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## Periodic Inspections

### Overview

#### Introduction

As a supervisor it is your responsibility to identify workplace hazards and unsafe work practices.

The supervisor or employees identify many hazards through daily work activities. Periodic inspections are also a good way to formally identify hazards and document control or abatement of these hazards.



#### Types of inspections

There are three types of inspections:

- Informal, day to day review of operations
- Regulatory required inspections
- Periodic inspections

#### Periodic inspections

Periodic inspections are formal, documented reviews of your work areas. The frequency and detail of the periodic inspection varies depending on your field activity's requirements.

Generally, there is a prescribed checklist that you will follow. These inspections cover general safety hazards that do not fall under a Federal agency requirement. Safety hazards included in these inspections include the following:

- Fire prevention
- Electrical safety
- Exit routes
- Housekeeping
- Office safety
- Warehouse operations

#### In this module

In this module we will discuss how to conduct a periodic inspection.



Take some time and look around because safety hazards do abound.

## How Do I Conduct an Inspection?

### Pre-inspection considerations

Consider the following points when preparing to conduct your inspection:

- Who is responsible for completing the inspection?
- When will it be conducted?
- Are there specific due dates?
- How much time will be needed for thoroughness?
- Is there physically a lot of ground to cover?
- Would it be beneficial to have another individual complete the inspection?

If you are a new supervisor, request the safety office to conduct the first inspection with you.

### During the inspection

Consider the following points when conducting your inspection:

- Keep an open mind.
- Look at everything as if it were for the first time.
- Ask yourself, “Is this something that could harm someone or cause property damage?”
- Be very detailed.
- Ask employees in the area questions about work practices.
- Take your time.
- Don’t assume or take anything for granted.
- Methodically go through the checklist, but do not confine yourself to it.
- Involve your safety monitor.
- Correct deficiencies on the spot, if possible.
- Document, document, document.



### Post-inspection considerations

Consider the following points when finalizing your inspection:

- Provide copies of inspection reports to your local safety office.
- Inform employees of any new hazards identified.
- Keep a running list of deficiencies.
- Follow up on all deficiencies.
- Document any follow-up activities, who you talked to, when, and about what.
- Document when the hazard is controlled or abated.
- Document, document, in a regulator’s eyes, it didn’t happen if it wasn’t documented.

### Examples of periodic inspection checklists

Appendix B, Checklists, provides examples of a variety of inspection checklists that are used throughout DLA. Contact your local Safety Office to determine which specific checklist is used within your activity.