

E. Hazard Identification and Remediation

Safety Inspections

The primary purpose of a safety inspection is to detect and correct potential safety and health hazards. The identification of hazards is a proactive means of reducing or preventing workplace accidents and injuries. Safety inspections are conducted at least semi-annually for all occupied agency work locations and at least quarterly for areas identified with higher risk or more significant hazards. Training in hazard identification is provided for those assigned the responsibility to perform these inspections.

Common and Custodial Spaces

Common and custodial spaces will be inspected at least monthly by the building manager or their designee. These inspections will be completed using an inspection form and forwarded to the DGS Safety Coordinator for review. If an inspection form indicates that safety deficiencies exist, the Safety Coordinator will forward it to the appropriate building/facility manager for corrective action.

The Safety Coordinator and building/facility manager will follow up on any indicated deficiencies until corrective actions are completed. If a corrective action cannot be completed, the building/facility manager will notify the Safety Coordinator with an explanation. In instances where corrective actions cannot be completed, the Safety Coordinator will work with the safety committee and other staff to determine alternate solutions for correcting the hazard.

Copies of finalized inspection forms will be kept by the Safety Coordinator and discussed with the safety committee if appropriate.

Other DGS Work Spaces

Other low hazard DGS work spaces will be inspected by a DGS safety inspector every six months while higher hazard areas will be inspected every three months. Once the inspection is completed, the completed safety inspection form will be forwarded to the Safety Coordinator for review. If an inspection form indicates that safety deficiencies exist, the Safety Coordinator will forward it to the appropriate building/facility manager for corrective action.

The Safety Coordinator and building/facility manager will follow up on any indicated deficiencies until corrective actions are completed. If a corrective action cannot be completed, the building/facility manager will notify the Safety Coordinator with an explanation. In instances where corrective actions cannot be completed the Safety Coordinator will work with the safety committee and other staff to determine alternate solutions for correcting the hazard.

Copies of finalized inspection forms will be kept by the Safety Coordinator and discussed with the safety committee if appropriate.

A safety inspection checklist is used by the Safety Coordinator or designee in conducting safety inspections of areas assigned to them. The Safety Coordinator ensures suitable checklists are developed and used.

Inspections focus on the following categories:

- General conditions – housekeeping, lighting, walking and working surfaces, proper safety and health related postings, or labeling being in place
- Specific hazards – machinery, equipment, supplies, chemicals, and tools
- Fire safety – written policies and procedures, fire drills, fire exits, and portable fire extinguishers
- Work practices – improper or unnecessary manual lifting, inefficient work layout and procedures, hazardous storage of heavy materials in overhead areas, improper use of equipment, and employee lack of awareness of safe work practices

After safety inspections are completed, one copy is provided to the manager(s) or supervisor(s) at the area of the inspection and a second copy is maintained by the agency Safety Coordinator or regional/facility safety staff. Copies of all inspection reports are maintained for the past two complete fiscal years and the current year.

Hazards Identified by Managers and Employees

Bureau directors, division chiefs, and supervisors must be aware of the safety and health conditions within their respective work areas and have the responsibility to assist in the identification and reporting of potential hazards. All employees are responsible for their own safety and that of their coworkers.

To facilitate participation in safety efforts, everyone is encouraged to use the [Safety Suggestion / Near-miss Report Form](#) provided on the DGS website at the “Fire & Safety Programs” link. These electronic forms go automatically to the Safety Coordinator and all DGS safety committee members. Anonymous submissions are accepted; however, self-identification is encouraged so that clarification can be sought if needed.

Corrective Actions

The results of inspections are communicated to the appropriate managers and supervisors responsible for those work areas. With support from the Safety Coordinator, site safety staff or safety committee, managers and supervisors are responsible for developing and implementing the necessary corrective actions for identified hazards and deficiencies. Hazards and recommendations that are easily correctable shall be addressed immediately.

All identified hazards, deficiencies or recommendations will be tracked and reviewed to ensure that effective corrective actions are completed, as explained on the preceding page.



If material changes to work areas, processes or equipment are part of corrective actions, they will be communicated to all affected employees. If procedures are not in place to address the identified hazards or deficiencies, they are developed and implemented with the appropriate training provided to employees exposed to the hazard. Copies of management and employee communications and training records are maintained by the agency Safety Coordinator or site safety staff.