tection requirements that are applicable to the particular plant should also be known Usually codes, federal and state laws, and regulations set up minimum requirements only It is frequently necessary to exceed these requirements to comply with company policy and secure maximum safety

Before making periodic or special inspections, it is highly important to make a complete analysis of company and department accident statistics and accident causes, as outlined early in this chapter under "Inspection of Work Areas" This material should be made available to the inspector by the safety professional

Other aids for the inspector may include

- Inspection checklists
- Inspection report forms
- Job safety analysis cards (see the discussion in the next chapter)

Starting the inspection

Three basic steps of how to inspect are (*a*) contact the department head and solicit his help, (*b*) observe all conditions for compliance with established standards (use checklists), and (*c*) observe all operations for any unsafe acts or violations of safety rules

Step 1. Before an inspection is started in any department, the inspector should first contact the foreman or the person in charge Because the department head is responsible for the safety of his workers and whatever unsafe conditions that may exist, his participation and cooperation in making an inspection can expedite any needed corrections

It is good practice, therefore, for the supervisor to accompany the inspector while covering his department

Steps 2 and 3. Inspections should be systematic and thorough No location that may contain a hazard should be overlooked This can best be accomplished by following the manufacturing operations from the receiving of raw material until the finished product is shipped or stored Occasionally, it is advisable to vary the route followed In one plant, where inspections follow the flow of material, the route is reversed on reinspections

Taking notes

Notes should be made at the time unsafe conditions and practices are discovered, to form the basis of a complete report to be prepared later The inspector should not depend on his memory and write notes after he has left the particular department or returned to his office A checklist, such as those shown earlier in this chapter, helps here

It is important to secure all the information needed to describe the hazard found The exact location in the department, and other data necessary to make a complete report, such as suggestions for correcting the condition, should also be given

It should not be the aim of the inspector to pick up numerous trivial items merely to make his report look good But it is not the inspector's prerogative to pass up any condition that may result in an injury A long list should not ordinarily result in a plant that is regularly inspected If safety work has been neglected, however, a long list can be expected

If the inspector is accompanied by the supervisor, each recommendation should be discussed so that the supervisor will be fully informed concerning what recommendations will be included Otherwise, the inspector should contact the supervisor before leaving the department and go over his list of recommendations In this manner, an agreement can usually be reached as to the relative importance of recommendations

When the supervisor fully understands what is required, he may be able to make corrections in a short time Sometimes, the supervisor's promise to correct the hazard is not carried out, so it is advisable to include all items in the written report

Making the report

Every inspection must be followed by a clearly written report Inspection reports are usually of three types

1 THE EMERGENCY REPORT—made without delay whenever immediate corrective action is necessary

2 THE ROUTINE REPORT—covers those observations of unsatisfactory (nonemergency) conditions that should be corrected This