

***OPTIMIZING YOUR  
SAFETY INSPECTIONS***

***CAROLINA STAR 2011***

**What this presentation is not:**

**A presentation on how to  
conduct workplace safety  
inspections.**

# TOPICS:

- ⦿ Inspections and WHY
- ⦿ Case Study One: Using Technology
- ⦿ Case Study Two: Just Giv'em A Checklist
- ⦿ What to do with the information.

# ***Safety Inspections and WHY***

# SAFETY INSPECTIONS

If you are a Carolina Star company, chances are, you've already demonstrated you have a good safety inspection program.

# Inspections and WHY

- ⦿ We all perform safety inspections but WHY?
- ⦿ Is it because of:
  - OSHA

# 1926 standards requiring an inspection.

20(b)(2)	inspections of job sites, materials and equipment
64(j)(4)	inspection of process equipment dealing with highly hazardous chemicals
65(b)(4)(iv)	inspection of site in accordance with Site Safety and Health Plan for hazardous waste operations
65(g)(5)(viii)	inspection of PPE during Hazardous waste operations
251(a)(6)	inspections of slings, chains, other fasteners
307(p)(6)(ii)	inspections of belts, lacing, fasteners on conveyors
552(15)	hoists: inspection of functions and safety devices
651(k)	inspections of excavations, daily and after rain
753(1)(i)	inspections of cranes
903(e)	inspections of trucks that transport explosives underground
910(b)	inspection of the area after blasting to insure all charges have exploded
950(b)	inspection of work area around power transmission lines and distribution
955(a)(2)	inspection of climbing structures prior to use around power transmission lines
1101(i)(4)	inspection of protective clothing during asbestos work
1101(o)(2) & (3)	inspection of site by competent person during asbestos operations
1412(d)	inspection of cranes
1437(h)	inspection of floating cranes

# Inspections and WHY

- ⦿ We all perform safety inspections but WHY?
- ⦿ Some are required by:
  - OSHA
  - Company policy (quality, production, preventive)
  - Insurance
- ⦿ Survey of Construction, Industrial, and Public Sectors.

# Public Sector

- ⦿ Background: regulatory
- ⦿ Why: some are required by OSHA but most are internally driven.
- ⦿ Performed by: Supervisors, Safety Committee members using checklists.
- ⦿ Type of Safety Inspections:
  - Quarterly/Bi Annual/Daily
  - Office Safety
  - Vehicle Safety Inspections
  - Annual inspection of PPE
  - Field Safety Audits



# Real World Examples of Inspection

## Three Fundamental Parts of Inspection Program:

- 1.) **Training:** inspectors/employees
- 2.) **Management:**  
inspections/findings/tracking/closure
- 3.) **Awareness:** communication





# Training

## *Inspectors:*

- Hazard Awareness (training programs & inspector specific/employee)
- Identification
- Documentation Procedure

## *Employees:*

- General Awareness Training
- Proper Notification





# Management

- Establishing Audit/Inspection team or comparable committee
- Coordination of inspection efforts
- Execution of inspection
- Documentation of findings
- Tracking of corrective efforts
- Verification of closure





# Example of Concern Report

Geosuite® Concern Reporting: Industrial Solutions, IS - Mebane, NC » Add Concern - Windows Internet Explorer

http://geosuite.ge.com/geesvcs/ehs/incident/incidentadd.cfm?SiteID=661&Lang=1&ReportType=21&CType=

File Edit View Favorites Tools Help

### General Report Details

Type: *	Select... <small>Select a type for this concern report ?</small>	Dept: *	Select...
Date: *	Calendar icon <a href="#">Today</a>	Time: ?	Hour: : Minute: : <a href="#">Now</a>
Building:	Select...	Shift:	Select...
Observer(s):	Text input	Core Activity: ?	Select... <small>Select principal work process (core activity) being performed at the time of concern</small>
At risk behavior:	Select... <small>If applicable, select behavior most closely related to concern</small>	Immediate/Direct Cause:	Text input <small>Describe principal and underlying factors that resulted in the concern if applicable (Max 1000 characters)</small>
Description: *	Text area <small>Provide details of concern...if logging anonymously, please provide complete details to enable follow-up (max 2,000 characters)</small>		
Recommendations for Follow-up:	Text area <small>Please add your recommendations for follow-up and/or corrective action to respond to this concern (Max 1000 characters)</small>		

### Follow-up Details

*Follow-up Details May Be Entered Optionally Based on Your Permissions Level*

Status: *	Select... Escalate <input type="checkbox"/> <small>Check the box to escalate this report to the Geosuite ATS, Calendar or Event Reporting ?</small>	Assigned To:	Select... <input type="radio"/> Me <input checked="" type="radio"/> My Co-Workers <input type="radio"/> Lookup <small>To assign this Report, please select a name from the list</small>
Closure Category:	Select... <small>Select based on closure priority.</small>	Closure Due Date:	Calendar icon <a href="#">Today</a> <a href="#">Clear</a>
External System:	Text input <small>If corrective action is being tracked in an external system (e.g., maintenance tracker), select or input system name</small>	External System ID:	Text input <small>Input the identifier for this corrective action in the external system</small>
Related Job Function: *	Select...		

Done Local intranet 100%





# Example of Weekly Updates

Concern Reporting

Copy URL Email Dashboard

**Closed Concern Reports** 9 Reports

Reports that have been closed in last 60 days

ID	Concern Type	Responsible Person	Status	Closure Due Date	Closed
Closed on/prior to due date					
87545	Safety Concern	Ricky Honeycutt	Closed	19-Aug-2011	22-Jun-2011
85115	Safety Concern	Mark A Preston	Closed	Not Assigned	23-Jun-2011
85119	Equipment Safety	Mark A Preston	Closed	Not Assigned	23-Jun-2011
83504	Unsafe Condition	Mark A Preston	Closed	Not Assigned	10-Jun-2011
83017	Housekeeping Concern	Mark A Preston	Closed	Not Assigned	31-May-2011
81782	Electrical Concern	Mark A Preston	Closed	Not Assigned	27-May-2011
81783	Unsafe Condition	Mark A Preston	Closed	Not Assigned	27-May-2011
81788	Equipment Safety	Mark A Preston	Closed	Not Assigned	27-May-2011
84201	Housekeeping Concern	Mark A Preston	Closed	Not Assigned	27-May-2011

**Open Concern Reports** 30 Reports

Open past due & opened in last 30 days

Displaying Top 25

ID	Concern Type	Responsible Person	Status	Closure Due Date	# Days Open
85165	Safety Concern	Mark A Preston	Open	25-Jul-2011	28
87401	Housekeeping Concern	Mark A Preston	Open	16-Aug-2011	6
87730	Unsafe Condition	Ricky Honeycutt	Open	21-Aug-2011	1
87744	Equipment Safety	Ricky Honeycutt	Open	21-Aug-2011	1
87882	Equipment Safety	Ricky Honeycutt	Open	22-Aug-2011	0
85601	Safety Concern	Not Assigned	Open	Not Assigned	23
85645	Safety Concern	Not Assigned	Open	Not Assigned	22
85925	Environmental Concern	Not Assigned	Open	Not Assigned	20
86441	Safety Concern	Not Assigned	Open	Not Assigned	15
86541	Unsafe Condition	Not Assigned	Open	Not Assigned	14
86544	Safety Concern	Not Assigned	Open	Not Assigned	14
86551	Housekeeping Concern	Not Assigned	Open	Not Assigned	14
86555	Environmental Concern	Not Assigned	Open	Not Assigned	14





# Awareness

- Management Awareness
- Employee Awareness
- Maintaining regular updates
- Emphasized successes (break up predictability/trends)
- Maintaining visibility





# GE Mebane

## Employee Involvement:

- EX. Audit Committee (hourly/salary)
- Composition (equipment operators, welder, maintenance/electrician, assemblers, management)
- Act as agent for safety throughout the site
- Expansion of role to training and monitoring of floor climate
- Instill “Find it Fix it” culture



***Using Technology:  
A Case Study***

# The evolution of inspections...

For superintendents	For safety managers
Visual checks	Visual checks
Paper checklist	Monthly scored audits
Paper checklist	Tablet PCs
Paper checklist	DB02
Paper checklist	Vela
DayFacts	Vela
What does the future hold?	What does the future hold?

## Visual Checks/Visual Checks

The drawbacks of this include cursory inspections, lack of documentation, and lack of standardization even across small divisions.

# The evolution of inspections...

For superintendents	For safety managers
Visual checks	Visual checks
Paper checklist	Monthly scored audits
Paper checklist	Tablet PCs
Paper checklist	DB02
Paper checklist	Vela
DayFacts	Vela
What does the future hold?	What does the future hold?

# Paper Checklist/Monthly Scored Audits

**SKANSKA**

CD Safety  
Form #4  
Revised 9/03

**DAILY SAFETY INSPECTION CHECKLIST**

Project Name: NC CH Project #: \_\_\_\_\_  
 Superintendent: Mark Tume Date: 1/28/09

√ = Satisfactory      X = Unsatisfactory      N/A = Not Applicable

<p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> First-aid kits properly stocked</li> <li><input checked="" type="checkbox"/> MSDS &amp; chemical lists for Bio</li> </ul> <p><b>PERSONAL PROTECTIVE EQUIPMENT</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Hard hats worn by all workers</li> <li><input checked="" type="checkbox"/> Safety glasses worn by all workers</li> <li><input checked="" type="checkbox"/> Boots worn by all workers</li> <li><input checked="" type="checkbox"/> Gloves worn where necessary</li> <li><input checked="" type="checkbox"/> Approved respirators worn where required</li> <li><input checked="" type="checkbox"/> Hearing protection worn when required</li> <li><input checked="" type="checkbox"/> Cutting goggles worn by torch operators</li> <li><input checked="" type="checkbox"/> Shields or goggles for welding operations</li> </ul> <p><b>FLOOR AND WALL OPENINGS</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Guard rails 42"-45" high w/ midrail at all locations</li> <li><input checked="" type="checkbox"/> Top rail resists deflecting below 39"</li> <li><input checked="" type="checkbox"/> Toe boards where persons pass below</li> <li><input checked="" type="checkbox"/> Guardrails free of damage</li> <li><input checked="" type="checkbox"/> Floor holes larger than 2" covered</li> <li><input checked="" type="checkbox"/> Floor hole covers secure &amp; marked "Danger-Hole"</li> <li><input checked="" type="checkbox"/> Guard rails at wall openings over 6' high</li> </ul> <p><b>HOUSEKEEPING / MATERIAL HANDLING &amp; STORAGE</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Protruding nails bent or removed</li> <li><input checked="" type="checkbox"/> Stairs, floors and aisles kept clear</li> <li><input checked="" type="checkbox"/> Tripping / slipping hazards</li> <li><input checked="" type="checkbox"/> Combustible debris regularly removed</li> <li><input checked="" type="checkbox"/> Materials stored in orderly piles</li> <li><input checked="" type="checkbox"/> Trash chutes used to dispose of materials</li> <li><input checked="" type="checkbox"/> Outdoor fuel storage tanks, 12" berm</li> </ul> <p><b>TRENCHING &amp; EXCAVATING</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Daily inspection by competent person on file</li> <li><input checked="" type="checkbox"/> Appropriate protective systems when over 5' deep</li> <li><input checked="" type="checkbox"/> Means of access if over 4' deep</li> <li><input checked="" type="checkbox"/> Perimeter barricading</li> <li><input checked="" type="checkbox"/> 25' lateral travel to means of egress</li> <li><input checked="" type="checkbox"/> No signs of distress or cave-in</li> <li><input checked="" type="checkbox"/> Spoil piles at least 2' from edge of excavation</li> <li><input checked="" type="checkbox"/> Utilities located and marked</li> </ul> <p><b>FIRE PROTECTION &amp; PREVENTION</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Max. 100' travel to fire extinguisher</li> <li><input checked="" type="checkbox"/> Fire extinguisher at each stair landing</li> <li><input checked="" type="checkbox"/> Fire extinguisher at flammable liquid storage areas</li> <li><input checked="" type="checkbox"/> Hot work permits &amp; fire watchers used</li> <li><input checked="" type="checkbox"/> Extinguishers charged &amp; conspicuously located</li> <li><input checked="" type="checkbox"/> Flammable liquids in safety type cans</li> </ul> <p><b>LADDERS</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Ladders free of damage</li> <li><input checked="" type="checkbox"/> Ladders secured top and bottom</li> <li><input checked="" type="checkbox"/> Ladders used at proper angle &amp; on level surfaces</li> <li><input checked="" type="checkbox"/> Job made ladders properly constructed</li> <li><input checked="" type="checkbox"/> Ladders extend 3' above landing surface</li> </ul>	<p><b>STAIRS</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Pans stairs filled with blocking</li> <li><input checked="" type="checkbox"/> Proper stairs and stair rails # 4 or more risers</li> </ul> <p><b>ELECTRICAL</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> GFCI on all outlets testing and working</li> <li><input checked="" type="checkbox"/> Extension cords heavy-duty 3-wire type</li> <li><input checked="" type="checkbox"/> Cords protected from traffic / damage</li> <li><input checked="" type="checkbox"/> Grounding pins intact on cords</li> <li><input checked="" type="checkbox"/> Cords &amp; welding leads free of damage</li> <li><input checked="" type="checkbox"/> Light bulbs equipped with guards</li> <li><input checked="" type="checkbox"/> Temporary lights properly suspended</li> <li><input checked="" type="checkbox"/> Switch gear to unfinished circuits locked-out</li> <li><input checked="" type="checkbox"/> Exposed live parts locked out</li> </ul> <p><b>SCAFFOLDS</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Daily inspection by competent person on file</li> <li><input checked="" type="checkbox"/> Scaffolds free of damaged components</li> <li><input checked="" type="checkbox"/> Safe access to platforms over 24" high</li> <li><input checked="" type="checkbox"/> 2" x 10" mud sills and base plates used</li> <li><input checked="" type="checkbox"/> Scaffolds plumb, level, and fully braced</li> <li><input checked="" type="checkbox"/> Components compatible, frames pinned together</li> <li><input checked="" type="checkbox"/> Platforms fully planked, proper boards, no splits</li> <li><input checked="" type="checkbox"/> Planks overlap 6"-12" or secured</li> <li><input checked="" type="checkbox"/> Scaffolds secured when height is 4x width</li> <li><input checked="" type="checkbox"/> Platforms over 6' high have guard rails &amp; toeboards</li> <li><input checked="" type="checkbox"/> Ladders secured &amp; extends 3' above platform</li> <li><input checked="" type="checkbox"/> Falling object protection above &amp; below</li> <li><input checked="" type="checkbox"/> Rolling scaffold wheels locked</li> <li><input checked="" type="checkbox"/> Rolling scaffolds are not higher than 4x their width</li> <li><input checked="" type="checkbox"/> Rolling scaffolds are not moved while occupied</li> <li><input checked="" type="checkbox"/> Suspension scaffolds tied back properly</li> </ul> <p><b>PERSONAL FALL PROTECTION</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Anchors points capable of supporting 5000 lbs.</li> <li><input checked="" type="checkbox"/> Systems in use at all required locations</li> <li><input checked="" type="checkbox"/> Harnesses, lanyards etc. are free of damage</li> <li><input checked="" type="checkbox"/> Double locking snaphooks used</li> <li><input checked="" type="checkbox"/> Harness and lanyard used by aerial lift operators</li> </ul> <p><b>MISCELLANEOUS</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Crane swing areas barricaded</li> <li><input checked="" type="checkbox"/> Reverse alarms on bi-directional machines</li> <li><input checked="" type="checkbox"/> Slings, chokers, etc. free of damage</li> <li><input checked="" type="checkbox"/> Rigging hooks are equipped w/ safety latches</li> <li><input checked="" type="checkbox"/> Chemical containers labeled including gas cans</li> <li><input checked="" type="checkbox"/> Vertically protruding rebar capped w/ approved caps</li> <li><input checked="" type="checkbox"/> Stored cylinders secured, separated 20' &amp; capped</li> <li><input checked="" type="checkbox"/> Saws, grinders, fans, etc. properly guarded</li> <li><input checked="" type="checkbox"/> Proper cribbing under crane outriggers</li> <li><input checked="" type="checkbox"/> Daily and annual crane inspections on file</li> <li><input checked="" type="checkbox"/> Workers protected from public &amp; equipment traffic</li> <li><input checked="" type="checkbox"/> Seat belts worn by equipment operators</li> </ul>
--	---

Inspector's signature: [Signature] Date: \_\_\_\_\_  
 Superintendent's signature: [Signature] Date: \_\_\_\_\_

**SKANSKA**

CD Safety  
Form #5  
Revised 9/03

**DAILY SAFETY INSPECTION REPORT**

Project: \_\_\_\_\_ Project No: \_\_\_\_\_  
 Inspector: \_\_\_\_\_ Date: \_\_\_\_\_  
 Superintendent: \_\_\_\_\_ Correct By: \_\_\_\_\_

RESPONSIBLE CONTRACTOR	SAFETY HAZARD DESCRIPTION, LOCATION & REMARKS	CORRECTIVE ACTION TAKEN	DATE & INITIALS
DC Concrete	Worker not wearing hard hat	Verbal retraining	
?	Improper use of ladder	Removed	
	Damage cord		
TJK	Worker climbed out of lift not wearing fall protection	Corrected	
	scissor lift not secured		
Mansion	3 Workers not wearing safety glasses	Corrected Verbal retraining	
S P S	Worker standing on midrail on scissor lift and lanyard tied back to rail	Corrected	
Alvidgr	Standing on top of cold bar without fall protection		
	Carry below		
Somercal	Chop saw guard held back with screw		
	Shaker scaffold didn't have pins (see picture)		
Blair	2 workers no safety glasses		
Williamson	table saw without guard		

Inspector's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Project Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# The evolution of inspections...

For superintendents	For safety managers
Visual checks	Visual checks
Paper checklist	Monthly scored audits
Paper checklist	Tablet PCs
Paper checklist	DB02
Paper checklist	Vela
DayFacts	Vela
What does the future hold?	What does the future hold?

# Paper Checklist/Tablet PCs



# The evolution of inspections...

For superintendents	For safety managers
Visual checks	Visual checks
Paper checklist	Monthly scored audits
Paper checklist	Tablet PCs
Paper checklist	DB02
Paper checklist	Vela
DayFacts	Vela
What does the future hold?	What does the future hold?

# Paper Checklist/DBO2

Inspection Report - Windows Internet Explorer provided by Skanska

https://evault.skanskausa.com/EnterpriseVault/ViewMessage.asp?VaultId=1BBDCEC84130E294CB3781DE9D52F9CCF1110000evault&SavesetId=201104273863652

File Edit View Favorites Tools Help

Skanska USA Applications Skanska Webmail Wireless Certificate Skanska Outlook Web Access Web Slice Gallery www.skanskausa.com

Inspection Report

### Inspection Summary

Inspection Type: Safety	Inspection Date: 01/25/2011 04:27 PM
Project: NCSU JB Hunt Library and Parking Garage	Inspected By: Julio Delgadillo
Region: South	Reviewed With:
Job Number: 229002	

Observations	Unsafe Conditions	% Safe	Unsafe Conditions - Severity			
			Low	Medium	High	Life Threat
818	4	99.5%	4	0	0	0

Inspection-Level Comments

NCSU JB Hunt Library and Parki... :: Julio Delgadill... :: 01/25/2011 04:27 PM

### Summary Category & Sub-Category Table

Category	Sub-Category	Observations	Conditions		Unsafe Conditions - Severity			
			Unsafe Conditions	Safe Conditions	Low	Medium	High	Life Threat
Administration	<b>Summary</b>	<b>128</b>	<b>0</b>	<b>128</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Blue fencing used	1	0	1	0	0	0	0
	Daily Safety Inspections Documented	4	0	4	0	0	0	0
	Daily Stretch & Flex	55	0	55	0	0	0	0
	Pre-Con Documented meetings	3	0	3	0	0	0	0
	IFE Banners Posted	2	0	2	0	0	0	0
	OSHA Posters / OSHA 300 Log	1	0	1	0	0	0	0
	Safety meetings	1	0	1	0	0	0	0
	SHMP on Project	1	0	1	0	0	0	0
	SHEMS on project	1	0	1	0	0	0	0
	State / Fed posters (Eng/Sp)	1	0	1	0	0	0	0
	Sub IFE Letter	1	0	1	0	0	0	0
	Visitor PPE available	1	0	1	0	0	0	0
	Visitor sign-in form	1	0	1	0	0	0	0
	Workers Orientated	55	0	55	0	0	0	0
Electrical	<b>Summary</b>	<b>14</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Cords in good condition	2	0	2	0	0	0	0
	Cords protected from traffic	2	0	2	0	0	0	0
	Energized parts protected	2	0	2	0	0	0	0
	GFCI tested before use	1	0	1	0	0	0	0
	Grounding prongs on plugs	3	0	3	0	0	0	0
	Proper use temp power boxes	1	0	1	0	0	0	0
	Temporary Lighting (Sufficient)	1	0	1	0	0	0	0

Done

Start DB02 Insp... julio.delgad... Microsoft P... skanska ha... Picasa 3 C:\Docume... Inspectio... Search Desktop 72% 7:43 AM

# The evolution of inspections...

For superintendents	For safety managers
Visual checks	Visual checks
Paper checklist	Monthly scored audits
Paper checklist	Tablet PCs
Paper checklist	DB02
Paper checklist	Vela
DayFacts	Vela
What does the future hold?	What does the future hold?

# Paper Checklist/Vela

Vela Field Management

https://manage.velasystems.com/display\_checklist?id=4652AB33-81F2-4146-8CEE-A781D5EE0815&r=4652AB33-81F2-4146-8CEE-A781D5EE0815

Skanska Outlook Web... Skanska USA Applicat... Skanska Webmail Web Slice Gallery Wireless Certificate www.skanskausa.com New Tab Hispanic Contractors A... Other bookmarks

**Safety > Work Site Safety Inspection Report**

User: julio.delgadillo@skans... Project: Hunt Library

Reports Library Inbox(14) Setup

**Work Site Safety Inspection Report** View Issues Delete Save Save + Close

ID	<input type="text"/>	Company	Trainor
* Name	Work Site Safety Inspection Report	Priority	Low
Description	<input type="text"/>	Status	Open
Tags	<input type="text"/>	Phase	<input type="text"/>
		Location	Site

---

**Work Site Safety Inspection Report**

Pre-Work

**Pre-task safety plan communicated, understood and signed by each worker?**

Yes No N/A

enter comments here

Details Issues

---

**Pre-task safety plan posted in conspicuous place at work site?**

Yes No N/A

enter comments here

Details Issues

---

**Workers physically ready for work?**

Yes No N/A

Details Issues

Support & Training © 2011 Vela Systems, Inc. Suggestion Box Logout

Start Inboxes - Microsoft D... RE: June 7th North... C:\Documents and ... Vela Field Mana... Microsoft PowerPoi... Search Desktop 80% 7:52 AM

# The evolution of inspections...

For superintendents	For safety managers
Visual checks	Visual checks
Paper checklist	Monthly scored audits
Paper checklist	Tablet PCs
Paper checklist	DB02
Paper checklist	Vela
DayFacts	Vela
What does the future hold?	What does the future hold?

# DayFacts/Vela

Skanska DayFacts - New Web Site - Windows Internet Explorer provided by Skanska

http://dayfacts.com

skanska dayfacts

Skanska

### Skanska's DayFacts

- Skanska DayFacts - Subcontractor Daily Reporting
- Skanska DayFacts - Site Manager Daily Reporting
- Skanska Visitor Log

### Powered by Skanska Innovation

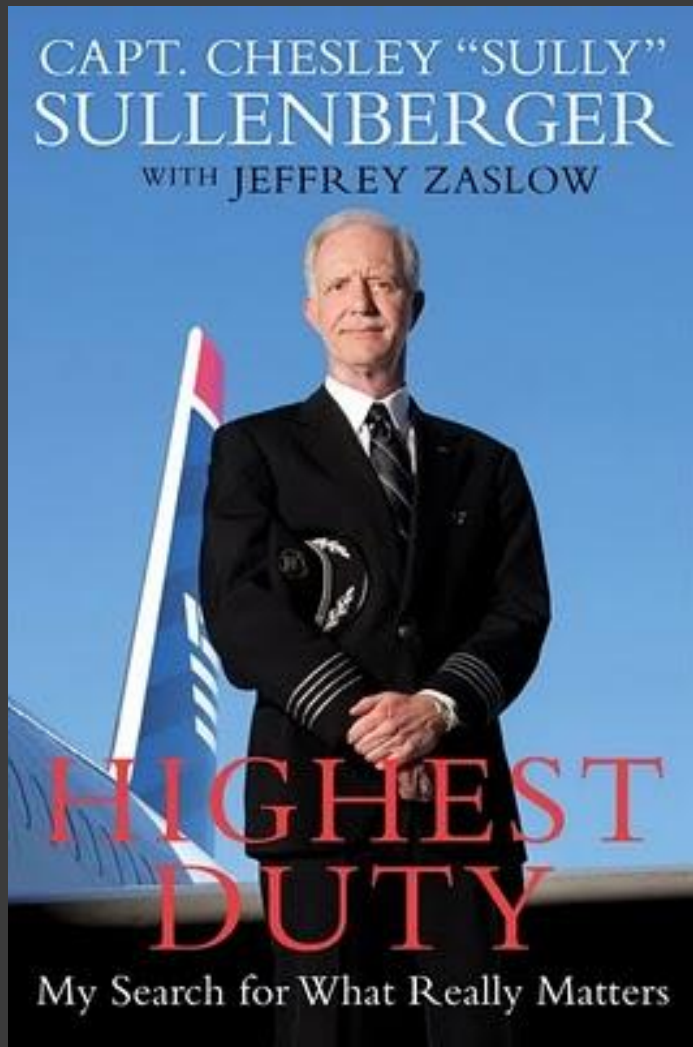
This web site allows subcontractors to easily complete their daily progress report on-line. The site manager then reviews all subcontractor reports and completes the Summary Daily Site Report. Please note the New Web Address [www.dayfacts.com](http://www.dayfacts.com)

#### Skanska Visitor Log Step 1 - Select the state of Project Site you are visiting

***Just Giv'em a Checklist:  
A Case Study***

# Myths about Checklists

- Checklists make things easier.
- Significant thought is given to the development and purpose of checklists?
- All we need to do is have a checklist, that will solve the problem.
- The Safety Guy created it, it's perfect.
- “We just have to develop this once and then we are done.”\*
- There is a checklist for everything.



Someone asked me, “if we have a checklist for Canadian Geese?” I think they meant to ask, “Do we have a checklist for a dual engine failure?” Having said that, do you think I’d be reading through a checklist at 3000 feet descending 1500 feet/min?.

# NORTH CAROLINA DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES FACILITY SAFETY AUDIT AND SECURITY CHECKLIST

Date:  Time:  No. of employees at site audited:

Div:  Section:  Unit:  County:

Facility or site audited:

This form is used to record observations of facility/workstation area conditions on the above date. Corrective measures and abatement dates are on the back or on an additional page.

S=Satisfactory, U=Unsatisfactory, N/A=Not Applicable. All items should be checked to indicate review

		S	U	N/A		S	U	N/A
<b>1. First Aid</b>								
a. Certified first aid assistance available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
b. Emergency numbers posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
c. If Kit is available, it is stocked and replenished	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>2. Fire Protection</b>								
a. Emergency plan explained/available/training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
b. Extinguisher- charged/conspicuous location/location marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
c. Access to fire equipment is not blocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
d. Lights/doors/signs-marked, visible, operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
e. Where required, fire extinguisher training use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
f. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>3. Building Security</b>								
a. Doors/windows, etc. secured when required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
b. Department shutdown security in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
c. Equipment secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
d. Unauthorized entry policy adhered to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
e. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>4. Machinery &amp; Equipment</b>								
a. Operating machines are attended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
b. Emergency stops operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
c. Platforms/ladders/catwalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
d. Instructions to operate/stop posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
e. Maintenance performed and documented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
f. Guards in place & proper tolerances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
g. Area free of pinch points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
h. Lock-out policy posted/adhered used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
i. Welding Storage-tanks apart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>5. Material Storage</b>								
a. Hazardous & flammable material identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
b. Hazardous & flammable materials properly stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
c. Hazardous wastes-properly labeled and stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
d. Stacking/loading proper heights and secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
e. Lighting, warning signs, ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>6. Safety Policy &amp; Procedures</b>								
a. Specific details of work assignment given	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
b. Employees orientated or trained for job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
c. Employees informed and aware of DENR Safety Policies/Procedures & Div. practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
d. Demonstrate job skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
e. Use of safety equipment-explained, adhered to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
f. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>7. Hazards</b>								
a. Extension cords-proper use and grounding pins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
b. MSDS information & procedures known	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
c. Exit doors clear/unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
d. All areas/exitways free of tripping hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>8. Illumination &amp; Wiring</b>								
a. Necessary lighting and used properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
b. Adequate light during shutdown/power outage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
c. Wire Condition-not exposed/frayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
d. Circuits Loading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
e. Machinery grounded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
f. Proper wiring in hazardous location (i.e., wet conditions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
g. Wall/electric outlets-covered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
h. Adequate lighting for tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
i. Glare/eye strain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
j. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>9. General Areas</b>								
a. Floor condition-(no trip/fall hazard, level)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
b. Special purpose flooring (loose tile/rubber mats)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
c. Aisle, clearance/markings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
d. Floor openings, safeguarded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
e. Railings, stairs, temp./perm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
f. Piping (water-steam-air)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
g. Wall damage/ceiling damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
h. Ventilation is adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
i. Wet floor policy posted/adhered to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
j. Other (i.e., Water leaks, high humidity, list others on back)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>10. Housekeeping</b>								
a. Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
b. Machines-properly stored, safety items in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
c. Waste/Trash disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
d. Vending machines/food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
e. Rodent, insect, vermin control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
f. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>11. Vehicles</b>								
a. Cleanliness of vehicle interior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
b. No unauthorized use by others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
c. Only operating a vehicle licensed to operate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
d. Vehicle operation-backing, parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
e. Obeying traffic rules (Parking lot)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
f. Defensive driving/ Fleet Safety Course taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
g. Seat/safety belt use (Observe in lot)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
h. Vehicle maintenance (FM's done, pre-op checks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>12. Tools</b>								
a. Power tool wiring-not frayed or loose, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
b. Condition of hand tools-clean, rust free, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
c. Safe storage in-rack/cabinet/case	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
d. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>13. Regulatory Administrative Issues</b>								
a. OSHA poster displayed where employees can see it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
b. Div/Office/Program OSH 300 log available for site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

This was the checklist we were using.

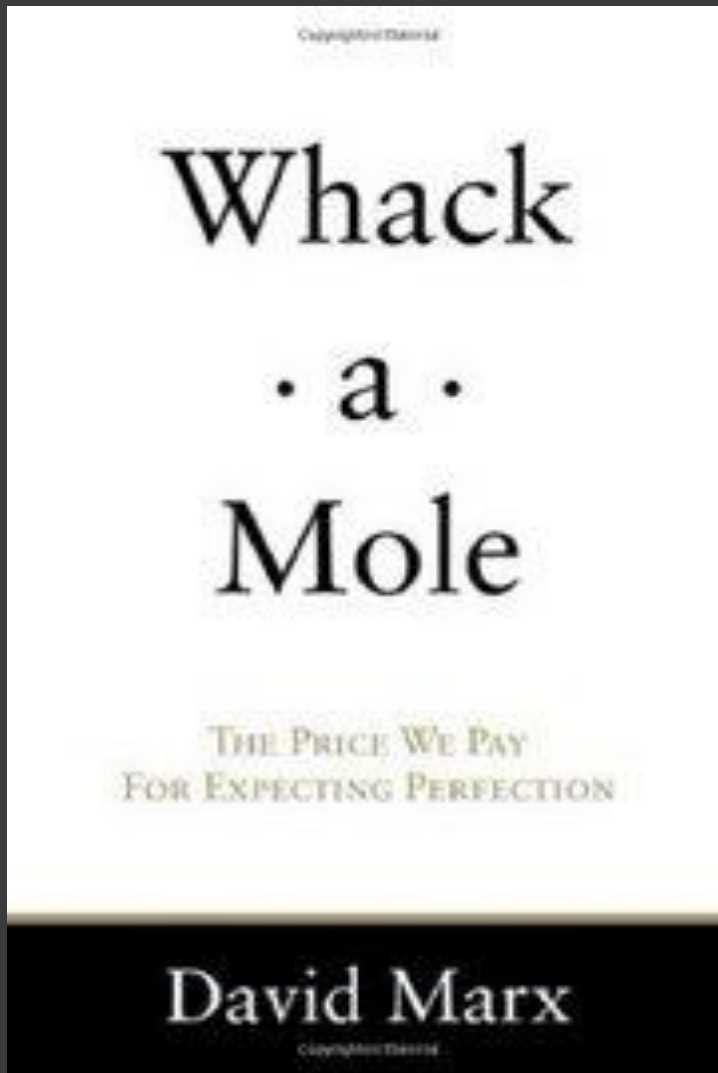
It was the safety problem.

What were they??



# Primary Problems

- ⦿ Checklist was not flexible
- ⦿ Difficult to understand and read.
- ⦿ To much focus on Yes or No.
- ⦿ Checklist was intended to make workplace safer, it really just irritated staff.



- ⦿ “society focus on the outcome when we judge it to be significant while minimizing the behavior that lead to the outcome.”
- ⦿ Consider “the system you put in place to minimize the chances” of an adverse event.
- ⦿ Push yourself to be more accountable.

# The Solution

- ① Training
- ② Allow space for positive comments and questions.
- ③ Team created a new checklist that focuses on observation, not Yes or No.

LOCATION:  
INSPECTOR (S):

**Division of Waste Management-  
Office Safety Inspection Check List**

Notes/Recommendations

**A. Fire Prevention / Emergency Preparedness**

1. Fire extinguisher(s) properly maintained, located and installed; inspected; 18" clearance.
2. Evacuation routes are up-to-date and clearly posted.
3. Exits are marked and exit lights working.
4. Excess paper and trash removed and/or recycled.
5. Sprinkler heads, if in place, are not obstructed/objects 18" or more below sprinklers.
6. Last evacuation drill date \_\_\_\_\_.
7. 18" clearance in front of all alarm stations.

**B. Exit- Aisles- Floors- Stairways- Halls- Ramps**

1. Aisles and stairwells clear of obstacles and combustibles.
2. Tripping hazards removed from cubicles/good housekeeping.
3. Min. 24" cubicle opening and unobstructed interior space.
4. Floor covering/stair treads are attached.
5. Exit doors clear, not blocked and unlocked from inside.
6. Fire doors not held open.
7. Stairs- Condition of Handrails, Ramps non slip, illumination
8. Exit lights operating

**C. Electrical**

1. Extension cords/power strips – 3-pronged max. 25 ft. /circuit breaker shut off type. Use of extension cord is limited to 90 days.
2. Extension cords/power strips not coupled (piggy-backed.)
3. Condition of power cords is good (no tape).
4. Condition of wall outlets.
6. No household grade appliances.
7. No wires or cords under carpets or other objects.
8. Personal lamps, radios, etc. good condition, not modified. (path to ground for refrigerators checked and recorded)
9. 36" free space in front of electrical panel/circuit breaker boxes.
10. Extension cords not used on coffee makers, microwaves, refrigerators, heaters and vending machines.
11. Electrical Panel labeled, closed, no taped circuits or openings

**D. Book Cases – Shelves – Cabinets**

1. Shelves not overloaded. Load ratings for large/industrial shelves posted.
2. Heavy storage shelves / tall bookcases stable, secure to wall
3. Exposed sharp corners removed/ protected.
4. Objects placed on shelves secured.
5. Safe access to top shelves/safe step stools.

**E. Cubicles/Office Equipment**

1. Employee work stations ergonomically correct (see SC).
2. File drawers not left open. Loaded bottom up
3. Chair base - 5 point design.
4. Chair construction appropriate for person.
5. Chair - conference room chairs sturdy with stable base.
6. Fans guarded and secure from falling.
7. Paper cutters have guard/safety rod and functioning blade latch.
8. Paper shredders guarded as per manufacturers guidelines.

Mooresville Regional Office  
610 East Center Avenue, Suite 301  
Mooresville, North Carolina 28115

Dear Ms. Edmonds,

The North Carolina Division of Waste Management is fully committed to providing a workplace free of recognized hazards. As a part of this commitment, the Division's Quality Management Steering Team established a Safety Committee. The Committee's Safety Audit Sub Committee conducts inspections at all regional offices, with the intention to identify hazards and take necessary steps for abatement.

On May 4, 2011 the Safety Audit Sub Committee conducted an inspection at the Asheville Regional Office. The Committee noted the following:

***Areas of Excellence:***

- Staff is engaged in health and safety matters.
- Exit routes are clearly marked and free of obstructions.
- Fire extinguishers, emergency lights, and first aid kits have been inspected as needed.

***Areas of Concern:***

- *Emergency Light in break room was not working when tested. Recommendation:* have building maintenance make repairs.
- *Electrical junction box in stairwell by room 3108 is missing a knockout. Recommendation:* have building maintenance make repairs.
- *Loose railing in stairwell by hearing room. Recommendation:* have building maintenance make repairs. (Note: a work order has been issued for this repair).

***Other Notes and Observations:***

- GFCI outlets in break room were checked.
- Vehicles PM-8481 and PL-2369 were inspected. No items needing corrected were observed.
- Electrical outlet behind candy vending machine should be protected to prevent damage.
- Electrical path to ground for appliances (where found) was checked.

1646 Mail Service Center, Raleigh, North Carolina 27699-1646  
Phone: 919-508-8400 \ FAX: 919-715-4061 \ Internet: [www.wastenotnc.org](http://www.wastenotnc.org)

An Equal Opportunity \ Affirmative Action Employer

One  
North Carolina  
*Naturally*

# Things Learned

- ⦿ If your safety system is not performing, check the checklist.
- ⦿ Make the checklist easy and intuitive, rather than comprehensive.
- ⦿ Relay on ethics/behavior more than policy!.
- ⦿ Include things that are done well.
- ⦿ It's best to start with a checklist that has already been created by...”\*

***What to do with the  
Information?***

**SO, NOW THAT YOU'VE**

**COMPLETED  
YOUR INSPECTION**

**and have**

**DOCUMENTED  
YOUR FINDINGS**

**???**

# WHAT NEXT...Typically?

- ⦿ Correct unsafe conditions
- ⦿ Correct unsafe acts
- ⦿ Implement controls
  - Engineering Controls
  - Administrative Controls
  - Personal Protective Equipment

# Inspection Documents

- ① **Written inspection report**
- ① **Should include:**
  - Person(s) & Date
  - Hazards Identified
  - Corrective Action
  - Building/Area Inspected

# Hazard Control Logs or Other Acceptable Method

## ⦿ Location:

- Posted in the workplace, accessible to ALL employees

## ⦿ Purpose:

- For employees to “report” unsafe conditions

# Hazard Control Log Responsibilities

- ⦿ **Supervisor or Loss Prevention Rep:**
  - Checks HCL
  - Takes temporary control
  - Reports to next level, if uncontrolled



# Corrective Action

- ⦿ **Appropriate for risk**
- ⦿ **Effective intervention**
- ⦿ **Expeditious (on-the-spot, if life threatening)**



# Recordkeeping

- ⦿ **Inspection Checklists**
- ⦿ **Hazard Control Logs**
- ⦿ **State Fire Marshal Reports**
  - *Retain files for 3 years minimum*

# Remember

- If you do only one thing to improve your safety inspection processes,

Follow your policy

Follow through with corrective action(s)

Follow up with affected employees

Follow up on disciplinary measures (if warranted)

# Questions