

E. HAZARD IDENTIFICATION AND REMEDIATION

Safety Inspections

The primary purpose of a safety inspection is to detect and correct potential safety and health hazards. The identification of hazards is a proactive means of reducing or preventing workplace accidents and injuries. Safety inspections are conducted at least semi-annually for all occupied agency work locations and at least quarterly for areas identified as high hazard. Training in hazard identification is provided for those assigned the responsibility to perform these inspections.

Common and Custodial Spaces

Common and custodial spaces will be inspected at least monthly by the building manager or their designee. These inspections will be completed using an inspection form and forwarded to the DGS Safety Coordinator for review. If an inspection form indicates that safety deficiencies exist, the Safety Coordinator will forward it to the appropriate building/facility manager for corrective action. Refer to Appendix A for the monthly inspection checklist for building managers.

The Safety Coordinator and building/facility manager will follow up on any indicated deficiencies until corrective actions are completed. If a corrective action cannot be completed, the building/facility manager will notify the Safety Coordinator with an explanation. In instances where corrective actions cannot be completed, the Safety Coordinator will work with the safety committee and other staff to determine alternative solutions for correcting the hazard.

Copies of finalized inspection forms will be kept by the Safety Coordinator and discussed with the safety committee if appropriate.

Other DGS Workspaces

Other DGS workspaces will be inspected by a DGS safety inspector every six months and identified higher hazard areas will be inspected every three months. Once the inspection is completed, the completed safety inspection form will be forwarded to the Safety Coordinator for review. If an inspection form indicates that safety deficiencies exist, the Safety Coordinator will forward it to the appropriate building/facility manager for corrective action.

A safety inspection checklist is used by the Safety Coordinator or designee in conducting safety inspections of areas assigned to them. The Safety Coordinator ensures suitable checklists are developed and used.

Inspections focus on the following categories:

- General conditions – housekeeping, lighting, walking and working surfaces, proper safety and health related postings or labeling being in place
- Specific hazards – machinery, equipment, supplies, chemicals, and tools
- Fire safety – written policies and procedures, fire drills, fire exits and portable fire extinguishers
- Work practices – improper or unnecessary manual lifting, inefficient work layout and procedures, hazardous storage of heavy materials in overhead areas, improper use of equipment and employee lack of awareness of safe work practices

After safety inspections are completed, deficiencies are reported to the building manager and a copy is maintained by the agency Safety Coordinator. Copies of all inspection reports are maintained for the past two complete calendar years and the current year.

Hazards Identified by Managers and Employees

Bureau directors, division chiefs, and supervisors must be aware of the safety and health conditions within their respective work areas and have the responsibility to assist in the identification and reporting of potential hazards. All employees are responsible for their own safety and that of their coworkers.

To facilitate participation in safety efforts, everyone is encouraged to use the [Safety Suggestion / Near-miss Report Form](#) provided on the DGS website at the “[Fire & Safety Programs](#)” page. These electronic forms go automatically to the Safety Coordinator and may be shared with DGS safety committee members. Anonymous submissions are accepted; however, self-identification is encouraged so that clarification can be sought if needed.

Corrective Actions

The Safety Coordinator and building/facility manager will follow up on any indicated deficiencies until corrective actions are completed. If a corrective action cannot be completed, the building/facility manager will notify the Safety Coordinator with an explanation. In instances where corrective actions cannot be completed, the Safety Coordinator will work with the safety committee and other staff to determine alternative solutions for correcting the hazard. As applicable, records of corrective actions are maintained for the current fiscal year and previous two.

Copies of finalized inspection forms will be kept by the Safety Coordinator for the current fiscal year and two previous fiscal years. Inspection results are discussed with the safety committee if appropriate.

Appendix A

Facility Monthly Safety Inspection Form

	Month and year:		
BUILDING ID	BUILDING MANAGER/INSPECTOR		
Item to be checked			
Fire safety	Date checked	Corrective Action required*	Inspector's initials
If applicable, all lights identifying fire extinguishers are functioning			
All "EXIT" sign lights are functioning, test battery button if applicable			
Fire extinguishers, emergency pull stations and other emergency devices are not blocked or obscured			
Stairs, hallways and other exit pathway components are free of obstructions and debris			
ADA accommodations are in good condition and operational. i.e. ramps, stair lifts, automatic doors			
Bull horns are operational and extra batteries are available.			
Facility			
All lights in halls and other DGS areas are functioning:			
All lights in stair wells are functioning			
All stairwell and exit doors are functional and closed			
All floor surfaces are free of hazards, i.e. carpeting in good condition, chips in floor, mats flat on the floor without turned up edges, etc.			
Warning signs are posted near hazards, i.e. wet floors, repair work, doors that open into aisles, etc.			
All DGS areas are clear of litter or spilled liquid on the floor, i.e. water, pencils, pens, paper clips, rubber bands, paper, etc. (DGS custodial areas only)			
Are walkway transitions are properly marked: i.e. steps up or down when going through a doorway, changes in walkway grading			
All handrails, treads, and risers are in good condition			
Items in storage are evenly distributed and are not top heavy			
First Aid kits are available, assessable and properly stocked			
Storage racks are in good condition, secured and not overloaded			
All elevator emergency communication and audible alarm devices are functioning properly (contact Capitol Police prior to testing)			
Electrical and Mechanical Hazards			
All electrical rooms are locked and/or electrical panels latched closed and have covers installed			
All electric cords for DGS equipment are in good condition, properly used and properly secured (DGS custodial areas and equipment only)			
all electrical outlets in the common areas are in good condition			
All electrical panels that are not located in electrical closets have a 3 foot clearance of any material. All Electrical closets must be kept clear of all storage.			
if applicable; all mechanical guards are in place.			
Hazardous Material Handling			
Flammable and combustible items properly stored			
Employees aware of proper procedures and universal precautions for attending to blood/body fluid spills			
All chemicals properly labeled and legible			
Chemical inventories updated with new or discarded chemicals.(Changes noted in notes section below.)			
NOTES(details for required action corrective action)*			