use, per manufacturer,
Annual - also annual crane/vehicle inspection from L&I certified inspector's list).

49 CFR, Part 396
CDL commercial vehicles (must be inspected by a
Certified D.O.T. inspector)
(Annual Inspection)

29 CFR 1910.269(B) (3)
First aid kits = annual inspection required. *Try to replace your expired items with only those having new expiration dates, for the following year, at a min. Eye wash Stations should also be checked according to expiration date of mixed solutions into the flush water, or annually.*

2009 MUTCD, Section2A.08, TTC zones, signs
Retro-reflectivity:
Inspect for retro-reflectivity and other damage (annual Inspection recommended). Employers must have a maintenance program in place by June 14, 2014)

WAC 296-800-30020
Inspect & test all portable fire extinguishers
(Annually & according to manufacturer)

WAC 296-155-020 Good Housekeeping
Cleaning and general storage requirements
(for all employees, recommend monthly as part of WAC 296-307-030).

Sanitary Surveys see: WA. State Dept. of Health = Every/5 years

Annual Elevator Safety Inspections, please see: WWW.Elevators.Lni.wa.gov

RCWs: 19.28.041, RCW 19.28.101 & RCW 19.28.161
Generator Maintenance: The Department of Labor & Industries requires permits & inspections for generator load tests. These tests can only be performed by licensed electricians with EL07 cert. (or higher). The permit cost is based on the amperage rating of each generator. Inspections must be scheduled through the electrical compliance division of L&I serving your area. Semi-annual maintenance of stand-by generators with-in your district must follow these requirements when load tests are planned.