

Safety Audits & Inspections

Purpose

Inspection of work areas and audits of safety programs are tools that can be used to identify problems and hazards before these conditions result in accidents or injuries. Audits also help to identify the effectiveness of safety program management and can be used as a guide to assure regulatory compliance and a safe workplace.

Responsibilities

Management

- Design complete audit and inspection procedures for all work areas, processes and procedures.
- Conduct routine audits and inspections.
- Ensure employees who understand the various safety programs and policies conduct audits.

Supervisors

- Conduct informal daily safety inspections and ensure all unsafe conditions are corrected.
- Conduct documented weekly inspections and ensure all unsafe conditions are corrected.

Corrections

All safety deficiencies found during audits and inspections should be corrected as soon as possible. Documentation of corrections should be made on the audit or inspection sheet, and conditions that present a hazard are to be corrected or controlled immediately.

Types of Inspections

Supervisor & Management Daily Walk-through: this is an undocumented inspection that is made daily prior to startup and shift change to ensure the facility and equipment are in safe conditions for employees and clients. All noted unsafe areas should be attended to immediately, prior to employees working and clients living in the area. In the event that the area cannot immediately be made safe for employees and clients, a notice shall be given to the affected employees and clients. Work orders to correct the situation will be issued immediately.

Weekly Supervisor Inspections are conducted and recorded. This documented inspection provides a focus to ensure current hazard controls are still effective, equipment is in safe condition and safe work practices are in use. Discrepancies are listed on the inspection sheet and recorded on work orders for correction. The inspection sheet is forwarded to the Safety Committee Chairperson for review and logging to track discrepancy correction. Weekly inspections must be completed by Friday of each week. In the event that the Department Supervisor is unavailable to complete his/her inspection (due to a vacation, sick leave, etc.), he/she must make arrangements with another Department Supervisor to complete the inspection.

Monthly Safety Committee Inspection: Each month two members of the Safety Committee will tour the entire facility. This tour is to ensure Safety Committee Members are familiar with all areas of the operation. Problem areas, committee recommendations and deficiencies will be recorded and provided to management. The monthly inspection must be completed by the 15th of each month.

Hygiene Surveys such as air monitoring and inspection of Health Care and Dining Facilities will be conducted on a periodic basis subject to regulatory requirements and need, to ensure environmental conditions remain safe and healthful.

Equipment Inspections are conducted to ensure specific safety equipment is in good working order and will function when needed. Examples and frequencies are:

- Smoke Detectors - Monthly
- Emergency Lighting Test - Monthly
- Fire Extinguisher Inspections - Monthly
- Safety Equipment Inventories - Monthly
- Ventilation System Cleaning – Monthly
- Kitchen Equipment checks – Monthly
- Children’s Toys and Equipment Checked - Monthly
- Emergency Lighting 90 Min. Test - Semiannually
- HVAC Checks - Semiannually

Annual Safety Audits are conducted every April to check the administration of specific safety and health programs.

Records

Records of audits and inspection will be maintained in accordance with the requirements of the specific programs. As a minimum, the last two program audits will be kept on record and inspection records will be maintained on a most current basis. Records of deficiency corrections will be maintained for one calendar year from date of correction. One copy of all records will remain with the Safety Committee Chairperson, and a second copy will remain in the Agency’s files.