

Caldwell County Safety Inspections & Program Audits

Inspection of work areas and audits of the overall safety program, as well as prevention practices such as satisfactory housekeeping and safe work behaviors, are elements of an effective safety inspection program. Measures such as monthly inspections and periodic audits can be used to identify problems and hazards before these conditions result in accidents or injuries. Periodic audits also help identify the effectiveness of safety program management, and the findings of an inspection, when combined with an analysis of past accidents, provide a basis necessary for developing and implementing corrective action.

Caldwell County's Safety Inspection Program is designed to capture these necessary components, and outlined in this document are the necessary elements to achieve an effective safety inspection program.

Responsibilities

It is the responsibility of *each employee* to:

- Monitor daily their work areas and assess potential risk
- Notify their supervisory or appropriate personnel of risk or safety concerns so that the risk or hazard can be resolved.

Also, knowing that facilities with superior housekeeping typically have very few injuries, it is the expectation that *each employee*:

- Maintain satisfactory housekeeping conducive to a safe work environment

Additionally while conducting their work activities, *each employee* is expected to:

- Be mindful of their use of County facilities and property
- Neglect, misuse or general carelessness of County facilities and property will not be tolerated as this limits achieving a safe work environment

It is the responsibility of *Management* to:

- Respond to identified risks or hazards appropriately, either notifying their department's *Safety Committee Member*, notifying the *Safety Coordinator* or rectifying the situation within the department as necessary to restore and maintain safe work conditions or behaviors
- When safety inspections identify deficiencies that can be remedied within the department, corrective action should be taken and reflected on follow-up documentation
- Evaluate employees annually on safe work behaviors and practices (ie housekeeping, use of personal protective equipment, training participation and etc.)
- Set the expectation for all employees to maintain safe working conditions and practice safe working behaviors

It is the responsibility of the *Safety Program* and/or *Safety Committee* members to:

- Conduct monthly, quarterly and annual safety inspections of each County facility
- Complete documentation of inspection

- When deficiencies or hazards are found the *Safety Committee Member* shall:
 - document deficiency(ies)
 - submit to *Safety Coordinator* for recommendations on corrective action
 - *Safety Coordinator* will submit work order to *Maintenance* if necessary
 - deficiencies that can be resolved within each department should be done so
 - follow-up monthly or as appropriate until deficiency is resolved
 - if emergency needs arise (ie. hazardous condition risking the health/well being of individuals or destruction to property), problem must be resolved without delay – notify *Safety Coordinator*

Scope and Frequency

Monthly Inspections will be conducted by *Safety Committee Members* and will include, but are not limited to general safety items such as:

- housekeeping /general work environment
- exit routes
- emergency equipment
- general equipment use/electrical safety and
- facility exteriors/grounds

Each *Safety Committee Member* will conduct individually a monthly inspection of their department. The *Safety Coordinator* with a group of rotating *Safety Committee Members* will conduct spot checks of departments/facilities randomly or as needs arise.

Quarterly Inspections will include the above as well as inspection of:

- employee safety behaviors (use of personal protective equipment based on Job Safety Analysis, ergonomics)
- risk exposure
- employee knowledge (evacuation routes, emergency action plans, location of MSDS)
- Audit of OSHA logs
- Audit of monthly inspections

Quarterly inspections will be conducted on a rotating basis by members of the *Safety Committee* so that those conducting quarterly inspections do not inspect the department/facility in which they work.

Annual Safety Program Administration Audit will include:

- Audit Hazard Communication Program in each facility
- Audit of Emergency Evacuation Drills
- Audit of safety trainings
- JSA (job safety analysis) review and update

Safety Committee Members and other relevant personnel under the direction of the *Safety Program* will conduct annual audits of each County department.

Corrections

- All safety deficiencies found during inspections should be reported to the *Safety Office* by the 10th of each month
- A summary inspection report will be forwarded to each department's respective *Safety Committee* member and the *Department Head*
- All deficiencies should be corrected as soon as possible and reflected in follow-up documentation
- Documentation of corrections must be made on the inspection form
- *Safety Office* will generate work orders for deficiencies that require *Maintenance* to be involved
- *Safety Office* will follow up on Work Order status and progress reflected on inspection form
- Inspections records will be maintained in the *Safety Office* and copies in each respective department
- Serious risk conditions found during the monthly inspection process or at other times warrant immediate response and should be remedied by the most appropriate means depending on the situation

Records

All inspections and audits should be documented on a standard checklist report or audit report forms used by the *Safety Office*. In the event of litigation, of great importance is documentation of corrective actions taken to remedy *Safety Program* deficiencies. Once completed, these forms should be sent to the *Safety Coordinator*, the respective department's *Safety Committee Member*, the *Department Head* and other appropriate personnel. Inspection reports and audit summaries will be kept on file in the *Safety Office* and, as appropriate, each department for two years.

Safety Inspection Process

