ployees spend all their time observing certain equipment and operations Maintenance men, electricians and others, whose job it is to keep equipment in good mechanical condition, are assigned to specific groups of machines They have no other duties than to roam about the department, continuously observing operations and making adjustments and minor repairs

These men are responsible also for the safe operation of assigned machines and help train employees in safe practices This method of inspection makes these men familiar with the exact condition of each part of the machines covered It enables them to point out weaknesses and defects long before they become serious or of a hazardous nature

Some companies have roving troubleshooters selected from employees at regular intervals This job is rotated so that in the course of time each employee has had an opportunity to inspect the entire operation or his particular department The job is rotated on the theory that each employee will make a definite contribution to the safety of the entire plant and to the safety education of fellow employees, as well as himself

In one case, the roving inspectors are given a free hand to investigate all operations and to report their findings to the foremen Sometimes the continuous inspection is limited to key men in the department who have had long experience and a background of accident prevention work

A continuous system of inspection of personal protective equipment is especially desirable A constant check on goggles, respirators, safety shoes, gloves, and other protective clothing, as well as any other personal protective devices, will ensure safe maintenance of this equipment

Systematic inspection by supervisors. Supervisors should continuously make sure that tools, machines, and other department equipment are maintained properly and are safe to use To do this effectively, they use systematic inspection procedures, and may delegate authority to others in a department

Toolroom employees should inspect all hand tools to see that they are kept in safe condition Some companies require portable electric tools to be turned in to the electrical department for monthly checkups

Inspection programs should be set up for new equipment, material, and processes. Nothing should be put into regular operation until it has been checked for hazards, its operation studied, additional safeguards installed (if necessary), and safety instructions or procedures developed Serious injury has occurred because this routine was not followed This is also a good time to train employees in safe operation It takes less time and effort now than if done later

Crew leaders are often given the responsibility for inspecting equipment and for seeing that their men observe safe practices The supervisor should make certain that all inspections by persons other than himself are up to his standards

By systematic planning and organization, the supervisor can carry out his primary function—supervision He spot checks periodically to make sure assignments are being carried out, that safety precautions are being observed, and that equipment is running efficiently and safely

Special inspections

Special inspections are sometimes necessary because of the installation of new equipment or new processes, the construction of new buildings or remodeling of old ones, or because of new hazards Also, special inspections may be made during special campaigns, such as fire prevention week or waste elimination campaigns

Accident investigation requires special inspections by the investigation committee and the safety professional These should be made with the same thoroughness and determination to control accident causes, as are periodic inspections

Health surveys. Wherever there is a suspected health hazard, a special inspection should be made to determine the extent of the hazard and the precautions or mechanical safeguarding needed to provide and maintain safe conditions These inspections usually require air sampling for the presence of toxic fumes, gases and dusts, testing of materials for toxic properties, or the testing of ventilation and exhaust systems for proper operation

Also, physical examinations should be made