

## INSPECTION GUIDELINES

Your organization's safety inspection process will run more smoothly if you have some inspection guidelines. Following is a checklist of possible guidelines. Select the ones that make sense for your organization.

- \_\_\_\_\_ Notify affected individuals ahead of time.
- \_\_\_\_\_ Give department manager a copy of the safety inspection checklist ahead of time.
- \_\_\_\_\_ Invite department manager to be a part of the inspection team.
- \_\_\_\_\_ Check previous inspection and follow-up reports for trends, items not corrected, and common hazards.
- \_\_\_\_\_ Review all incident/illness reports for that area.
- \_\_\_\_\_ Allow enough time.
- \_\_\_\_\_ Avoid high production hours when an inspection would be disruptive.
- \_\_\_\_\_ Bring all appropriate inspection tools.
- \_\_\_\_\_ Use all applicable safety equipment and precautions for the area.
- \_\_\_\_\_ Request permission to observe an employee performing a task.
- \_\_\_\_\_ Remain objective and professional.
- \_\_\_\_\_ Talk with employees and listen to all comments and concerns.
- \_\_\_\_\_ Avoid promising more than you can deliver.
- \_\_\_\_\_ Take detailed notes.
- \_\_\_\_\_ Be very clear/specific when recording observations
- \_\_\_\_\_ Remember that the purpose of the inspection is to find hazards – not to find fault.
- \_\_\_\_\_ Identify positive/good things that you see as well as items/issues that need improvement.
- \_\_\_\_\_ Avoid using employee names when documenting hazards.