

# CONDUCTING SAFETY AND HEALTH INSPECTIONS

(or if it don't look right it probably  
ain't!)

## Overview

Please use "Slide Show" to properly view this  
presentation!

# First a Story – Why Do Inspections and Document Them?

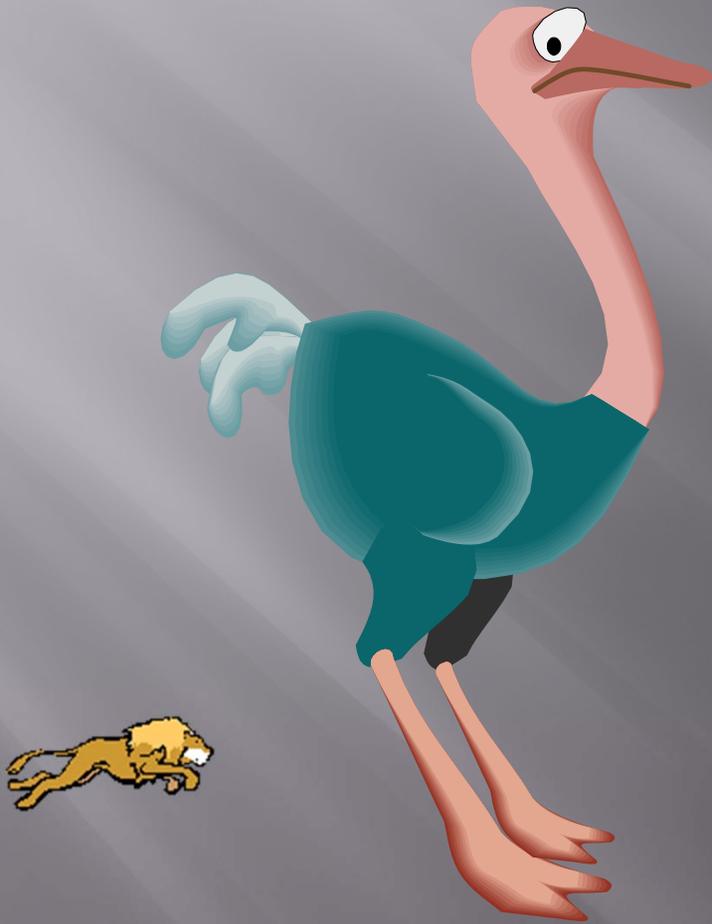
- ▣ Have you ever walked through any location and happen to notice an unsafe condition?



# First a Story – Why Do Inspections and Document Them?

- ▣ You stop, make sure what you're seeing is real

And\*\*\*\*\*



# First a Story – Why Do Inspections and Document Them?

- ▣ You say or think something in the nature of “Someone oughta do something about this, someone could be hurt!”



# First a Story – Why Do Inspections and Document Them?

- ▣ Often times if the correct people aren't told of the issue it continues. Later if you walk by the situation -



# First a Story – Why Do Inspections and Document Them?

- ▣ You stop, stop again, make sure what you're seeing is real

And\*\*\*\*\*



# First a Story – Why Do Inspections and Document Them?

- ▣ Now you say something like, “What, that hasn’t been taken care of. SOMEONE must do something about this now!”



# First a Story – Why Do Inspections and Document Them?

- ▣ About the second or third time of this studies show that most people don't notice the problem any more. Or basically put their head in the sand.



# First a Story – Why Do Inspections and Document Them?

- ▣ The problem is that now the problem becomes hazardous to everyone.



# First a Story – Why Do Inspections and Document Them?

- ▣ And at that point the situation could hurt you.



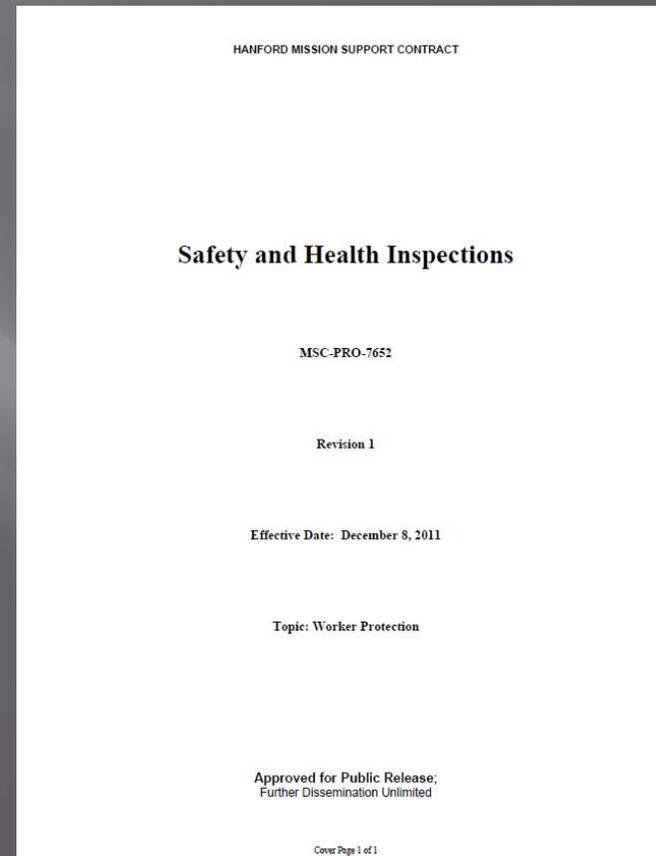
# First a Story – Why Do Inspections and Document Them?



- ▣ The “someone” is you, by conducting facility inspection and documenting the problem it sets the stage to ensure that the problem is corrected before anyone get’s hurt.

# MSA Safety and Health Inspection Program

- The MSA program is implemented in MSC-PRO-7652, *Safety and Health Inspection*. This procedure directs facilities to conduct inspections using checklists that address the issues outlined in Site Form A-6004-299, *MSA General Industry-Based Safety and Health Hazard Inspection Checklist*.
- This training discusses the generic checklist which contains all of the observation areas.
- Each facility should work with their safety representative to tailor this checklist to the specific facility, as a result your facility specific checklists may not contain all of these areas.



# Training Content

1. Conducting the Safety and Health Inspection.
2. Fire Protection Inspection
3. General Safe Behaviors
4. Ergonomic Considerations
5. Required Postings
6. Housekeeping
7. Fixed Stairways
8. Portable and Fixed Ladders
9. Means of Egress
10. Powered Platforms, Manlifts, and Vehicle Mounted Work Platforms.
11. Occupational Health and Environment Control.
12. Chemical Management
13. Compressed Gases
14. Flammable and Combustible Liquids
15. Spray Finishing
16. Explosives
17. Personal Protective Equipment
18. Sanitation
19. Safety Color Code for Marking Physical Hazards

# Training Content (cont.)

20. Medical and First Aid
21. Air Receivers
22. Material Handling
23. Machine and Machine Guarding
24. Abrasive Wheel Machinery
25. Welding Cutting and Brazing
26. Electrical Wiring Methods, Components, and Equipment for General Use
27. Toxic and Hazardous Substances
28. Building External Conditions
29. Miscellaneous
30. Using Appendix B

# MSA SAFETY AND HEALTH INSPECTION PROGRAM

Conducting the Safety and Health  
Inspection



# Conducting the Safety and Health Inspection

At the completion of this unit you shall;

1. Be able to discuss the process of scheduling selecting and beginning an inspection.
2. Be able to utilize the comment section of the checklist.
3. Be able to correctly report/distribute the results of the inspection.

## SCHEDULING OF INSPECTIONS

Each shop, office, and work area must be inspected on a quarterly basis. Information on the inspection must include:

1. What facility is being inspected.
2. What the issues are that were identified and what issues were found to be in noncompliance.
3. What issues were identified.
4. Who the members of the inspection team are.



# Conducting the Safety and Health Inspection

- ▣ Prior to the Inspection
- ▣ The team obtains a blank copy of the applicable checklist and review the results of the previous inspection.



# Conducting the Safety and Health Inspection

- Prior to the Inspection
  - ▣ The previous inspections results can be found either by contacting the building administrator or organization safety representative.
  - ▣ Other organizations may have their checklists reside in a project website.



# Conducting the Safety and Health Inspection

## HOW SHOULD A CHECKLIST BE USED?

- ▣ The checklist is used to document the results of the formal survey.
- ▣ The team meets before the actual inspection to:
  1. Review the checklist before the inspection begins.



# Conducting the Safety and Health Inspection

## HOW SHOULD A CHECKLIST BE USED?

- ▣ The checklist is used to document the results of the formal survey.
- ▣ The team meets before the actual inspection to:
  2. Determine the work area to be inspected.



# Conducting the Safety and Health Inspection

## HOW SHOULD A CHECKLIST BE USED?

- ▣ The checklist is used to document the results of the formal survey.
- ▣ The team meets before the actual inspection to:
  3. Prepare an inspection sequence to maximize organization and efficiency.



# Conducting the Safety and Health Inspection

## HOW SHOULD A CHECKLIST BE USED?

- ▣ The checklist is used to document the results of the formal survey.
- ▣ During the inspection the team:
  1. Ask affected employees who are working in the area at the time of the walkthrough for input.



# Conducting the Safety and Health Inspection

## HOW SHOULD A CHECKLIST BE USED?

- ▣ The checklist is used to document the results of the formal survey.
- ▣ During the inspection the team:
  2. Focus the inspection on unsafe acts/behaviors and unsafe conditions.



# Conducting the Safety and Health Inspection

## HOW SHOULD A CHECKLIST BE USED?

- ▣ The checklist is used to document the results of the formal survey.
- ▣ During the inspection the team:
  3. Stop and observe employees working for a few minutes to enhance the observation process.



# Conducting the Safety and Health Inspection

## HOW SHOULD A CHECKLIST BE USED?

- ▣ The checklist is used to document the results of the formal survey.
- ▣ During the inspection the team:
  4. Document any observed hazards clearly and accurately. Correct immediately, whenever possible (especially unsafe acts/behavior).



# Conducting the Safety and Health Inspection

## WHO USES THE CHECKLIST?

- ▣ The team as a whole uses the checklist to identify and document the items on the checklist for that location.



# Conducting the Safety and Health Inspection

## WHO IS RESPONSIBLE FOR THE RESULTS?

- ▣ The manager assigned to the team shall review the results of the audit for any potential classified material, if some is found or if there are any questions the results are provided to the Derivative Classifier (DC).



# Conducting the Safety and Health Inspection

- Who is responsible for the results?
  - ▣ If the report is found to not contain any *Unclassified Controlled Nuclear Information* or *Official Use Only* information, the results are e-mailed to ^Safety Inspections. If not reviewed by a DC then the results need to be distributed following proper procedures.



# Conducting the Safety and Health Inspection

## WHO RETAINS THE INSPECTION RECORDS?

- ▣ The manager on the team provides a copy of the completed checklist to the building administrator, project safety representative, and ^Safety Inspections within 3 days of the inspection completion.



# Conducting the Safety and Health Inspection

## WHAT TO DO WITH THE OBSERVATIONS?

- ▣ Correct checklist observations in a timely manner, based on risk level. Correct serious hazards immediately, then set priority for correcting other hazards



# Conducting the Safety and Health Inspection

## WHAT TO DO WITH THE OBSERVATIONS?

- ▣ As a group the inspecting manager with other team members determine if each item is compliant and document this on the checklist for each area.



# Conducting the Safety and Health Inspection

- ❑ What to do with the observations?
- ❑ As a group the inspecting manager with other team members determine if each item is compliant and document this on the checklist for each area.
- ❑ Let's look a little closer at this process.

**MSA GENERAL INDUSTRY-BASED SAFETY AND HEALTH  
HAZARD INSPECTION CHECKLIST**

<b>Facility:</b> _____	<b>Facility Representative:</b> _____
<b>Date:</b> _____	<b>Team Member:</b> _____
<b>Total Items Reviewed:</b> _____	<b>Team Member:</b> _____
<b>Total Non-Compliant Items:</b> _____	<b>Team Member:</b> _____

No.	Inspection Observations	Compliant? Y•N•N/A	See Comments (indicate with X)
<b>A</b>	<b>FIRE PROTECTION INSPECTION</b> <i>(All issues must be observed as applicable see note 2)</i>		
1	Emergency Lights - Each unit must be operable when tested.		
2	Portable Fire Extinguishers (PFE) - Each unit is properly mounted, an inspection tag is in place and reflects through previous month, the pressure gauge is in the "green" zone (where applicable).		
3	PFE is not obstructed, is visible, and the seal is not broken.		
4	Sprinkler Clearance - Clearance between the sprinkler deflector and the top of any storage is 18 inches or greater.		
5	Fire Riser Pressure Gauge Inspection - Inspect gauges to verify pressure to the building and pressure held in the fire system. Typically both gauges will have similar pressure readings.		
6	Fire Risers - Access to fire system sprinkler risers and other system components must be unobstructed.		
7	Fire Riser Valve Inspection - Check all seals, position and supervision for broken seals or possible tampering.		
8	Post Indicating Valve Inspection - This valve will be located outside of the facility. It must be verified that the window on the side of the valve reads "OPEN".		
9	Exit Signs - Exit signs with an internal lighting source must be		

# Conducting the Safety and Health Inspection

- MSC-PRO-7652 allows organizations to use alternative checklists but all issues listed on form A-6004-299, MSA General Industry-Based Safety and Health Hazard Inspection Checklist must be addressed on any checklist as the items apply.

**MSA GENERAL INDUSTRY-BASED SAFETY AND HEALTH HAZARD INSPECTION CHECKLIST**

Facility:		Facility Representative:	
Date:		Team Member:	
Total Items Reviewed:		Team Member:	
Total Non-Compliant Items:		Team Member:	

No.	Inspection Observations	Compliant?	See Comments (indicate with X)
		Y•N•N/A	
<b>A</b>	<b>FIRE PROTECTION INSPECTION</b> <i>(All issues must be observed as applicable see note 2)</i>		
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10	Fire Doors - Identify that fire doors operate freely and latch securely upon closure. Fire doors must not be propped open.		
11	Ceiling Tiles - Where automatic sprinklers are installed drop ceiling tiles are in place. Missing tiles slow response of fire suppression sprinklers.		
12	Manual alarm stations are easily identified and readily accessible.		
13	Other.		
<b>B</b>	<b>GENERAL SAFE BEHAVIORS</b>		
1	Employees are taking the necessary safety precautions for the work being performed.		
2	Work is being performed such that collocated employees in the area are not exposed to occupational hazards or unsafe conditions.		

1 A-6004-299 (REV 2)

# Conducting the Safety and Health Inspection

- The checklist must identify the location being inspected by using the facility number.
- A number of collocated facilities can be addressed in single checklist provided all are listed on the checklist.

**MSA GENERAL INDUSTRY-BASED SAFETY AND HEALTH HAZARD INSPECTION CHECKLIST**

Facility:		Facility Representative:	
Date:		Team Member:	
Total Items Reviewed:		Team Member:	
Total Non-Compliant Items:		Team Member:	

No.	Inspection Observations	Compliant?	See Comments (indicate with X)
		Y•N•N/A	
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<b>B</b>	<b>GENERAL SAFE BEHAVIORS</b>		
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2	Work is being performed such that collocated employees in the area are not exposed to occupational hazards or unsafe conditions.		

1 A-6004-299 (REV 2)

# Conducting the Safety and Health Inspection

- ▣ The checklist must include the following information:
  - The date of the inspection.
  - The facility representative on the team (this can be a building administrator or a worker in the facility).
  - All other team members participating in the inspection.

**MSA GENERAL INDUSTRY-BASED SAFETY AND HEALTH HAZARD INSPECTION CHECKLIST**

Facility:	Facility Representative:	Inspection Date:	Inspection Team:
Total Items Reviewed:	Team Member:	Total Non-Compliant Items:	Team Member:

No.	Inspection Observations	Compliant? Y•N•N/A	See Comments (indicate with X)
<b>A</b>	<b>FIRE PROTECTION INSPECTION</b> <i>(All issues must be observed as applicable see note 2)</i>		
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13	Other:		
<b>B</b>	<b>GENERAL SAFE BEHAVIORS</b>		
1	Employees are taking the necessary safety precautions for the work being performed.		
2	Work is being performed such that collocated employees in the area are not exposed to occupational hazards or unsafe conditions.		

1 A-6004-299 (REV 2)

# Conducting the Safety and Health Inspection

- ▣ As each item is reviewed on the checklist, it is determined if the condition is:
  - ▣ Compliant (Y)– The item is met by the facility.

**MSA GENERAL INDUSTRY-BASED SAFETY AND HEALTH  
HAZARD INSPECTION CHECKLIST**

Facility:		Facility Representative:	
Date:		Team Member:	
Total Items Reviewed:		Team Member:	
Total Non-Compliant Items:		Team Member:	

No.	Inspection Observations	Compliant?	See Comments (indicate with X)
		Y•N•N/A	
<b>A</b>	<b>FIRE PROTECTION INSPECTION</b> <i>(All issues must be observed as applicable see note 2)</i>		
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1	Employees are taking the necessary safety precautions for the work being performed.		
2	Work is being performed such that collocated employees in the area are not exposed to occupational hazards or unsafe conditions.		

1 A-6004-299 (REV 2)

# Conducting the Safety and Health Inspection

- As each item is reviewed on the checklist, it is determined if the condition is:
  - Compliant (Y)– The item is met by the facility.
  - Non-Compliant (N)– The item is not met by the facility

**MSA GENERAL INDUSTRY-BASED SAFETY AND HEALTH  
HAZARD INSPECTION CHECKLIST**

Facility:		Facility Representative:	
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No.	Inspection Observations	Compliant?	See Comments (indicate with X)
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<b>A</b>	<b>FIRE PROTECTION INSPECTION</b> <i>(All issues must be observed as applicable see note 2)</i>		
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1 A-6004-299 (REV 2)

# Conducting the Safety and Health Inspection

- As each item is reviewed on the checklist, it is determined if the condition is:
  - Compliant (Y)– The item is met by the facility.
  - Non-Compliant (N)– The item is not met by the facility
  - Not Applicable (N/A) for the facility or the condition was not observed to be evaluated.

**MSA GENERAL INDUSTRY-BASED SAFETY AND HEALTH  
HAZARD INSPECTION CHECKLIST**

Facility:		Facility Representative:	
Date:		Team Member:	
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No.	Inspection Observations	Compliant? Y•N•N/A	See Comments (indicate with X)
<b>A</b>	<b>FIRE PROTECTION INSPECTION</b> <i>(All issues must be observed as applicable see note 2)</i>		
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1

A-6004-299 (REV 2)

# Conducting the Safety and Health Inspection

- If an item is found to be non-compliant you must indicate with an X in the right hand box and make an entry on the last page of the checklist.

**MSA GENERAL INDUSTRY-BASED SAFETY AND HEALTH  
HAZARD INSPECTION CHECKLIST**

Facility:	Facility Representative:		
Date:	Team Member:		
Total Items Reviewed:	Team Member:		
Total Non-Compliant Items:	Team Member:		

No.	Inspection Observations	Compliant?	See Comments (indicate with X)
		Y•N•N/A	
<b>A FIRE PROTECTION INSPECTION</b> <i>(All issues must be observed as applicable see note 2)</i>			
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1	Employees are taking the necessary safety precautions for the work being performed.		
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1 A-6004-299 (REV 2)

# Conducting the Safety and Health Inspection

- On the last page of the checklist is a table where the team will write their specific comments found during their inspection.

7. "N/A" may be used as an entry where a specific line item was either not inspected, or does not apply.

COMMENTS

No.	Item	Assigned to Correct

# Conducting the Safety and Health Inspection

- In the “No.” column the Line item that was previously marked “X” in the checklist is noted (ie A.1) and the items comment is made. This includes any corrective actions already initiated.

7. "N/A" may be used as an entry where a specific line item was either not inspected, or does not apply.

COMMENTS

No.	Item	Assigned to Correct

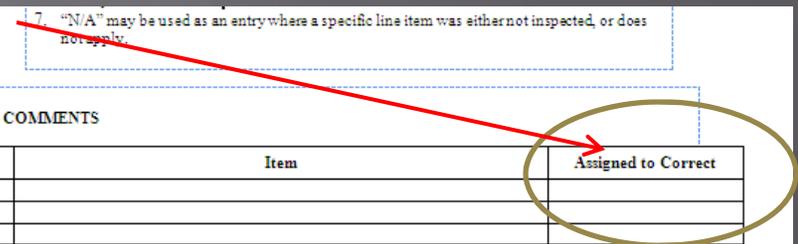
# Conducting the Safety and Health Inspection

- This section is filled in by the inspection team leader. This is filled out when the checklist has been completed by the team and is submitted.

7. "N/A" may be used as an entry where a specific line item was either not inspected, or does not apply.

COMMENTS

No.	Item	Assigned to Correct





# Conducting the Safety and Health Inspection

- As the inspection takes place the determination of compliant, not compliant or not applicable is made.

## MSA GENERAL INDUSTRY-BASED SAFETY AND HEALTH HAZARD INSPECTION CHECKLIST

Facility:	Facility Representative:
Date:	Team Member:
Total Items Reviewed:	Team Member:
Total Non-Compliant Items:	Team Member:

No.	Inspection Observations	Compliant?	See Comments (indicate with X)
		Y•N•N/A	
<b>A</b>	<b>FIRE PROTECTION INSPECTION</b> <i>(All issues must be observed as applicable see note 2)</i>		
1	Emergency Lights - Each unit must be operable when tested.	Y	
2	Portable Fire Extinguishers (PFE) - Each unit is properly mounted, an inspection tag is in place and reflects through previous month, the pressure gauge is in the "green" zone (where applicable).	Y	
3	PFE is not obstructed, is visible, and the seal is not broken.	Y	
4	Sprinkler Clearance - Clearance between the sprinkler deflector and the top of any storage is 18 inches or greater.	Y	
5	Fire Riser Pressure Gauge Inspection - Inspect gauges to verify pressure to the building and pressure held in the fire system. Typically both gauges will have similar pressure readings.	Y	
6	Fire Risers - Access to fire system sprinkler risers and other system components must be unobstructed.	Y	
7	Fire Riser Valve Inspection - Check all seals, position and supervision for broken seals or possible tampering.	N	X
8	Post Indicating Valve Inspection - This valve will be located outside of the facility. It must be verified that the window on the side of the valve reads "OPEN".	Y	
9	Exit Signs - Exit signs with an internal lighting source must be checked to ensure all lamps are functional. - Exit signs that use Tritium must be observed that they have not been damaged, all applicable labels are present, the sign has not expired, and it is not covered with another sign.	N/A	
10	Fire Doors - Identify that fire doors operate freely and latch securely upon closure. Fire doors must not be propped open.	Y	
11	Ceiling Tiles - Where automatic sprinklers are installed drop ceiling tiles are in place. Missing tiles slow response of fire suppression sprinklers.	Y	
12	Manual alarm stations are easily identified and readily accessible.	Y	
13	Other.		
<b>B</b>	<b>GENERAL SAFE BEHAVIORS</b>		
1	Employees are taking the necessary safety precautions for the work being performed.	Y	
2	Work is being performed such that collocated employees in the area are not exposed to occupational hazards or unsafe conditions.	Y	

# Conducting the Safety and Health Inspection

- At the completion of the inspection the team counts the number of items reviewed (do not count any N/A's).
- In this example let's say that the facility evaluated 97 items.

**MSA GENERAL INDUSTRY-BASED SAFETY AND HEALTH  
HAZARD INSPECTION CHECKLIST**

<b>Facility:</b> _____	<b>Facility Representative:</b> _____
<b>Date:</b> _____	<b>Team Member:</b> _____
<b>Total Items Reviewed:</b> _____	<b>Team Member:</b> _____
<b>Total Non-Compliant Items:</b> _____	<b>Team Member:</b> _____

No.	Inspection Observations	Compliant?	See Comments (indicate with X)
		Y•N•N/A	
<b>A</b>	<b>FIRE PROTECTION INSPECTION</b> <i>(All issues must be observed as applicable see note 2)</i>		
1	Emergency Lights - Each unit must be operable when tested.		
2	Portable Fire Extinguishers (PFE) - Each unit is properly mounted, an inspection tag is in place and reflects through previous month, the pressure gauge is in the "green" zone (where applicable).		
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4	Sprinkler Clearance - Clearance between the sprinkler deflector and the top of any storage is 18 inches or greater.		
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12	Manual alarm stations are easily identified and readily accessible.		
13	Other.		
<b>B</b>	<b>GENERAL SAFE BEHAVIORS</b>		
1	Employees are taking the necessary safety precautions for the work being performed.		
2	Work is being performed such that collocated employees in the area are not exposed to occupational hazards or unsafe conditions.		

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# Conducting the Safety and Health Inspection

- At the completion of the inspection the team counts the number of items reviewed (do not count any N/A's).
- And that 3 items were found to be non-compliant or "N".

**MSA GENERAL INDUSTRY-BASED SAFETY AND HEALTH  
HAZARD INSPECTION CHECKLIST**

<b>Facility:</b> _____	<b>Facility Representative:</b> _____
<b>Date:</b> _____	<b>Team Member:</b> _____
<b>Total Items Reviewed:</b> _____	<b>Team Member:</b> _____
<b>Total Non-Compliant Items:</b> _____	<b>Team Member:</b> _____

No.	Inspection Observations	Compliant?	See Comments (indicate with X)
		Y•N•N/A	
<b>A</b>	<b>FIRE PROTECTION INSPECTION</b> <i>(All issues must be observed as applicable see note 2)</i>		
1	Emergency Lights - Each unit must be operable when tested.		
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# Conducting the Safety and Health Inspection

- At the completion of the inspection the team counts the number of items reviewed (do not count any N/A's).
- And that 3 items were found to be non-compliant or "N".
- These items would be listed as shown.

**MSA GENERAL INDUSTRY-BASED SAFETY AND HEALTH  
HAZARD INSPECTION CHECKLIST**

Facility:		Facility Representative:	
Date:		Team Member:	
Total Items Reviewed:		Team Member:	
Total Non-Compliant Items:		Team Member:	

No.	Inspection Observations	Compliant?	See Comments (indicate with X)
		Y•N•N/A	
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# Conducting the Safety and Health Inspection

## REPORTING THE RESULTS

- ▣ Along with sending the reports to the BA, Safety, and ^Safety Inspections, the leader of the team will use a “graded” approach in determining what issues will need to be reported and tracked as an IIF or a safety log item.



# Conducting the Safety and Health Inspection

- Reporting the Results
- Appendix B of MSC-PRO-7652 has guidelines to assist you in determining how to report and track issues found in the inspection.
- Also, a PowerPoint presentation is also available to help you use the matrix in Appendix B.

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

Rating	Severity			Likelihood			
	People	Assets	Reputation	4	3	2	1
				Frequent Has occurred and is known to again	Likely Has occurred and reasonable to expect to	Unlikely Has not occurred but is reasonable expect to	Rare/Not Has not occurred and is not reasonable expected to
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	16	12	8	4
3	Serious Recordable injury	Minimal damage to production, Shop Work, minimal equipment loss -<1000\$	Companywide concern, brief local area attention, DOE review/concern	12	9	6	3
2	Moderate Slight injury or health effects (self-rest) or first aid	Negligible production loss, minimal damage to facilities or equipment	Localized concerns	8	6	4	2
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.	4	3	2	1

	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.
3. Multiply the (Severity Rating) X (Likelihood Value) and find the resultant product in the matrix above.

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.

# Conducting the Safety and Health Inspection

- If at any time you have any questions about how to fill out the form or about the items on the form please contact project safety group.

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HAZARD INSPECTION CHECKLIST**

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Thank you for your time  
and desire to help us have  
a safer workplace