

Safety and Health Inspections

MSC-PRO-7652

Revision 5

Effective Date: January 28, 2015

Topic: Worker Protection

Approved for Public Release;
Further Dissemination Unlimited

Safety and Health Inspections

CHANGE SUMMARY

Rev. 5

Description of Change

- Provide additional direction for inspections of vacant but not deactivated buildings and facilities as directed by MSA-IIF-2014-0245.2.
- Provide additional direction to inspection teams to note deficiencies corrected during inspections.
- Include additional reference to Building Manager Procedure MSC-RD-10689
- More clearly explain the role of Safety Professionals in reviewing findings of deficiencies in inspections prior to submittal of checklists.

Rev. 4

Description of Change:

Provide information as directed by MSA-IIF-2013-0272.5 including:

- Clarify the roles and responsibilities of organization management as well as support safety, chemical and environmental organizations.
- Add a requirement for chemical and environmental organization to assist in the review and revision of the facilities inspection result forms to ensure specific observations and review requirements were included.
- Reference to MSC-PRO-10468, *Chemical Management Process*

Rev. 3

Description of Change:

Revision to respond to an opportunity for improvement (MSA-IIF-2012-0851) to require that inspection forms forwarded to ^Safety Inspections indicate the documentation of any findings as an IIF submittal, safety log (database entry) or no documentation. This will allow readily tracking of self-identification of issues. Revision also is made to allow flexibility in the use of crafts in inspecting shops and construction worksites.

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1.0 PURPOSE AND SCOPE

This Document is applicable to Mission Support Alliance, LLC (MSA) employees and MSA subcontractor employees. It establishes the minimum requirements for:

- Conducting and documenting general hazard inspections for the workplace to identify existing and potential safety and health hazards and non-compliances with Department of Energy (DOE)-prescribed Occupational Safety and Health (OSHA) standards addressed in both 29 CFR 1910, *Occupational Safety and Health Standards* and 29 CFR 1926, *Safety and Health Regulations for Construction*, and
- Assessing safety and health impacts associated with proposed facility changes to ensure the potential for any new hazards being introduced into the workplace as a result of change are adequately identified and addressed, and
- Conducting and documenting general observations of safe behaviors in the workplace, and providing on-the-spot coaching when an unsafe act/behavior is observed.
- Conducting and documenting Safety and Health Construction Inspections including:
 - General Field Inspections
 - Oversight inspections
 - Daily Supervisor Inspections
 - Weekly team Inspections Process
- Ensuring that the trending and analysis of facilities inspections by the MSA team to enable the identification and correction of issues takes place.

NOTE 1: *The purpose of this procedure to provide a “snapshot” in time of conditions in the facilities. These inspections are not intended to include the performance of formal readiness reviews used in preparation for startup or restart of facilities, management assessments (refer to MSC-PRO-246, Management Assessment), Fire Protection assessments (refer to MSC-PRO-34037, Performance of Fire Protection Assessments and MSC-RD-9717, Fire Prevention for Construction/Occupancy/Demolition Activities), or the periodic or daily worksite inspections or walkdowns conducted by safety professionals, management or workers.*

NOTE 2: *This procedure can be used to augment the Building Administrator monthly Fire Protection Inspection for the month the inspection takes place (refer to MSC-PRO-475, Building Administrator), provided that the checklist used for that facility inspection is inclusive of those items on the Fire Protection Inspection checklist. The BA will still be required to conduct the monthly Fire Protection Inspection for those months that Facility Safety and Health inspection (which must include those elements) does not occur.*

NOTE 3: *Projects/Organizations residing in facilities that are occupied by different organizations shall ensure that common areas (kitchens, bathrooms, parking lots, lobbies, etc.)*

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are inspected on the frequency stated in this procedure. If possible, organizations should coordinate the inspections of their respective areas as well as these common use areas.

NOTE 4: *Projects/Organizations participating in DOE-Voluntary Protection Program should consult DOE Document No. DOE/EH-0433, Part I, Program Elements for Worksite Analysis requirements defined by the Department of Energy Voluntary Protection Program (DOE-VPP) for additional guidance regarding facilities inspections and reporting in VPP sites.*

This document implements the MSC-MP-003, *Integrated Environment, Safety, and Health Management System Description (ISMS)*, Core Functions of identifying hazards and requirements, analyzing hazards and implementing controls, and providing feedback and continuous improvement.

2.0 IMPLEMENTATION

This document is effective upon publication.

3.0 RESPONSIBILITIES

Building Administrator

- Work with Project Safety Professional and Organizational Manager to develop a facility specific checklist using Site form A-6004-299 or A-6004-299.1
- Coordinate multiple organizations in the inspection of common areas (restrooms, kitchens, etc.)
- Coordinate with the Inspection Team Leader to facilitate inspection activities.
- Review and follow-up on issues found in the inspections.

Project Safety Professional

- Work with Building Administrator and Organizational Manager to develop a facility specific checklist using Site form A-6004-299 or A-6004-299.1
- On an as needed basis either participate as a member of the inspection team or serve as a resource for the inspection teams
- Periodically participate in Craft Shop Safety Inspection in coordination with Shop Supervisor/Foreman or as a part of larger organizations quarterly inspection.
- Work with the Inspection Team leader in determining the level of reporting and tracking of issues following the guidelines in Appendix B

Formally review completed inspection checklists to determine trends or recurring issues and sign in indicated area and forward the signed checklist to the inspection organization for records retention and to the inspection team leader. Organization Manager

- Work with Project Safety Professional and Building Administrator to develop a facility specific checklist using Site form A-6004-299 or A-6004-299.1
- Develop a quarterly schedule for organization ensuring that a broad base background of inspectors are used. This may include management, office workers, operators, crafts, Safety and Health professionals, Environmental or Chemical Management personnel. At least one member of the team must be knowledgeable in hazards identification and the inspection process.

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- Periodically include an Environment Compliance Officer/Chemical Management Specialist (ECO/CMS) for those facilities where chemicals are used or stored.
- Correct identified issues involving environmental or chemical management concerns in accordance with MSC-PRO-10468, *Chemical Management Process*.
- Review completed inspection checklists for issues that may have been identified.

Inspection Team Leader

- Obtain and review copy of previous facility inspection, determine the status of any issues previously identified.
- Contact building administrator and (for shops) supervisors to arrange for representation of tenant/crafts working in building and shops.
- Debrief team at end of inspection to ensure that all issues are identified, documented, noted if corrected during the inspection, and the team concurs with the findings.
- Work with the Organization's Safety Professional to determine level of reporting and tracking for all issues identified in the procedure following guidance provided by Appendix B.
- Forward checklist to Organization Safety Professional for review and signature.
- Inform the Environmental Compliance Officer/Chemical Management Specialist (ECO/CMS) or project Industrial Hygienist for any issues involving chemical or environmental items.
- When reviewed procedure is received from the organization Safety Professional, forward inspection checklists to ^Safety Inspections, recordkeeping system, and the Building Administrator or BTR (Construction Projects)

Environment Compliance Officer/Chemical Management Specialist

- Participate in facility inspections, as required
- Assist in resolving identified chemical management concerns or environmental issues in accordance with MSC-PRO-10468, *Chemical Management Process*.

Inspection Team

- Review previous inspection information and current checklist with inspection team leader.
- Review and concur with issues found during the inspection and listed on the checklist.

Craft Shop Supervisor/Foreman

- Conduct quarterly inspections in coordination with Organization Safety Professional and at least one employee that works in the shop. Periodically coordinate with the organization ECO from the Environmental Integration Organization or CMS from the Health and Safety Organization to participate in the inspection.
- Debrief team at end of inspection to ensure that all issues are identified, documented, corrected during the inspection, and the team concurs with the findings.
- Work with the Organization Safety Professional to determine level of reporting and tracking for all issues identified in the procedure following guidance provided by Appendix B.

Field Work Supervisor (construction)

- Conduct daily (shift) inspections of worksite as described in section 5.3

Construction Manager

- Coordinate and participate in weekly scored team inspection as described in section 5.4

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Buyer Technical Representative (BTR)

- Review and maintain copies of construction inspection checklists in accordance with contractual guidelines.

4.0 REQUIREMENTS

4.1 General MSA Facilities

NOTE: For the tables in this section under the requirement "type" column, "V" means verbatim and "I" means interpreted.

#	Requirement	Type V or I	Source
1.	<p>Formal safety and health inspections shall be scheduled and conducted by responsible supervisors, to include work areas and activities under their jurisdiction, to identify and correct existing and potential workplace hazards and unsafe acts/behaviors.</p> <p>NOTE 1: <i>Employee participation is encouraged for all inspections, and should be solicited. Employee participation is encouraged when possible for inspections done at craft shops and at construction/demolition locations.</i></p> <p>NOTE 2: <i>When conducting housekeeping inspections be sure to include the parking areas around the facility, walkways, and all structures (e.g. cargo containers, storage sheds, skid shacks, hazardous storage modules, etc...) that are associated with the facility. Make sure they have proper signage, utilize enhanced visual aids (such as cones, flags, etc.) to better mark objects in or near driveways and parking areas, and comply with the 10' minimum set-back distance from an occupied facility. (MSC-PRO-2827, Facility & Mobile Office Number Management, MSC-RD-10606, Fire Protection Program Requirements)</i></p>	I	10 CFR 851.22(a)
2.	<p>Personnel who possess the requisite skill and knowledge to perform formal safety and health inspections, have an understanding of the safety and health regulatory requirements relating to the scope of the inspection, and have authorization to have the hazards corrected shall participate in the inspection.</p> <p>NOTE: <i>At least one member of the team conducting facilities Safety and Health Inspections shall have received training or similar orientation in the conduct of safety and health inspections appropriate for their facility. If a Safety Professional is on the team this person may fulfill this</i></p>	I	10 CFR 851.25(a)

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	<i>requirement.</i>		
3.	<ul style="list-style-type: none"> • The minimum frequency for performance of formal safety and health inspections shall be as follows: All non-construction or demolition activities – Quarterly • Construction or Demolition activities - Weekly <p>NOTE 1: <i>The project/organization, in consultation with the Safety and Health (S&H) Manager providing support for their project may increase the frequency of such inspections based on levels of risk and complexity of work scope and conditions.</i></p>	I	10 CFR 851.22(a)
4.	<p>Formal safety and health inspections shall be documented to identify workplace hazards, and submitted to mail box “^Safety Inspections” (or for constructions activities the appropriate BTR) with copies to the project/organization safety office or representative and the building administrator.</p> <p>NOTE 1: <i>Certain construction inspections are forwarded to the BTR for the project for inclusion in the project package (see 4.2)</i></p> <p>NOTE 2: <i>Site form A-6004-299, MSA General Industry-Based Safety and Health Hazard Inspection Checklist provides a template for Safety and Health Inspections in facilities. This Checklist lists the conditions that must be assessed as appropriate to the facility. This Checklist should be modified to the conditions and potential hazards of the facilities and be used as a standard checklist for that facility. Items in this Checklist must be considered for any checklist used or developed.</i></p> <p>NOTE 3: <i>Appendix A to this procedure provides additional information and guidance for the use of a basic checklist to guide and document facility inspection results.</i></p>	I	10CFR 851.21(a)
5.	<p>Completed formal safety and health inspections shall be formally reviewed and signed by the project/organization safety professional to obtain knowledge of the results and verify that findings are documented as required by step 4.1.8 below.</p>	I	10 CFR 851.22(a)
6.	<p>Safety and health inspection performance shall be communicated to the project/organization management team.</p> <p>NOTE: <i>This reporting function should reside with the project/organization safety professional, with input from the Mission Support Alliance (MSA) Safety & Health organization,</i></p>	I	10 CFR 851.22(a)

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	<i>when requested.</i>		
7.	Formal safety and health inspection results (e.g., checklists) shall be processed through the MSA Safety & Health organization for statistical process control analysis and trending. Send inspection checklists to mail box “^Safety Inspection”.	I	10 CFR 851.21(a)
8.	<p>Responsible Supervisors or Managers in conjunction with their organization’s cognizant Safety and Health Professional shall identify and process safety and health issues identified by Projects resulting from inspection as required per MSC-PRO-052, <i>Corrective Action Management</i>.</p> <p>Deficiencies or items found during Safety and Health inspections shall be documented and tracked to resolution. Minor issues such as hygiene (dirty microwaves etc.), burnt out light bulbs, and housekeeping may be tracked using a safety log or similar tracking system. For more complex issues a graded approach (Appendix B) should be used to determine if an IIF should be issued in accordance with MSC-PRO-052, <i>Corrective Action Management</i>.</p> <p>NOTE 1: <i>The process of ensuring that the level of analysis, documentation, and actions comply with a requirement (i.e., 10 CFR 830) is commonly referred to as the Graded Approach, commensurate with:</i></p> <ul style="list-style-type: none"> • <i>The relative importance to safety, safeguards, and security;</i> • <i>The magnitude of any hazard involved;</i> • <i>The potential for environmental impact;</i> • <i>Regulatory exposure;</i> • <i>CONOPS practices;</i> • <i>The relative importance of radiological and non-radiological hazards, and</i> • <i>Real or potential consequences.</i> <p>NOTE 2: <i>Issues that are recurring (issues that were observed in the prior inspection and were not corrected OR have reoccurred) should be considered for escalation in the reporting hierarchy.</i></p> <p>Issues that are identified involving Radiological, Environmental, Security, or Conduct of Operations needs should be evaluated with those SME’s for guidance regarding the level of reporting.</p>	I	MSC-PRO-052 Section 2.1

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	See Appendix B for additional guidelines in applying a graded approach to deficiency reporting and tracking issues related to facilities inspection.		
9.	<p>Informal safety and health inspections shall be conducted routinely in all work areas by supervision responsible for the activities and condition of the areas.</p> <p>NOTE: <i>Such reviews need not be documented, and are designed to maintain a safe work environment during the course of normal daily activities, and as a readiness for the documented periodic inspections.</i></p>	I	10 CFR 851.22(a)
10.	<p>Mentoring of the supervisory staff in effective performance of safety and health inspections shall be conducted by the project Safety Professional, on an as-needed basis.</p> <p>NOTE: <i>A project Safety Professional should periodically participate in a supervisory-led safety and health inspection.</i></p>	I	10 CFR 851.22(a)
11.	Any record documents shall be managed in compliance with MSC-PRO-10588, <i>Records Management Processes</i> , or approved lower tier implementing document.	I	CRD O 243.1B (Supp Rev.0); 10CFR 851.26(a)(1)

4.2 Construction Work Site Safety and Health Inspections

1.	Daily work site safety and health inspections of construction projects shall be conducted and documented by the construction contractor, during periods of active work.	I	10 CFR 851 App A, Section 1(a)(1)
2.	<p>Periodic inspections of subcontracted work activity shall be conducted and documented to provide safety oversight and monitoring of compliance with applicable codes, standards and regulations.</p> <p>NOTE 1: <i>Inspections should be conducted by a Construction Manager/Field Work Supervisor and organization safety representative, in technical support of the Buyer's Technical Representative (BTR), where applicable.</i></p> <p>NOTE 2: <i>The frequency of such inspections should depend upon the number and type of hazards involved, level of risk based on work scope, project duration, and prior experience with this subcontractor, presence of a qualified subcontractor safety and health representative, or need identified by the BTR.</i></p>	I	10 CFR 851 App A, Section 1(b)

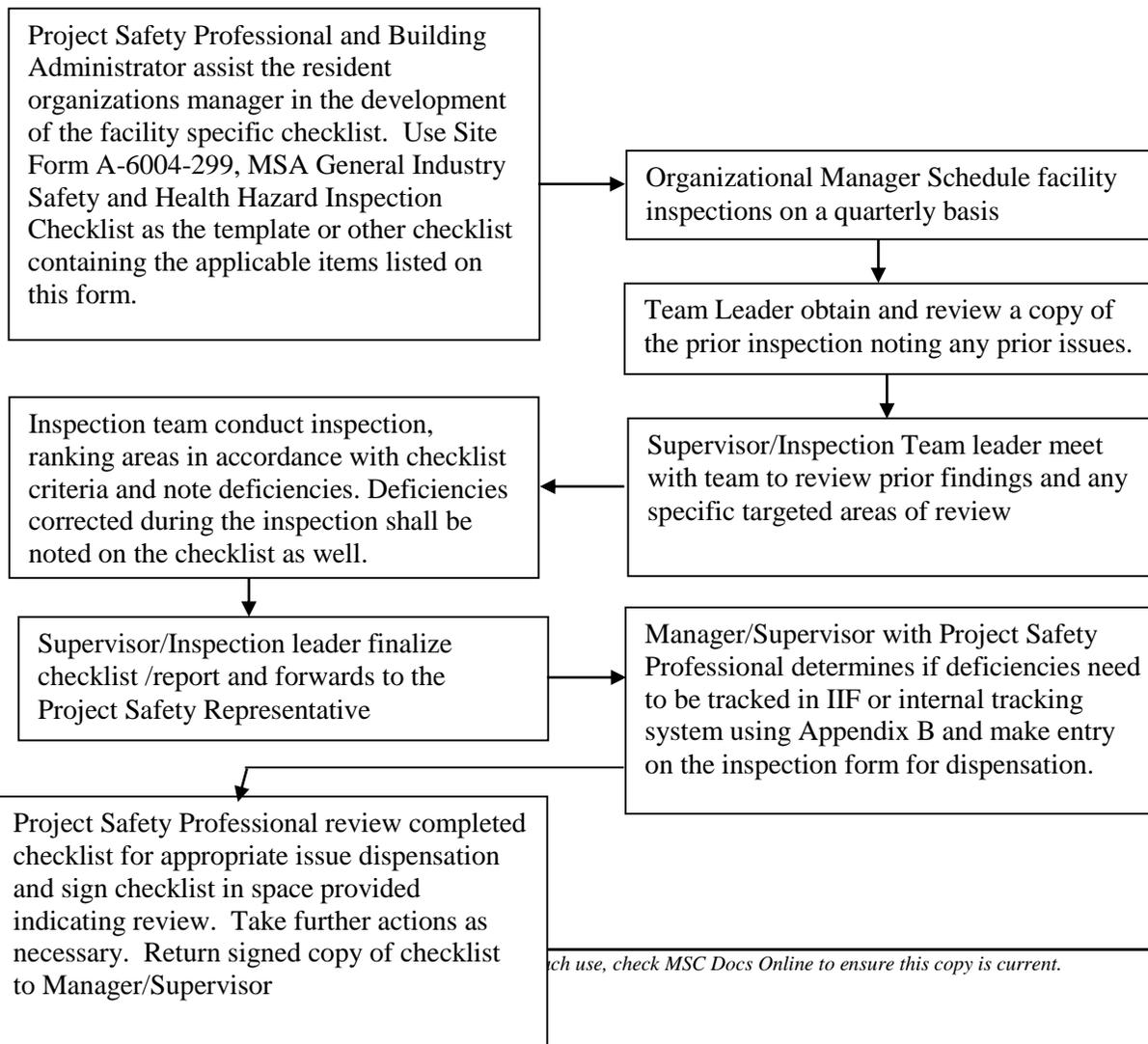
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	<p>NOTE 3: Various checklists are called out for use in section 4 and are listed in section 6 of this procedure and are the recommended method for documenting results.</p> <p>NOTE 4: An inspection using a numerical scoring system will be completed in all work areas at least monthly.</p> <p>NOTE 5: Inspection documents shall be forwarded to the BTR for that construction contract.</p>		
3.	Safety oversight inspections shall be tracked and trended to facilitate the earliest possible identification of issues, and assist the BTR in evaluating contractor performance.	I	10 CFR 851 App A, Section 1(b)

5.0 PROCEDURE

Figure 1 shows the basic process that should be followed when planning, conducting, summarizing and reporting inspection results.

Figure 1.



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5.1 Office / Building Quarterly Inspections

- NOTES:**
1. *This section applies to any building / office / shop area occupied by MSC personnel, including temporary facilities (trailers) occupied by self-perform and subcontractor personnel.*
 2. *This section also applies to those buildings managed by MSA that are vacant awaiting reoccupancy, vacant but operational awaiting D&D, or vacant in operational standby. These buildings are inspected by MSA Land and Facilities Management personnel and records of these inspections are maintained in their system in accordance with MSC-RD-10689, Building Management*

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Project Safety Professional / Facility Supervisor/ Building Administrator	1.	Project Safety Professional and Building Administrator assist the resident organizations manager in the development of the facility specific checklist. Using and Site Form A-6004-299, <i>MSA General Industry Safety and Health Hazard Inspection Checklist</i> or A-6004-299.1, <i>General Office Safety and Health Inspection Checklist</i> , as the template or other checklist containing the applicable items listed on this form. The Baseline Hazards Analysis and Building Administrators <i>Monthly Fire Protection Checklist (A-6004-291)</i> for the facility can be a helpful resource in developing this facility specific checklist.

NOTE: *This checklist is maintained by the facility organization and will be updated as conditions/hazards change.*

- | | | |
|------------------------------|----|--|
| Office / Facility Supervisor | 2. | Ensure inspection(s) are completed quarterly. |
| Team Leader / Delegate | 3. | <p>Quarterly walkthroughs and inspections are documented. For construction areas, the Safety and Health Scored Inspection for Construction A-6004-276, Construction Supervisor Safety Inspection Checklist A-6004-304, or other similar form(s) may be used to satisfy this requirement. At a minimum, documentation requires the following:</p> <ul style="list-style-type: none"> • Date of walkthrough • Name, title, and signature of inspector(s) • Location and/or activity being assessed • Deficiencies found • Corrective actions for deficiencies • Level of reporting of deficiencies based upon the graded approach (no action, safety log, or IIF) • Manager’s response for correction |

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Supervisor/Team Leader	4.	Ensure identified deficiencies are corrected. <ol style="list-style-type: none"> a. Using a graded approach (see Appendix B), safety and health issues identified from inspection will be tracked to closure as per MSC-PRO-052, <i>Corrective Action Management</i>, or into any other similar approved issues management system.
Manager/Supervisor	5.	Review completed checklist and forward to the Project Safety Professional
Project Safety Professional	6.	Review completed checklist for appropriate issue dispensation and sign checklist in space provided indicating review. Take further actions as necessary. Forward signed copy of checklist to the Manager/Supervisor
Manager/Supervisor	7.	Forward signed copy of completed checklist to ^Safety Inspections and the Building Administrator.

5.2 Craft Shop Safety Inspections

NOTE: *This section applies to all MSC shop areas, both permanent and temporary.*

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Team Leader/Shop Supervisor / Foreman	1.	CONDUCT quarterly inspections by a team that includes: <ul style="list-style-type: none"> • Team Leader/Shop Supervisor / Foreman • One employee that routinely works in shop • Project Safety Professional (periodically) • Organization Chemical Management Specialist and/or Environmental Compliance Officer (periodically)
Team Leader/Shop Supervisor / Foreman	2.	Perform / document inspection(s) on a checklist developed for that location using <i>MSA General Industry Safety and Health Hazard Inspection Checklist</i> (Site Form A-6004-299) as the template in step 5.1
Team Leader/Shop Supervisor / Foreman	3.	Ensure identified deficiencies are corrected. <ol style="list-style-type: none"> a. Using a graded approach (see Appendix B) safety and health issues identified from inspection will be tracked to closure as per MSC-PRO-052, <i>Corrective Action Management</i>, or into any other similar approved issues management system. The reporting and tracking method shall be documented on the inspection checklist.

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Team Leader/Shop Supervisor / Foreman	1.	Review completed checklist and forward to the Project Safety Professional
Project Safety Professional	5.	Review completed checklist for appropriate issue dispensation and sign checklist in space provided indicating review. Take further actions as necessary. Return signed copy of checklist to the Team Leader/Shop Supervisor/Foreman
Team Leader/Shop Supervisor / Foreman	6.	Review signed copy of checklist and forward a copy to the BTR for the construction project or ^Safety Inspections if the facility is not a construction project.

5.3 Daily Supervisor Inspections

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Field Work Supervisor (FWS)	1.	<p>On active construction project, CONDUCT daily (shift) inspections including, but not limited to:</p> <ul style="list-style-type: none"> • General work areas • Outlying areas (laydown, etc.) • Temporary shops/trailers • Mobile equipment • Workers' compliance • Tools • Housekeeping • PPE • Field Work Supervisor

NOTE: *FWS will conduct inspection(s) and include one employee. Subcontractors: Key Supervisor and one employee, and sub-tier contractors' supervisors are recommended to participate.*

2. Document inspection(s) on *Construction Supervisor Safety Inspection Checklist* (site form A-6004-304).
3. Submit completed inspection form(s) to the Project Safety Professional for tracking and trending

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5.4 Subcontractors Weekly Scored Team Inspections

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Construction Manager	1.	Inspections are initiated by the Field Work Supervisor (FWS) and conducted by a team that includes: <ul style="list-style-type: none"> • Construction Manager • Field Work Supervisor • Construction Engineer • Subcontractor Key Supervisor (for contract work) • Sub-tier contractor Key Supervisor (if applicable) • At least one employee • Construction Safety Representative • Optional: Project Management, Safety Professionals
	2.	Document inspection(s) on <i>Safety and Health Scored Inspection for Construction Sites</i> (site form A-6004-276).
	3.	Evaluate / grade inspection attributes (items) as follows: <ul style="list-style-type: none"> • Each inspection attribute is assigned a maximum point value of ten. • Points are awarded based on effective implementation of requirements pertaining to the attributes (such as conditions, behaviors). • A percent score is determined by dividing total points earned by points available.
	4.	Respond to results of inspection as follows:

Project management

Score	Evaluation	Response Required
95-100%	Outstanding	Correct deficient conditions
90-94%	Very Good	Correct deficient conditions
75-89%	Satisfactory	Correct deficient conditions
Below 75%	Fail	Issue Stop Work. Notify Project Manager. Corrective action plan required prior to restart.

5. Submit completed inspection form(s) to the BTR for tracking and trending

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6.0 FORMS

Construction Supervisor Safety Inspection Checklist (A-6004-304)
Safety and Health Scored Inspection for Construction (A-6004-276)

MSA General Industry-Based Safety and Health Hazard Inspection Checklist (Site form A-6004-299)

MSA General Industry-Based Office Safety and Health Hazard Inspection Checklist (Site form A-6004-299.1)

Records generated in support of construction activities will be included in the Construction Work Package and will be managed in accordance with MSC-PRO-14990, *Construction Management*.

All other records are to be maintained, used, retained, and dispositioned in accordance with MSC-PRO-10588, *Records Management Processes*.

Records Capture Table

Name of Document	Submittal Responsibility	Retention Responsibility
Completed inspection checklists	Inspector	Inspector's organization

7.0 REFERENCES

7.1 Source Requirements

10 CFR 851, U.S. Department of Energy, *Worker Safety and Health Program*
CRD o 243.1B (Supp Rev.0) *Records Management Program*
MSC-PRO-052, *Corrective Action Management*
MSC-MP-003, *Integrated Environment, Safety, and Health Management System Description (ISMS)*

7.2 Working References

29 CFR Part 1910, *Occupational Safety and Health Standards*
29 CFR Part 1926, *Safety and Health Standards for Construction*
DOE/EH-0433, *Part I, Program Elements for Worksite Analysis requirements defined by the Department of Energy Voluntary Protection Program (DOE-VPP)*

MSC-MP-32219, *MSA Workers Safety and Health Program Description*
MSC-PRO-246, *Management Assessment*
MSC-PRO-475, *Building Administrator*
MSC-PRO-14990, *Construction Management*

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MSC-PRO-2827, *Facility & Mobile Office Number Management*

MSC-PRO-10588, *Records Management Processes*

MSC-PRO-34037, *Performance of Fire Protection Assessments*

MSC-RD-9717, *Fire Prevention for Construction/Occupancy/Demolition Activities*

MSC-RD-10606, *Fire Protection Program Requirements*

MSC-PRO-10468, *Chemical Management Process*

MSC-RD-10689, *Building Management*

MSC-RD-210, *Records Management Program*

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APPENDIX A Basic Checklist Instructions (Guidance for Use)

NOTE 1: *Each facility or project should develop their own specific hazard checklist using Site form A-6004-299, MSA General Industry-Based Safety and Health Hazard Inspection Checklist as a guide to ensure comprehensive coverage of all issues only those issues applicable to a facility or project need to be addressed and reported on. The checklist outlines the minimum issues that must be addressed for each location as applicable.*

How should a checklist be used?

The checklist is used to document the results of a formal safety and health inspection.

- Review the checklist before the inspection begins.
- Determine the work areas to be inspected.
- Prepare an inspection sequence, to maximize organization and efficiency.
- Ask affected employees who are working in the area at the time of the walkthrough for input.
- Focus the inspection on unsafe acts/behaviors and unsafe conditions.
- Stop and observe employees working for a few minutes to enhance the observation process.
- Document any observed hazards clearly and accurately. Utilize the Corrective Actions Management Systems, Safety Logbook, or Organizations Safety Issue Database as outlined in Appendix B. Record the method of documentation and correct issues immediately, whenever possible (especially unsafe acts/behavior).

Who uses the checklist?

The checklist may be used by anyone involved in performing a formal safety and health inspection. Inspections should be conducted by a team consisting of representation from field work supervision and the employee workforce. A project safety representative or other discipline professional (environmental, etc.) should periodically accompany, but his/her primary responsibility is that of Mentor and Coach.

Who is responsible for the results of the check list?

The field work supervisor/department manager and the project manager are responsible for worksite conditions, and for correction of identified hazards.

Who retains the inspection records?

The project safety professional and building administrator should retain a copy of the inspection record, and follow up to ensure the items are addressed in a timely manner. The observations may be kept in the project action item database. The project safety professional should keep management informed of inspection results.

What to do with the check list observations?

Correct checklist observations in a timely manner, based on risk level. Correct serious hazards immediately; then set priority for correcting other hazards. Project Safety Representatives and other Subject Matter Experts as appropriate shall be utilized in assisting to determine the

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reporting requirements and corrective actions. The reporting method shall be indicated with the relevant finding on the checklist. Inspection results should be communicated to the workforce, using such media as meetings, newsletters, or postings. Send a copy of the completed inspection to the MSA Performance Assurance and Improvement ^Safety Inspections. As discussed in 3.1.8 determination of the method of documentation and tracking of issues found must be made and issues tracked to completion as appropriate.

Recurring hazards

Any hazard or unsafe condition that is found for the second consecutive time should be considered a *recurring* hazard. This may be a hazard/unsafe condition that was identified on the previous inspection, and failed to be corrected, or a hazard/unsafe condition that was previously identified, corrected and then found a second time.

Graded (Points) Inspection Checklists

Who determines when/if graded checklists/points are to be utilized?

The inspecting supervisor, with input from the inspection team, will utilize graded checklist and award/assign point values. The total score will be rolled up and posted on the front page of the checklist. The Project/Facilities/Functional organizations safety office or representative will review the results, the scores, and keep management apprised of any trends.

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APPENDIX B

Guidelines for Graded Approach to Reporting and Tracking Safety and Health Inspection Issues

Severity					Likelihood			
Rating	People	Assets	Reputation		1	2	3	4
					Remote Has not occurred and is not reasonable expected to	Unlikely Has not occurred but is reasonable expect to	Likely Has occurred and reasonable to expect to	Frequent Has occurred and is known to again
1	Minimal	No injury or health effects not affecting work performance or causing disability	No production loss, no damage to facilities or equipment	No adverse effect on company or DOE reputation.	1	2	3	4
2	Moderate	Slight injury or health effects (self treat) or first aid	Negligible production loss, minimal damage to facilities or equipment	Localized concerns	2	4	6	8
3	Serious	Recordable Injury	Minimal damage to production, Stop Work, minimal equipment loss <1000\$	Company wide concern, brief local area attention, DOE review/concern	3	6	9	12
4	Major	Lost work day, restricted work days	Production stopped, equipment or facility out of service for > 1week	National Attention, DOE Inquiry, possible PAAA issues	4	8	12	16

	No reporting necessary may track if organization desires to.
	Must record and track on the safety log or similar organizations safety issues database
	Must submit an IIF to CAMS for tracking and resolution.

Steps to using the matrix:

1. Classify the severity of the issue should it fail or cause a failure and result in one of the described outcomes. Assign a rating of 1 – 4 as described above.
2. Determine the likelihood the issue failing or causing a failure and resulting in the outcome and assign it a value of 1 – 4 as described above.

Multiply the (Severity Rating) X (Likelihood Value) and find the resultant product in the matrix above. Where a number is repeated use the Severity Rating as the prime indicator for which block to identify. Examples:

- a. *During a Safety and Health Inspection a dirty microwave was found with food particles and burnt sauce. This was identified as a deficiency.*

Safety and Health Inspections

ANALYSIS: It was found that the severity of this was a factor of 1 given that it has a minimal risk to people, environment, assets, or reputation. The frequency of the deficiency causing the potential severity is determined to be a 2 (possible hygiene effects). The product is a 2 which by the above matrix finds that no reporting is required unless the facility/organization wishes to.

- b. *During a Safety and Health Inspection a T Post was found in the parking lot approximately 3' in height and located in an area where vehicles back out of parking slots. This was identified as a deficiency. ANALYSIS: It was found that severity of this was a factor of 3 in that should the T Post be hit it would cause damage to a vehicle up to \$1000. The frequency of vehicles potentially hitting a T Post is likely, it has happened and probably will happen again (historical data). The product is a 9 which by the above matrix finds that an IIF should be generated for this issue.*
- c. *During a Safety and Health Inspection an damaged electrical cord was found on a portable heater. This was identified as a deficiency. ANALYSIS: It was found that the severity of this was a factor of 3 in that the potential consequence of this deficiency could result in a first aid issue (serious). The frequency of this deficiency creating this consequence was found to be unlikely but could occur or a 2. The resultant product is a 6 which would indicate that this should be entered onto the safety log or similar safety issues database and tracked to resolution.**
- d. *During Safety and Health Inspection a large propane cylinder used for supplying fuel to an emergency generator was found to be >7 years old (12 years old) and had no immediate documentation of required re-inspection. This was identified as a deficiency. ANALYSIS: It was found that the severity of this was a factor of 4 in that the potential consequence of this deficiency (failure of the tank) could result in fire, environmental damage, or subsequent damages to a lack of power from the out of service generator. The frequency of this deficiency resulting in this consequence was found to be unlikely and not anticipated to occur or a 1. The resultant product is a 4 which would require a safety log entry.**

* Sometimes these types of issues may require an investigation to determine the extent of condition (failure of the procedure/contracting or poor practices materials). These cases require the issuance of an IIF to identify the extent of a minor problem.