

Facility Inspections

The purpose of the bulletins is to increase your awareness and depth of knowledge in a basic loss prevention tool that has a track record of proven results. An additional benefit is that implementation insulates our members from potential OSHA issues. The number of bulletins is not an indicator of the complexity or resources needed for an effective committee; the process is actually pretty simple, and resource efficient.

Conducting safety and health inspections of the entity's worksites is a duty of the Safety Advisory Committee. The Committee's Inspection Coordinator should:

- Create a schedule of worksites to be inspected prioritized on a risk assessment of potential exposures
- Coordinate the inspection team which should include, at a minimum, a Committee member, a person with knowledge and total access to all locations at the worksite, a person who can coordinate needed repairs, and YCPARMIA's Loss Prevention Analyst.
 - Rotating team members by site is suggested as a means to educate Committee members, increase visibility, and take advantage of the knowledge of involved employees.
 - YCPARMIA will be conducting its own inspections; to minimize inconvenience, it is beneficial to combine them into one inspection.
- The Inspection Coordinator reports results to the Committee with a formal report as a regular item on the Committee's agenda.
- The Committee includes the inspection in their minutes as part of their report to management.
 - As needed the Committee can recommend follow-up or re-inspection.
 - The Committee should also provide recognition for good worksites.

It is important to remember that the inspection is an activity, not the desired result. The result is hopefully three-fold:

1. A timely response to cure identified concerns and thus creating a safer environment for the entity's workers and visitors;
2. Sending a positive message, in a visible manner, to employees that their employer is serious about safety; and,
3. Maybe most importantly, increasing the visibility to the Safety Advisory Committee as a resource to address worker concerns.
 - During the inspections special attention should be given to informal interactions with the affected employees to obtain their insights, concerns, and suggestions for making their worksite safer.
 - Cal/OSHA requires that your safety program have a system for communicating with employees - the inspection process is part of that system.
 - YCPARMIA recommends and can provide "Safety Committee Inspection Team" vests to be used during the inspections.