

BUILDING SAFETY INSPECTON PROGRAM (BSIP)

INTRODUCTION

Effective July 1, 2008, a formal Building Inspection Safety Inspection Program (BSIP) was established through the collaborative efforts of the DPW&T Building Services Division, Human Resources Risk Manager, Local Government Insurance Trust and the Safety Committee during March 2008. This Program is one of several workplace initiatives that implement the health and safety policy for all County maintained/insured facilities. ***The BSIP is a system for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and unsafe work practices.*** The goal of the BSIP is to improve safety conditions and prevent possible injuries by identifying and eliminating both actual and potential hazards. In addition, the inspection reports are used to monitor standards and procedures and recommend positive changes to the workplace. This Program will be included as a part of the next Facilities Maintenance and Management Plan update.

1.0 PURPOSE: Inspections are used to detect and eliminate any actual or potential hazards that could lead to accidents or incidents. St. Mary's County Government has the responsibility to provide a healthy and safe workplace. Coordinating the BSIP includes a physical walk-through, photographs, electromagnetic readings, temperature/humidity readings, tank inspections, insurance verification follow-ups to LGIT observations, occupancy loading coordination with the Fire Marshal, smoking receptacle location evaluation, and an overall general preventive maintenance review. Safety inspections are intended to raise awareness of safety, detect unsafe conditions, deficiencies and/or unsafe practices and to make recommendations for corrective or appropriate remedial action(s).

2.0 FREQUENCY

- 2.1. Building Safety Inspections should be performed at least once per calendar year. These inspections may be unannounced, but Building Services staff will identify themselves and the purpose of the inspection.
- 2.2. The Safety Inspection Checklist (**Exhibit A**) will be used to document any findings. OSHA standards adopted from the Code of Federal Regulations (CFR) were used as a guideline for the development of the Checklist.
- 2.3. Inspections by outside agencies such as OSHA, MOSHA, RCM&D, LGIT, SISCO, Safety Committee or the Office of the State Fire Marshal may also be conducted at their discretion, or upon request from Building Services (Department of Public Works & Transportation) or the Risk Manager (Human Resources).
- 2.4. The Risk Manager will perform sufficient follow-up to ensure critical and immediate, and possibly even high risk, concerns have been addressed.
- 2.5. Periodic inspections such as those described in Section 10 (Informal, Formal and Special) may also be conducted for routine and follow-up purposes.

3.0 RESPONSIBILTIES

- 3.1 Department Heads, Managers and Supervisors are responsible to assign a Point of Contact (POC) to help Building Services and Risk Management implement the BSIP.
- 3.2 Should more than one (1) Department occupy space in a building, one or more Safety Inspection Checklists and Reports may be generated.
- 3.3 The DPW&T Building Services Division shall be designated as the central entity responsible for performing the annual inspections described by this Policy.
- 3.4 Employees are encouraged to report any alleged, unsafe condition(s) and/or practice(s) that are observed immediately to their Supervisor / POC, who should contact either Building Services or the Risk Manager.

4.0 FINDINGS

- 4.1 All findings should be noted on the Safety Inspection Checklist (**Exhibit A**).
- 4.2 The final Facility / Workplace Corrective Action Report (**Exhibit B**) should contain a sequential presentation of the findings and a written narrative on how to carry out the recommendations.
- 4.3 Copies (i.e. hard copy and/ or CDs) of all Building Inspection Checklists and Report forms and digital photographs will be forwarded by Building Services to the Department of Human Resources, Risk Manager, for distribution to the assigned building representatives (POCs).
- 4.4 Distribution shall be by memorandum and will advise the POC(s) that compliance with the recommendations will reduce the loss exposure and loss severity.
- 4.5 The Safety Inspection Checklists and Reports shall be retained for a minimum of three (3) year after the inspection to ensure that all corrective action(s) have been performed.

5.0 HAZARD RISK ASSESSMENT

- 5.1 This process examines the identified workplace risks and threats to both people and property based on the frequency and severity (how likely it is to happen and how bad it would be if it happened).
- 5.2 Each hazardous event or exposure is ranked according to a Risk Assessment Matrix (see Section 8). The current Risk Assessment Matrix was prepared by SISCO and specifically designed for use by the Building Services Division.
- 5.3 The matrix provides a systematic method for assigning a hazard level to a failure event based on the potential severity and frequency of the even occurrence.

6.0 SEVERITY CLASSIFICATON & RESPONSE TIME

- 6.1 The hazard level consists of one letter and one number. The letter classification represents the severity of the exposure / event.
- 6.2 **A - Critical.** Critical is defined as any hazardous condition, practice or exposure that may result in a severe or disabling injury, hospitalization, death and/or major property loss, or irreversible environmental damage to any structure, equipment or material. The total loss may exceed \$50,000. Critical hazard conditions must be addressed immediately upon notification.
- 6.3 **B - Immediate.** Immediate is defined as any hazardous condition, practice or exposure that may result in a serious injury including hospitalization of one or more nights (but not life threatening) and/or serious property loss or environmental damage to any structure, equipment or material. The total loss shall not exceed \$50,000. Immediate hazard conditions must be addressed within 0-30 days.
- 6.4 **C - High.** High is defined as any condition, practice or exposure that may result in a lost time work injury requiring medical attention and including first aid treatment (but not requiring hospitalization of one or more nights) and/or property loss or environmental damage to structure, equipment or material. The total loss shall not exceed \$10,000. High hazard conditions must be addressed within 0-60 days.
- 6.5 **D - Medium.** Medium is defined as any condition, practice or exposure that may result in possible minor injury up to first aid treatment (no lost time work injuries). This classification may result in minimal property loss or environmental damage to structure, equipment or material. The total loss shall not exceed \$500. Medium hazard conditions must be addressed within 0-6 months.
- 6.6 **E - Desirable.** Desirable is defined as any condition, practice or exposure that in itself does not pose a treat to life or property, but is best practice for the industry. There would be no potential injuries and/or property loss or environmental damage to structure, equipment or material. There should not be any lost dollars. Desirable hazard conditions must be addressed within 0-12 months.

7.0 FREQUENCY CLASSIFICATON

- 7.1 The number of the hazard level represents the Frequency of Occurrence. The numbers represent (1) Frequent; (2) Probable; (3) Occasional; (4) Remote; and (5) Improbable.

8.0 RISK ASSESSMENT MATRIX

- 8.1 The severity and frequency of each identified hazard or threat will dictate the time frame that each item must be addressed.
- 8.2 Risk categories enable Department Heads, Supervisors and building leaders the ability to differentiate credible high-hazard threats that may result in loss of life and property from less probable risks.
- 8.3 The Risk Assessment Matrix is intended to: clearly and accurately prioritize deficiencies; focus first on serious and imminent hazards; set priority for correcting the deficiencies; and set reasonable dates for correction.
- 8.4 Risk Assessment Matrix

Severity of Occurrence	Frequency of Occurrence				
	1 - Frequent	2 - Probable	3 - Occasional	4 - Remote	5 - Improbable
A					
Critical	A - 1	A - 2	A - 3	A - 4	A - 5
B					
Immediate	B - 1	B - 2	B - 3	B - 4	B - 5
C					
High	C - 1	C - 2	C - 3	C - 4	C - 5
D					
Medium	D - 1	D - 2	D - 3	D - 4	D - 5
E					
Desirable	E - 1	E - 2	E - 3	E - 4	E - 5

- Critical Response: 0 - 0 days
- Immediate Response: 0 - 30 days
- High Response: 0 - 60 days
- Medium Response: 0 - 6 months
- Desirable Response: 0 - 12 months

9.0 CORRECTIVE ACTIONS

- 9.1 Corrective actions for those recommendations involving life safety issues or present fire loss potential should be attended to first.
- 9.2 The guidelines listed in Section 11 and all report recommendations are based solely from a loss control perspective and are not meant to be a substitute for legal advice.



- 9.3 A copy of the findings will be forwarded to the appropriate Supervisor, Manager, Department Head or designated Point of Contact (POC) by the Human Resources Risk Manager in accordance with Section 4.
- 9.4 The suggested corrective action(s) on the Building Inspection Checklists and Reports will accompany the notice of deficiencies. These may include temporary, as well as long-term solutions.
- 9.5 POCs shall record the specific corrective action(s) taken or planned, including the dates corrections were made and/or scheduled on the respective Facility / Workplace Corrective Action Report (**Exhibit B**).
- 9.6 If the corrective action required incurs costs not originally budgeted, the respective Department(s) or Building Services Division shall arrange for capital or operating budgeting depending on the nature and source of the unsafe condition(s). Building Services may contract out all compliance actions for billing to the respective departments/agencies where the corrective action(s) have not been performed to help instill a sense of accountability.
- 9.7 If correction cannot be handled in a timely manner, the following measures will be taken by the Risk Manager in order to protect employees: work procedure(s) are changed; machine(s) are taken out of service; operation(s) will be stopped; and any other action(s) will be taken to protect employees.

10.0 TYPES OF SAFETY INSPECTIONS

- 10.1 **Informal Inspections.** Informal Inspections shall be performed on a continuous basis. Building Services staff will conduct informal inspections when they visit a worksite as a matter of routine. Supervisors will routinely conduct Informal Inspections in the workplace and discuss the inspection process during regularly scheduled safety meetings with the Building Service Manager.

In the course of normal daily activities, Inspectors who in the normal course of inspection find empty extinguishers, leaking sprinkler heads/valves, broken smoke/heat detectors, etc., shall report same to Building Services personnel immediately for repair or replacement. If a possible safety condition is discovered by an employee, it should be reported.

Informal inspections can be conducted with minimum documentation, but any and all deficiencies, no matter how minor, must be documented along with the steps taken to correct the situation.

- 10.2 **Formal Inspections.** Formal Inspections require a walk-through of a facility or worksite for the purpose of identifying unsafe conditions and/or acts. Formal Inspections must be documented (**Exhibit A**) and are usually performed prior to January 1st each year.

Although these inspections may be unannounced, they shall be conducted at times and in a manner that will minimize disruptions of scheduled work. Formal Inspections **must** be conducted at **all fixed worksites** whenever conditions warrant, **but not less often than once a year.** Fixed work sites include all County owned, maintained and/or leased facilities. Supervisor and employees are expected to cooperate with the Building Services Manager or facility personnel during safety inspections.

- 10.3 **Special Inspections.** Special Inspections are performed in response to non-routine reports of alleged unsafe act(s) and/or condition(s) as a follow-up (i.e. quarterly) to the initial annual Safety Inspection, or to evaluate new hazards or risks that may be associated with new processes or equipment. Inspection response time to these special circumstances shall be based upon the severity of the identified hazard. A Special Inspection may also be conducted in conjunction with an accident investigation. Special Inspections are conducted by the Risk Manager, Building Services Manager, members of the Office of the Fire Marshal, or the County's insurance carrier upon request and in cooperation with local supervisors and employees. Special Inspections **must** be documented. The documentation must include specific identification of observed hazards and the dates by which the hazards will be corrected. Follow-up procedures must be performed to assure that the identified hazards are mitigated in a timely manner.

11.0 GENERAL GUIDELINES

- 11.1 The following was prepared as a part of the Local Government Insurance Trust (LGIT) Corrective Assessment Recommendation provided by Mr. Richard A. Furst, Senior Loss Control Manager.
- 11.2 **Chemical Storage.** Including cleaning products stored in the open and on shelves. Chemicals must be stored in non-flammable cabinets or in vented and locked closets. Often Material Safety Data Sheets / MSDS's were not accessible to employees for each chemical.
- 11.3 **Blocking of Fire Extinguishers, Fire Alarm Pull Stations, Horns, Strobes, Emergency Exits, Hallways, Corridors and Electric Panels.** A clearance of no less than 36 inches in front of and to each side must be maintained at all times. Emergency evacuation routes – hallways and corridors leading to emergency exits - must be clear of all furniture, equipment and storage.
- 11.4 **Appliances.** Microwaves, coffee pots, toaster/ovens, refrigerators, etc. without required 3-prong plugs, often plugged into outlet strips and extension cords in the workplace. Only appliances with 3-prong plugs are acceptable in the workplace. (Not to mention the additional electric power used by these appliances).
- 11.5 **Extension Cords, Electric Cords and Power Strips.** Used improperly or using the wrong type. Permanent use of extension cords or power strips is not allowed in the workplace. (Surge protected power strips are acceptable to power Computer / IT equipment only).
- 11.6 **Computer Cables and Electric Cords.** Multiple cables/cords found haphazardly running under desks, across floors, down walls must use strips or wire ties to secure excess wires together and out of immediate walking/working areas.
- 11.7 **American's with Disabilities Act / ADA Compliance.** Many offices and work areas are not maintaining minimum 34-36 inch clearance between furniture, cabinets, and equipment.
- 11.8 **Clutter and Trash.** Areas found with excessive clutter and trash, often shoved under desks and counters. Work areas should be clean and free from accumulation of trash, excessive boxes, and other flammable materials.
- 11.9 **Cup and Candle Warmers.** Offices were found to still be using these extremely hazardous items, which pose significant danger. (Open flame candles are also not acceptable in the workplace).
- 11.10 **Gasoline and Oil Storage in Buildings or Work Areas.** Increases explosive or fire hazard for the work being performed.
- 11.11 **Electrical Space Heaters.** Space heaters found throughout offices and under desks, which are left plugged-in after hours pose a significant fire hazard, and the electric cords are a trip/fall hazard.

12.0 REPRISAL

- 12.1 State law prohibits reprisal or taking disciplinary action against any employee that identified and/or reported an unsafe condition, act or practice in connection with any work activity.
- 12.2 Employees should be informed of any action(s) taken to correct any reported unsafe condition, act or practice.

13.0 STANDARDS

- 13.1 Standards used in the preparation of the BSIP include, but are not limited to the following:
 - a. American with Disabilities Act / ADA Compliance
 - b. Life Safety Code NFPA-101-2008
 - c. National Electric Code NFPA-70-2008
 - d. National Fire Alarm Code NFPA-72-2007
 - e. Code of Motor Fuel, Dispensing Facilities and Repair Garage NFPA-30-2008
 - f. Flammable and Combustible Liquids Code NFPA-30
 - g. Code for the Manufacturer and Storage of Aerosol Products NFPA-30B-2007
 - h. NFPA 96: Standards for Ventilation Control and Fire Protection of Commercial Cooking Equipment
 - i. NFPA 51: Standard for Fire Protection During Welding, Cutting and Other Hot Work

- j. NFPA 55: Standard for the Storage, Use and Handling of Compressed Gases...Containers, Cylinders and Tanks
- k. Federal OSHA-MOSHA Regulations
 - 29CFR-1910
 - 2929CFR-1926
 - 2929CFR-1903
 - 2929CFR-1904
 - OSHA Compliance Directive
 - NIOSH Guide & Chemical Hazards
- l. EPA Regulations
- m. Maryland Department of the Environment (MDE)
- n. St. Mary's County Safety Program
- o. St. Mary's County Codes



**FACILITY SAFETY INSPECTON CHECKLIST
EXHIBIT A**

FACILITY INSPECTION INFORMATION	1. LOCATON / NAME OF FACILITY INSPECTED:		2. FACILITY ID NUMBER:			
	3. INSPECTOR'S NAME:		5. RATING: A = CRITICAL B = IMMEDIATE ACTION C = HIGH PRIORITY D = MEDIUM PRIORITY E = DESIRED		6. RESPONSE TME: A = Critical B = 0-30 days C = 0-60 days D = 0-6 months E = 0-12 months	
	4. POINT OF CONTACT (POC):					
SECTION I. BUILDING & GROUNDS (EXTERIOR)			Yes	No	RATING	N/A
GENERAL	1. Is the 911 Building Address clearly marked and visible?					
	2. Is the building accessible in an emergency?					
	3. Are all fire hydrants accessible, unobstructed and conspicuously painted?					
	4. Are Fire Department Siamese connections unobstructed, marked, caps present and in good repair?					
	5. Are exterior doors free from obstructions and doors open outward?					
	6. Is perimeter and security fencing in good condition?					
	7. Are all gates, exterior and parking lot lighting operating properly?					
	8. Are all walkways / stairs in good repair, free of tripping hazards with shrubs and trees trimmed away? Do loading docks have appropriate railings?					
	9. Are all combustibles stored away from the building?					
	10. Is the roof hatch working properly?					
	11. Are all gutters downspouts, facility signs, decorative facades, light fixtures etc adequately secured?					
	12. Is there trash on the premises?					
	13. Does the roof pitch require installation of ice guards?					
SECTION II. LIFE SAFETY			Yes	No	RATING	N/A
GENERAL	A. Fire Extinguishers		XX	XX	XXX	XX
	1. Are Fire Extinguishers present?					
	2. Are the proper type of extinguishers provided?					
	3. Are extinguishers readily accessible?					
	4. Are the extinguishers not on hooks?					
	5. Do extinguishers have an inspection tag and have extinguishers been serviced in the last 12 months?					
	B. Fire Alarm / Detection Systems		XX	XX	XXX	XX
	1. Is the system free of trouble / alarm signals?					
	2. Are pull stations, hooks and / or strobes blocked?					
	3. Does the building have an operational fire bell or emergency system					
	4. Is the fire door propped open?					
	C. Automatic Sprinkler Systems		XX	XX	XXX	XX
	1. Are all sprinkler supply valves open and locked with a chain?					
	2. Are sprinkler controls free of obstructions?					
	3. Is there a minimum of 18" of clearance below sprinkler heads?					
	4. Are there caps on all outside fire department connections?					

SECTION III.		FIRE DOORS	Yes	No	RATING	N/A
	1. Are fire doors in working condition?					
	2. Are fire doors being kept closed? Are fire doors unobstructed?					
SECTION IV.		BUILDING INTERIOR	Yes	No	RATING	N/A
GENERAL	A. <i>Lobbies and Corridors</i>	XX	XX	XXX	XX	
	1. Are all light fixtures secure and bulbs burning?					
	2. Are floors in good repair?					
	3. Is the general lighting in most corridors sufficient to eliminate dark areas?					
	4. Do the fire doors close completely?					
	5. Are all open fire doors equipped with a fusible link on door closure?					
	6. Were all open fire doors open by means of door closure rather than wood wedge or other prop?					
	7. Are all fusible links free of paint?					
	8. Are fusible links on fire door UL approved and of the proper temperature rating?					
	9. Are all escape corridors a minimum of 44-60" in width?					
	10. Are all exit lights illuminated?					
	11. Are sufficient exit and/or directional signs and lights posted at or in exit-ways?					
	12. Are all light fixtures covered so that no wiring is exposed?					
GENERAL	B. <i>Stairs and Stairways</i>	XX	XX	XXX	XX	
	1. Are handrails installed where required and are existing hand rails secure?					
	2. Is the floor in good repair?					
	3. Is lighting adequate to eliminate dark areas?					
	4. Are safety treads on steps secure and are stairs and halls clean and free of obstructions?					
	5. Are exit doors leading to the outside equipped with panic hardware or other acceptable latching devices, which allow exit from the building without a key?					
	6. Are all exit lights illuminated?					
	7. Are sufficient exit and / or directional signs and lights posted at or in exit-ways?					
	8. Are spaces beneath stairs clear of all combustible materials?					
GENERAL	C. <i>Elevators</i>	XX	XX	XXX	XX	
	1. Is a current elevator inspection certificate posted?					
	2. Do elevator cabs have an emergency escape hatch?					
	3. Does the emergency escape hatch open easily and without the need of any tool?					
	4. Do elevators have an emergency alarm or some other type of emergency communication?					
	5. Does each elevator cab have a sign (affixed or painted) indicating the maximum number of passengers allowed in the cab or equivalent weight limitation?					
	6. Do elevators provide emergency stop equipment or devices?					
	7. Is the cab flooring in good repair?					
	8. Is the cab adequately lighted?					
	9. Has elevator and shaft-way been inspected in the past 12 months?					

GENERAL	<i>C. (Elevators continued)</i>	XX	XX	XXX	XX
	10. Are "no smoking" signs (affixed or painted) in view upon entering the cab or inside the cab?				
	11. Are elevator pits clear of all combustible materials?				
SECTION V. MECHANICAL EQUIPMENT & SHOP AREAS		Yes	No	RATING	N/A
GENERAL	<i>A. Heating & Air Conditioning</i>	XX	XX	XXX	XX
	1. Are mechanical rooms kept locked?				
	2. Are mechanical rooms free of storage?				
	3. Are all vents clear of combustibles?				
	<i>B. Electrical Service Entrance Rooms</i>	XX	XX	XXX	XX
	1. Are all doors locked?				
	2. Is the entrance door clearly marked?				
	3. Is the room free of all combustible materials?				
	4. Is there a working fire suppression system?				
	<i>C. Generators</i>	XX	XX	XXX	XX
	1. Is there clearance around the outside of the unit for maintenance / service accessibility?				
	2. Is there adequate clearance around the transfer switch?				
	<i>D. Miscellaneous</i>	XX	XX	XXX	XX
	1. Do machines and equipment have required guards / safety devices?				
	2. Is all electrical wiring secured and all connections enclosed?				
	3. Is the floor area clean and without evidence of spills (i.e., oil)?				
	4. Are circuit fuses of proper size for building wiring, indexed and labeled?				
	5. Are phone room, mechanical room and electrical rooms locked?				
6. Are covers on all electrical controls and electrical equipment in place? Are fuse and switch boxes closed?					
7. Has all pressure equipment been inspected within the last 12 months?					
8. Is all piping labeled and / or painted using the U.S. Standard color code?					
9. Are aisles and doors clear and unobstructed for access purposes?					
SECTION VI. SPECIAL HAZARDS		Yes	No	RATING	N/A
GENERAL	1. Are flammable liquids in explosion proof cabinets and properly vented to the exterior?				
	2. Are gas pumps and fuel storage tanks properly color coded, marked and signed?				
	3. Is compressed gas properly secured and stored?				
	4. Are MSDS sheets located in chemical rooms as required?				
	5. Are biohazard rooms clearly marked and locked?				
	6. Are there commercial type cooking facilities on the premises? Requirements?				
	7. Is there large capacity, computer, information technology or copier demands on the workspace?				

SECTION VII. GENERAL HOUSEKEEPING		Yes	No	RATING	N/A
GENERAL	A. Office Areas & Work Spaces	XX	XX	XXX	XX
	1. Are work and storage areas neatly arranged?				
	2. Are there tripping hazards (i.e., loose carpeting, electrical cords)?				
	3. Are electrical outlets overloaded? Are GFCI's on receptacles near a water source?				
	4. Are non-combustible trash containers being utilized?				
	5. Are there fall hazards (i.e., stacked materials)? Are there any risks of falling to another level?				
	6. Is there a reach problem (i.e., step stools and ladders being utilized)?				
	7. Are aisles free of obstructions? Is there adequate walking space approaching exits?				
	8. Is there any evidence of possible mold or mildew growth?				
	9. Do the desk areas and work station spaces accommodate ADA requirements?				
	10. Is the Emergency Evacuation Route and Action Plan posted and current?				
	11. Are all exits labeled and adequately visible? Emergency lights working?				
	12. Are there ceiling tiles that are missing or have not been placed back into position?				
	13. Is there any possibility of getting caught in or between equipment / machine parts?				
	B. Personal Electrical Equipment	XX	XX	XXX	XX
	1. Do the electrical cords have good insulation? Are they being used properly?				
	2. Are appliances adequately located (away from combustibles) and properly powered?				
	3. Is there evidence of personal space heating devices and candles being utilized?				
	4. Are there too many extension cords plugged into one circuit?				
	C. Miscellaneous	XX	XX	XXX	XX
1. Are baby changing stations properly attached to the wall?					
2. Are restroom stall doors properly working? Are restrooms clear of obstructions?					
3. Are telephone and IT computer cables properly installed?					
4. Are all switches, receptacles and junction boxes in good condition?					
5. Is there any wiring through doors and windows?					
SECTION VIII. DISTRIBUTION & ELECTRICAL PANELS		Yes	No	RATING	N/A
GENERAL	1. Is the immediate area (boxes and panels) free of combustibles?				
	2. Are all panels free of obstructions for maintenance and service access?				
	3. Are the distribution and electrical panels covered?				
	4. Are the panel doors closed and kept locked?				
	5. Are the panels free from signs of arcing / burning?				
	6. Are disconnects clearly marked?				
	7. Are surrounding floors and walls dry?				
	8. Are exit doors accessible and unlocked?				

SECTION IX. ADDITIONAL COMMENTS & OBSERVATIONS

- (1) Items marked with an asterisk (*) will primarily be scheduled and addressed by the DPW&T Building Services Division.
- (2) Items checked as N/A indicate that the inspection line item is Not Applicable (i.e., the individual facility may not have an elevator etc.)

St. Mary's County Government			
Facility / Workplace Corrective Action Report			
EXHIBIT B			
Facility Name :		Date:	
Facility ID #:		Inspected by:	

Department	Photo #	Hazard	Recommended Corrective Action	Corrective Action Taken or Planned	Date	Initial

REPORT DISTRIBUTION (by Human Resources Risk Manager within two working days following workplace inspection)

Supervisor or Designated Point of Contact (POC):	
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