



ADMINISTRATIVE PRACTICES MANUAL

SAFETY MANUAL – INSPECTIONS & AUDITS:

1.0 Scope and Application

Various inspections, audits and program reviews are required by the policies set forth in the safety manual. Consult the individual policies for further details regarding a specific requirements. Sample forms are available in appendix.

2.0 Responsibilities

Risk Management: Support and management of this policy. Reviews audit results.

Department Heads: Ensures that the requirements of this policy are completed as required. Performance and documentation of audits and reviews.

Supervisors: Performance of inspections.

Employees: Performance of daily inspections. Notify Supervisor of deficiencies.

All employees are responsible for complying with the requirements contained in this policy. Failure to abide by these requirements may subject the employee to disciplinary action, up to and including discharge.

3.0 Departmental Polices and Requirements

This policy represents the minimum safety related inspection, audit and review requirements associated with the County's safety program.

4.0 Definitions

Inspection: Routine physical inspection of equipment and work area for proper operation and general safety.

Audit: Spot check that determines if procedures are being properly followed.

Review: Detailed analysis to determine if policy is effective and current.

5.0 Training

Department Heads and Supervisors will receive training in this policy at their time of assignment and whenever this policy is revised.

6.0 Documentation Requirements

Check individual programs for inspection frequency and required documentation.

7.0 Inspection, Audit and Review Findings

Equipment failing to pass an inspection shall be "tagged" by the Supervisor and shall not be allowed to continue service until it has been repaired or replaced.

End Policy