

## **WHAT MUST BE INSPECTED?**

All operations, equipment, tools, and materials should be inspected in accordance with the procedures set forth in the company's safety plan. Following are some things that should be inspected when applicable:

- Housekeeping and sanitary condition
- Equipment and machinery
- Environmental conditions
- Electrical equipment and power sources
- First-aid supplies, eyewash stations, and safety showers
- Hand and power tools
- Fire protection equipment
- Scaffolding
- Walkways and roadways
- Exits and exit paths
- Fall protection
- Hoisting and rigging equipment
- Storage areas
- Personal protective equipment
- Materials handling equipment
- Ladders and stairways
- Trench shoring equipment
- Hazardous materials and supplies
- Motor vehicles
- Warning signs and barricades
- Storage of flammable gases and liquids
- Welding and cutting equipment

*Particular attention should be paid to the following:*

- Safety devices
- Guards
- Controls
- Points of operation
- Electrical equipment and installations
- Mechanical equipment
- Procedures

When making inspections, observe worker behavior to ensure they are following safe practices and procedures.

Watch for:

- Violations of safe procedures
- Unauthorized use of tools or equipment
- Removal of guards or other safety devices
- Creation of unsafe or unsanitary conditions
- Operation of equipment at unsafe speeds
- Defective tools or equipment
- Improper use of tools or equipment
- Overloaded cranes, hoists, or other equipment
- Failure to implement lockout procedures
- Unauthorized entry into restricted areas
- Others, depending on the work in progress

### **DOCUMENTING INSPECTIONS**

Legal opinions are mixed about documenting inspections. Some experts believe inspections should be thoroughly documented to ensure that nothing is overlooked. Other experts say that inspection documentation can be used against a company in a legal battle. In some situations, documentation is mandatory.

Therefore, company policy should be followed regarding documentation of inspections. If an inspection checklist is used, it may not include everything that needs to be inspected.

Inspection reports or checklists should include:

- Project name
- Area or equipment inspected
- Date of inspection
- Time of inspection
- Name and signature of person making inspection
- Location of hazards
- Identity of hazardous machine or equipment
- recommended corrective action
- Remarks/Comments