

report should be made no later than one day after the inspection

- 3 **THE PERIODIC REPORT**—lists all items of previous routine reports for a given period. This report is actually a summary of safety activity and accomplishments.

The following descriptive details should identify and distinguish each report: name of department or area inspected (boundaries or location if needed), date and time of the inspection, name and title of the inspector (also names of any others who participated in the inspection), date of the report, and the names of those to whom the report was made. This information provides an excellent record and reference.

Particularly, locations must be accurately named or numbered. Machines and operations must be identified by their correct names. An unsafe condition or action must be described in detail. For example, if the checklist shows an "X" (for unsatisfactory) opposite "Hand Tools," the report might read like this: "Some of the chisels being used by chippers had mushroomed heads with sharp sections that could easily fly off. This is an eye hazard. We found some hammers in this department with cracked and splintered handles. These hammers were not in use when we were there, but would be dangerous to use."

"Bad housekeeping" is often listed in a report, but it means nothing unless details are given. Instead of merely reporting "bad housekeeping," the inspector should give full details—empty pallets left in the aisles, scrap from machines in piles on the floor around the machines, a ladder lying across empty stock boxes, slippery spots on the floor from oil leaks, for example.

Generally, the inspection reports are directed to the head of the department or area where the inspection was made. Copies of the reports are also directed to the executive management and/or to the plant manager to whom the department head reports.

Handling recommendations

Recommendations should be listed in the order in which they were discovered, or grouped by the department according to the individual responsible for their compliance.

After the recommendations have been approved by the proper officials, copies of the recommendations should be sent to each foreman or superintendent affected. Where possible, a definite time limit for compliance should be set for each recommendation, or they should be grouped according to their importance and marked "urgent," "important," or "desirable."

It may be required to have inspection reports reviewed by the local plant safety committee to get their reaction, particularly as it applies to educational features and those which directly affect the employees. All engineering problems, of course, should be referred to the engineering department. Make sure that conditions needing correction are listed in order of their importance. This is one of the surest ways of getting things done promptly.

Recommendations approved by the management should become a part of the plant improvement or maintenance program, be assigned job numbers, and pass through the regular channels. Supervisors should report progress in complying with the recommendations to management (or the general safety committee) at regular intervals. Also, the inspector should make periodic checks of all recommendations until they have been completed. In this manner, he may be able to make suggestions for the best method of eliminating the hazard and, at the same time, prepare a progress chart for his own information.

Checkup work may be simplified by entering individual safety recommendations on special forms of convenient size, which can be in a follow-up file. Such files can be arranged as a tickler file (Fig 4-9).

Condemning equipment

A practical system can be established for taking certain materials and equipment from service because of unsafe conditions. Special danger tags (Fig 4-10) can be employed effectively in preventing the use of equipment or materials that have become unsafe through wear, abuse, or defects. (A tag for use in condemning an unsafe ladder is shown in Chapter 17.) However, such systems should be employed only under the strictest supervision. Before working on equipment, be sure to lock out the main switch as well as tag it.