

CITY AND COUNTY OF DENVER

Safety and Health Inspection Policy

<p>Occupational Safety and Health Management System No. 65.2</p> <p>This policy was developed and shall be implemented under the authority of Executive Order No. 65 and the Risk Management Office.</p>	<p>September 1994 Revised – January 1, 2008</p>	<p>Prepared / Revised By: Risk Management – Safety Unit</p>
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1.0 Introduction

This Safety and Health Inspection Policy was developed to ensure identification of workplace hazards and establish responsibilities for their abatement. Identification and removal of physical hazards and correction of unsafe work practices are vital components of the City and County of Denver’s Occupation Safety and Health Management System. In accordance with Executive Order No. 65, the City is committed to maintaining a safe and healthy work environment that minimizes hazards that are likely to cause death or harm to employees or the public.

2.0 Scope:

Safety and Health inspections shall be conducted for all work areas on a regular basis to identify potential hazardous conditions and then eliminate them whenever possible. The minimum frequency for general work area types are as follows:

Type of Work	Inspection Frequency
Offices	6 months
Building common areas	6 months
Garages and Shops	3 months
Laboratories	3 months
Warehouses and Storage Areas	3 months
Energy/Utility Centers	3 months

The frequencies listed above are minimum requirements. Work areas that contain higher risk activities may require more frequent inspections.

3.0 Responsibilities

3.1. Risk Management Office

In accordance with this policy and Executive Order No. 65, the Risk Management Office shall have the following responsibilities:

- a) Ensure all Departments / Agencies have access to the Safety and Health Inspection Forms.

- b) Periodically monitor citywide compliance with this policy.
- c) Provide technical assistance for the inspection process upon request to departments / agencies within the City.

3.2. Department and Agency Heads

In accordance with this policy and Executive Order No. 65, Department and Agency Heads shall have the following responsibilities:

- a) Direct Managers and Supervisors within their departments / agencies to implement this policy.
- b) Identify all facilities and work areas under their control and ensure that regular Safety and Health inspections are performed for those facilities and work areas so that their employees' work environments are kept free from recognized hazards which could cause injury.
- c) Establish an inspection frequency for each facility / work area.
- d) Ensure that timely corrective actions are taken to eliminate hazards that are identified.
- e) Ensure that departmental budgets include necessary resources for correction of deficiencies that are identified.

3.3. First Line Manager / Supervisor

In accordance with this policy and Executive Order No. 65, First Line Managers / Supervisors shall have the following responsibilities:

- a) Assign qualified individuals within their departments or section to coordinate, schedule, perform, and document the safety and health inspections.
- b) Maintain appropriate documentation including inspection reports, recommended corrective actions, and closure dates.

3.4. Departmental / Agency Safety Professionals / Representatives

In accordance with this policy and Executive Order No. 65, Safety Professionals / Representatives shall have the following responsibilities:

- a) Provide a resource for technical support on safety and health issues and corrective action recommendations.
- b) Participate as a member of safety inspection teams as necessary.

3.5. Inspection Reports

Safety and Health Inspection Reports shall clearly indicate the location, date, inspection team members, the correction needed, and a completion date. Reports shall be maintained by the department / agency as documentation for City monitoring. Sample inspection formats are attached as Appendix A and B.

Note: Safety and health inspections may be done in conjunction with Denver Fire Department inspections or with the City's insurance provider inspections. However, since the Fire Department inspections alone are focused on only fire hazards, it is recommended that the department / agency use the criteria from this policy.

Safety and Health inspections performed in accordance with this policy are to ensure compliance with NFPA, and City Safety and Health criteria.

APPENDIX A (non office)

Inspection Team
Members:

Department: _____

Location: _____ Date: _____

Instructions: 1) Perform Area Inspection for each Item (1-8) 2) Mark item inspected, correction needed, date of completion.

Area Safety and Health Check List					
Check Item	Description	OK	NOT OK	CORRECTION NEEDED	DATE CORRECTED
1) Work Area	1. Work area, machines, cabinets and work benches are clean, organized, and clearly labeled				
	2. Sharp objects are properly stored and protected				
	3. All items not being used are properly stored				
2) Area Floors and Aisles	1. Floors are free of debris and unnecessary STUFF				
	2. Exits clearly labeled and unobstructed				
	3. Proper Fall Prevention Procedures are followed (no cords on floor, no trip hazards)				
3) Equipment	1. Guards and safety devices are in place to prevent contact with rotating parts				
	2. Machines designed for fixed locations must be securely anchored to the floor				
	3. Grinders must be equipped with a tool rest 1/8" from wheel & tongue guard 1/4" from wheel				
	4. Pinch points on machines must be clearly marked				
4) General - Safety	1. All required personal protective equipment is utilized and in good condition				
	3. Access to all exits are kept clear				
	4. Emergency equipment (i.e. fire extinguisher, first aid) are unobstructed and stored in a prominent area				
	5. Ladders/fall prevention equipment in working order				
	6. Fire extinguishers are tagged and charged				

Other Issues or Comments:

Area Safety and Health Check List

Check Item	Description	OK	NOT OK	CORRECTION NEEDED	DATE CORRECTED
5) Material Handling	1. Materials are not stacked above a safe height or capacity 2. There is an awareness of the weights and loads being handled 3. Contents of shelves are clearly labeled 4. Shelves are not overloaded and material is stored safely				
6) Electrical	1. All switch boxes and shut-off distribution panels are labeled and accessible - 36" clearance maintained 2. Grounding pins not missing on plugs where they are required 3. Cords are not running above drop ceilings or through doors or walls 4. All cords and outlets are in good working condition - not frayed, split or damaged 5. If used GFCIs are in good working condition 6. Hand tools in good working order (grounded, wiring intact, etc.) 7. Emergency lighting in working order				
7) Lockout Tag out	1. Equipment undergoing maintenance or servicing must be locked out and tagged out in the off position at its input energy source 2. Locks and tags are issued to the appropriate personnel conducting maintenance or service				
8) Hazardous Materials	1. All materials are properly stored and labeled 2. Absorbent materials are available where necessary 3. Any spills are cleaned up immediately 4. All MSDS information is available and up to date				

Other Issues or Comments:

APPENDIX B (office)

Inspection Team
Members:

Department: _____

Location: _____ Date: _____

Instructions: 1) Perform Area Inspection for each Item (1-8) 2) Mark item inspected, correction needed, date of completion.

Area Safety and Health Check List					
Check Item	Description	OK	NOT OK	CORRECTION NEEDED	DATE CORRECTED
1) Work Area	1. Work area, desk, files are clean and organized				
	2. All items not being used are properly stored				
2) Area Floors	1. Floors are free of debris and unnecessary STUFF (books, papers)				
3) Equipment	1. Equipment is clean and in good operating condition				
4) General - Safety	1. Access to all exits are kept clear				
	2. Emergency equipment (i.e. fire extinguisher, first aid) are unobstructed and easy to locate				
	3. Carpet/area rugs laying flat causing no fall hazards				
	4. Where applicable, fire extinguishers are tagged and charged				

Other Issues or Comments:

Area Safety and Health Check List

Check Item	Description	OK	NOT OK	CORRECTION NEEDED	DATE CORRECTED
5) Material Handling	1. Materials are not stacked above a safe height or capacity				
	2. There is an awareness of the weight being handled				
	3. Where applicable contents of shelves are clearly labeled				
	4. Proper ergonomic principles applied (neutral work station)				
	5. Shelves are not overloaded and material is stored safely				
6) Electrical	1. Emergency lighting in working order (Exits signs)				
	2. All cords and outlets are in good working condition				

Other Issues or Comments:
