



### **Scope**

This policy<sup>1</sup> applies at the Trust level and the member level.

### **Purpose**

Maintaining the workplace and work equipment in a safe and fully functional condition is a major component of an effective safety program.

### **Trust-Level Responsibilities**

PennPRIME has detailed the requirements, measure of compliance and intent for onsite safety surveys for each member in Loss Control Standard #3 - Hazard Inspections. PennPRIME has also developed several checklists to assist members with the inspections. Additionally, PennPRIME offers each member the services of qualified safety professionals to assist them in inspections, or to assist with any issues identified that the member is having challenges in correcting.

### **Member-Level Responsibilities**

Each member is encouraged to conduct safety surveys of all locations on a monthly basis. The minimum expectation is that the member will ensure the following site surveys have been completed and documented within the specified time period:

**Monthly Surveys** - Conduct documented self-inspections at all high risk facilities, including, but not limited to:

- Public Works Garage
- Water Treatment Facility
- Wastewater Treatment Plant
- Swimming Pools (when staffed)
- Ice Rinks (when staffed)
- Electrical Power Generation Facility
- Other Identified High Risks

**Annual Surveys** - Conduct documented self-inspections at all facilities and buildings owned/leased by the member or occupied by the member's employees.

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<sup>1</sup> The content of this policy is based upon the following regulations:

- Pennsylvania Title 34, Part VIII, Bureau of Workers' Compensation – Chapter 129, Subchapter D §129.452; Group Self-Insurance Fund's AIPP Requirements
- Pennsylvania Title 34, Part VIII, Bureau of Workers' Compensation – Chapter 129, Subchapter F §129.1005; Workplace Safety Committee Responsibilities
- PennPRIME Workers' Compensation Amended Agreement of Trust 2013; Article 5, Section 5.7
- PennPRIME Loss Control Standard #3 – Hazard Inspections



### Guidance

- To insure issues identified in the inspections are documented and appropriate corrective actions are taken, an appropriate written inspection checklist must be used and a written corrective actions program must be implemented.
- Remember to look for and correct not only the symptom, but the contributing factors of the unsafe condition/practice.
- Employees should be empowered to take immediate corrective action if authorized to do so. If not authorized, they must be instructed to inform management of the condition, the potential loss severity and what should be done to correct it.
- In some situations, permanent action may take time. Do not ignore the hazard. Instead, take whatever temporary measures are necessary to reduce the risk: seal off the area, post warning signs, tag equipment, etc. In these situations, a formal corrective plan must be developed.

To assist the members in conducting and documenting these surveys, the Trust has provided general and topic specific hazard inspection guidance documents and checklists. Topics include:

- **General Safety .....page E8 – p4**
- Electrical Safety .....section E14.1
- Machine Guarding .....section E14.1
- Flammable Liquid Storage.....section E14.7
- Compressed Gas Cylinders .....section E14.11d
- Fixed and Portable Ladders .....section E14.11c



## Element 8 – Member Onsite Safety Survey Procedure

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On the line below, list the job title of the person who has primary responsibility for overseeing the inspection process to insure that inspections are completed according to schedule, corrective actions for findings are followed through to completion, and paperwork is filed.

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By focusing on identifying and correcting hazards, injuries and property damage can be prevented, thereby reducing claims and ultimately reducing the cost of risk. All facilities owned, operated, leased, rented, and where employees perform work are to be formally inspected, documented and appropriate corrective actions tracked through to completion.

The following facilities are required to be inspected **annually**: (circle all that apply)

- Municipal building
- Community building
- Parking Garage(s)
- Park pavilion, concession stand, activity building
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On the line above, insert other **average-risk** facilities, if applicable

The following facilities are required to be inspected **monthly**: (circle all that apply)

- Public Works Garage
- Water Treatment Facility
- Wastewater Treatment Plant
- Swimming Pools (when staffed; Memorial Day through Labor Day)
- Electrical Power Generation Facility
- Ice Rink
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On the line above, insert entity-specific **high-risk** facilities, if applicable

On-site safety surveys (hazard inspections) will use the standard checklists provided. In addition to completing the checklist, a general assessment will be made and additional findings listed on the reverse side of the checklist.





## Element 8 – Member Onsite Safety Survey Procedure

General Safety Inspection Checklist		OK	NOT OK	NA	Date Corrected/ Initials
Inspector(s):	Date:				
1. Fire extinguishers are inspected monthly (accessible, mounted properly, proper pressure, pin and retaining strap in place, no visible damage)					
2. Fire extinguishers had an annual maintenance inspection within the last 12 months (including vehicles)					
3. Exits/aisle ways are unobstructed; exits are unlocked					
4. Exit signs/emergency lighting are functional (test)					
5. Fire doors kept closed (not propped open)					
6. Smoke and CO detectors present and tested					
7. Floors are free of water and oil (not slippery)					
8. Stair/elevated platform railings are in place and in good repair					
9. Lighting in work areas is functional and adequate					
10. Ventilation equipment is functional					
11. First aid kit(s) are accessible/properly stocked and bloodborne pathogens clean-up kit is available					
12. GFCI outlets are installed in restrooms, showers, outside, bays					
13. Electrical panels/disconnects are accessible with 36" clearance					
14. Spaces in electrical breaker boxes are filled or covered (no open spaces)					
15. Ladders are in good condition (no damage; slip resistant feet) and stored securely					
16. Extension cords are in proper condition (no taped repairs, no missing grounding prong, insulation intact)					
17. Extension cords are not used in place of permanent wiring					
18. No evidence of smoking in fueling areas					
19. Welding areas are designated and kept free of flammable/combustible materials					
20. Full & empty compressed gas cylinders are secured					
21. Containers (primary and secondary) of hazardous chemicals/materials are properly labelled					
22. Safety Data Sheets (SDS) are available for all onsite chemicals/materials					
23. Flammable/combustible liquids are stored in approved containers					
24. Flammable/combustible liquids are stored in approved cabinets					
25. Hand tools are in good repair (no broken handles)					
26. Power tools are in good repair (guards installed, cords not damaged)					
27. Tool rests on grinders are within 1/8" of wheel or brush					
28. Personal Protective Equipment is clean, in good condition and properly stored					
29. Soiled shop rags are stored in approved metal rag cans					
30. Eyewash stations are available & flow-tested					

**On the other side of this page, record findings not specifically listed in the above checklist and corrective actions for any items where “no” is checked.**