

SECTION 10: SAFETY INSPECTION PROCEDURES

The Asotin-Anatone School District is committed to identifying hazardous conditions and practices which are likely to result in injury or illness to employees, students and the public. The district will take prompt action to eliminate any hazards found. Employees are encouraged to report any unsafe conditions or practices they observe (see Section 5). In addition to reviewing injury records and investigating accidents/incidents for their causes, the superintendent, the Safety Committee, and the Facilities Manager will regularly check the workplace for hazards.

An inspection team consisting of (but not limited to) the school district superintendent, the safety committee and the Facilities/Maintenance Manager will do a wall-to-wall walk through formal inspection of each of the school district to include school buildings, grounds, parking lots, sports facilities, maintenance and transportation facilities and the district offices at least annually. Any safety and health hazards or potential hazards found will be documented. A safety inspection checklist may be used to document the inspection. The Health and Safety Guide for K-12 Schools in Washington is a comprehensive checklist that may be used as a guide.¹ The results of the inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation; assist in revising the checklists used during periodic safety inspections, and to complete the annual review of the effectiveness of our Accident Prevention Program.

Informal inspections are conducted by the superintendent, with participation by employees and the Safety Committee. Informal inspections are conducted routinely in all work areas to identify and reduce physical and/or environmental hazards that may contribute to injuries and illnesses. At this time the Safety Committee representatives will talk to their co-workers about their safety concerns. Individual committee members will report back to the Safety Committee any hazards or concerns found for consideration. The results of the inspection and any action taken will be communicated back to the affected employees.

This also means that in the course of normal daily activities supervisors and employees should visually inspect the work area to identify unsafe conditions or unsafe acts and initiate corrective action as may be deemed necessary or appropriate. This requires that each employee be alert to conditions that may contribute to causing an accident or illness and take the necessary corrective action.

As part of an ongoing safety program the district may conduct a "Job Hazard Analysis" of the various job classifications within the school district. The Safety Officer, the employee's supervisor or a Safety Committee member may complete this analysis. A "Job Hazard Analysis" is a technique that is employed to help reduce hazards in the workplace by defining jobs and tasks, identifying the hazards

associated with those jobs and tasks and creating safe work procedures that either eliminate or minimize those hazards.

The local Fire Department may periodically conduct life safety facility inspections of school district buildings and report any deficiencies in writing to district administration. All deficiencies are corrected as soon as possible. The school district schedules annual inspections of the building's fire extinguishers and fire alarm system. Fire extinguishers are also visually inspected monthly and appropriately documented. First aid kits are inspected on a periodic basis to ensure that they are properly stocked with supplies. Emergency washing facilities (eyewashes and showers) are inspected annually and are activated weekly to ensure they are functioning properly.

Inspection findings will be reviewed and discussed by the appropriate parties (Superintendent, Facilities Manager, and Safety Committee) with recommendations provided. Follow-up to recommendations may include the following options:

- Carrying out the recommendations
- Explaining why no action is necessary
- Proposing an alternative based on further examination
- Proposing a temporary alternative until a permanent solution can be implemented.

The supervisor should determine if the alleged unsafe condition can be handled routinely or if the alleged unsafe condition is acute and requires immediate action. If the recommended corrective action is beyond the ability of the supervisor, the next in the "chain-of-command" will be consulted and an appropriate action plan will be jointly developed to ensure that the unsafe condition(s) are corrected in a timely manner.

If the supervisor believes that his/her employees are being required to work where a clear and present danger may exist, he/she will immediately investigate the situation and either direct the employee to temporarily perform some other task until the hazard is corrected or proclaim the situation safe and direct the employee to proceed with his/her assigned duties.

Inspection Guidelines

The following are general guidelines for conducting safety inspections. These guidelines focus on formal inspections, but some elements of the process are applicable to all inspections. When conducting an inspection:

1. Use a checklist. Review the checklist before the inspection begins.
2. Inspect the entire work area or facility.
3. Prepare an inspection sequence- inspect one area at a time.

4. Have the supervisor or someone familiar with the facility and operation accompany the inspector to answer questions that may arise during the inspection.
5. Ask affected employees who work in the area for input during the inspection. Try to resolve questions during the inspection, rather than going back to inspect a second time.
6. Focus the inspection on unsafe acts and unsafe conditions.
7. Document the hazard(s) observed clearly and accurately.
8. Document the participants in the inspection.
9. Following the inspection, have agreement to;
 - a. set reasonable dates for correction (based on the hazard);
 - b. set priority for correcting hazards;
 - c. correct serious hazards immediately; and
 - d. agree if correction cannot be handled in a timely manner, take other measures to protect employees:
 - 1) change work procedure,
 - 2) take the machine out of service,
 - 3) stop the operation, and,
 - 4) take any action as may be necessary to protect employees; and
 - e. non-serious hazards must be corrected as soon as possible after they have been identified.
10. Prepare a written report.
11. Send a copy of the report to the affected staff (e.g. supervisor, superintendent, Safety Committee).

- 1 May be accessed at the following web address:
<http://www.k12.wa.us/SchFacilities/HealthSafetyGuide.aspx>