Site Safety Inspections Meeting Kit



WHAT'S AT STAKE

Regular site safety inspections using site-specific hazard checklists keep the workplace safe by identifying and correcting hazards in the workplace. Inspection frequency depends on the hazard level of the workplace; sites may need checks at every shift, or on a daily, quarterly, or annual basis. Document the inspection observations, identified hazards, and the corrective actions taken.

WHAT'S THE DANGER

TYPES OF WORKPLACE HAZARDS

Safety hazards such as those caused by inadequate machine guards, hazardous energy (mechanical, electrical, gravitational, pneumatic, etc.), vehicles, machinery, tools, lack of fall protection, confined spaces, and housekeeping.

- Biological hazards caused by organisms such as insects, viruses, bacteria, fungi, and parasites.
- Chemical hazards caused by a solid, liquid, vapor, gas, dust, fume. or mist.
- Ergonomic hazards caused by improper work methods, incorrect manual material handling, and poorly designed workstations, tools, and equipment. These place physiological (repetitive and forceful movements, awkward postures, overloading) and psychological (workload, time pressure) demands on the worker that can lead to musculoskeletal injuries.
- Physical hazards caused by noise, vibration, weather, heat, cold, radiation, pressure, combustible dusts, odors, and indoor air quality.
- Psychosocial hazards that can affect mental health or well-being such as overwork, stress , bullying , or violence and harassment.

HOW TO PROTECT YOURSELF

PREVENT INJURIES/ILLNESSES THROUGH WORKPLACE INSPECTIONS

Workplace inspections help to identify and record hazards for corrective action.

- listen to the concerns of workers and supervisors
- gain further understanding of jobs and tasks
- identify existing and potential hazards
- determine underlying causes of hazards
- recommend corrective action

- meet regulatory and management system rules.

INFORMATION NEEDED TO COMPLETE AN INSPECTION

Diagram of Area. Drawings of the plant floor plans help to draw a diagram.

Equipment Inventory. Know what type of machinery or equipment is present.

Hazardous Product or Chemical Inventory. What products are used and SDSs.

- Inspection Checklists – General Information
- Inspection Checklists – for Manufacturing Facilities
- Inspection Checklists – for Offices
- Inspection Checklist – for Chemical or Product Inventory
- Inspection Checklist – for Outdoor Areas

Past Inspection Records. Past inspection records show what has been previously identified. They also show what an earlier inspection team concentrated on and what areas it did not inspect. Do not simply repeat or copy previous inspection results. Use the older inspection reports to help look for issues, and then determine whether recommendations were implemented. Note if the changes have been effective.

BASIC INSPECTION PRINCIPLES TO FOLLOW

- Draw attention to the presence of any immediate danger – other items can await the final report.
- “Lock out” any hazardous items that cannot be brought to a safe operating standard until repaired.
- Do not operate equipment. Ask the operator for a demonstration. If the operator of any piece of equipment does not know what dangers may be present, this fact is cause for concern.
- Never ignore any item because you do not feel you have the knowledge to make an accurate judgement.
- Look up, down, around, and inside. Be methodical and thorough.
- Clearly describe each hazard and its exact location in your rough notes. Allow “on-the-spot” recording of all findings before they are forgotten. Record what you have or have not examined.
- Ask questions, but do not unnecessarily disrupt work activities. This interruption may interfere with efficient assessment of the job function and may also create a potentially hazardous situation.
- Consider the static (stop position) and dynamic (in motion) conditions of the item you are inspecting. If a machine is shut down, consider postponing the inspection until it is functioning again.
- Consider factors how the work is organized and how these factors impact safety.
- Discuss as a group, “Can a problem, hazard or incident be generated from this situation?”. “How serious are the potential outcomes?”. Determine what corrections are appropriate.
- Do not try to detect all hazards simply by relying on your senses or by looking at them during the inspection. You may have to request that equipment is monitored to measure the levels of exposure to chemicals, noise, radiation, or biological agents.
- Take a photograph if you are unable to clearly describe or sketch a particular situation.

FINAL WORD

The frequency of inspections will depend on the nature of the work. Inspections may be less often, for example, if the work environment is low risk like in a predominantly administrative office. More frequent inspection may be justified, for example on a construction project.