



# Toolbox TALK

## WHY CONDUCT SAFETY INSPECTIONS?

Safety is often driven by compliance – either to a regulation or a company policy. But conducting safety inspections can serve a greater purpose than simple compliance. Inspections can prevent injuries through hazard identification and corrective action.

### Safety Inspection Tips

- Use a checklist for each work area. The size and diversity of a business dictates how many checklists and details are needed.
- Use a team approach for effective safety inspections. Rotating people on the inspection team keeps ideas fresh and enhances perspectives. Inspect areas thoroughly and frequently – hazards can develop quickly.
- Every inspection must examine who, what, where, when, and how. Pay attention to items likely to develop into unsafe or unhealthy conditions due to stress, wear, impact, vibration, heat, corrosion, chemical reaction, or misuse.
- Don't forget to include areas where no regular work occurs, such as parking lots, rest areas, office storage areas, and locker rooms.
- Look at all workplace elements: people/environment/equipment/process.
  - People: employees' actions, inactions, and feedback.
  - Environment: noise, vibration, lighting, temperature, and ventilation.
  - Equipment: materials, tools, and apparatuses for producing a product or a service.
  - Process: how the worker interacts with the other elements in a series of tasks or operations.

Once hazards are identified, make sure to put a system in place for correction!



Date:

**ATTENDANCE RECORD**

**SUPERVISOR:**

**CREW MEMBERS PRESENT:**

**COMMENTS/FEEDBACK:**