

TOOLBOX TALK #7

CONDUCTING SELF-INSPECTIONS

Inspections are an important part of any workplace safety and health management system. Inspection is the practice of “identifying unsafe conditions through observations and testing of the work environment,” inspections can cover housekeeping, signals and warnings, fall hazards, electrical hazards, machine guarding and chemical hazards, to name a few.



One method is a daily informal inspection. For example, an employee start their workday by inspection their work area for slip, trip or fall hazards. A foreman o supervisor may then follow up with the employee regarding what was found.

A formal inspection is another method. This type of inspection could be conducted weekly, monthly or quarterly. What makes it “formal”? It should be performed by experts knowledgeable in the subject matter and have the ability to recognize unsafe conditions. Inspecting complex equipment (like cranes) should always be conducted as a formal inspection.

Once an inspection is completed, an authorized individual should ensure corrections are made in a timely manner. If a long-term solution is needed, it may be recommended to put interim controls in place. If an issue is severe, workers should be removed depending on the level of severity.

To help increase accountability and worker trust in your safety and health management program, share findings from inspections via toolbox talks or other safety meetings, or by sending emails or texts.