
	SOP-101 (Ver. 4) Periodic Workplace Inspection
Standard Operating Procedure (SOP)	Effective: 1/25/2022 Supersedes: 11/02/2020
Approved By: James D. Herberg General Manager 	

I. Purpose

The Orange County Sanitation District (OC San) is committed to providing a safe and healthy work environment. Employees of OC San may be required to perform periodic workplace inspections as part of their job duties. Workplace inspections reduce the risk of occupational injuries and illnesses by identifying unsafe and unhealthy conditions and providing the opportunity for such hazards to be abated before injuries or illnesses can occur. Workplace inspections also provide an opportunity to verify compliance with applicable regulations and established workplace safety standards.

II. Background

OC San has developed the Periodic Workplace Inspection Program in accordance with the state of California Occupational Safety and Health Administration (Cal OSHA) regulations, including the Injury and Illness Prevention Program (Title 8, California Code of Regulations (CCR), Section 3203). This is an addition to the required hazard assessment survey of OC San that occurred when the OC San Injury and illness Protection Program was first created.

The Program is designed to use inspection time most efficiently, to provide a consistent method of recording observations, and to reduce the possibility of important items being overlooked.

It is the expectation of OC San that all designated employees participate in periodic workplace inspections for office, laboratory, and other workplaces such as shops, wastewater treatment process structures, and electrical buildings. Inspections at a minimum are to be conducted quarterly, except where specified elsewhere in this Program.

III. Responsibilities

A. Risk Management

1. Develop and update the Periodic Workplace Inspection Program in accordance with applicable regulations and guidance documents.
2. Will evaluate workplace inspection programs on an annual basis.
3. Will provide Hazard Recognition training for employees.
4. Will provide and update workplace inspection checklists.
5. Will retain all completed workplace inspections.

Subject: **Periodic Workplace Inspection**

6. Will review written reports.

B. Management

1. Promote and maintain a safe work environment.
2. Attend or delegate participation with the quarterly workplace inspection.
3. Review and complete workplace inspection checklist.
4. Ensure corrective actions are completed for hazards identified in their areas, including on the spot corrections, work orders, and small project requests.
5. Corrective actions to be identified within three working days of discovery.
6. Contact Risk Management if support is needed when addressing workplace hazards.
7. Track and ensure identified deficiencies have been corrected in a timely manner. Management's review will include prioritizing actions and verify completion of previous corrective actions.

C. Employees

1. Complete hazard identification training.
2. Participate in workplace inspections.
3. Ensure corrective actions are completed for hazards identified in their areas, including on the spot corrections, completing work orders, and small project requests.
4. Initiate corrective action within three working days, if assigned.
5. Contact Risk Management if help is needed with addressing a workplace hazard.
6. Submit completed inspection checklists to Risk Management.

IV. Inspection Process

- A. Inspection Team - Dependent upon scheduling and availability, the inspection team may include the following individuals/groups:
1. Representatives of the organizational unit occupying the location(s) under evaluation.
 2. Risk Management safety professionals.
 3. Safety Committee members.
- B. Inspection Schedule - Inspections are to occur at least quarterly in occupied buildings. Workplace and laboratory inspections may occur at greater frequency due to the increased hazards in these areas.

Subject: **Periodic Workplace Inspection**

- C. Inspection Checklists – Inspections can be completed using OC San’s Incident Management System, Cority. Checklists are available for download or can be completed electronically in the field.
- D. Reports – Inspection findings are to be recorded in Cority. Risk Management will be notified immediately upon submission of the inspection checklist.
- E. Imminent Danger - Whenever the inspection team determines that a condition or work practice exists, which could reasonably be expected to cause death or serious injury immediately, or before the imminence of such danger can be eliminated through a normal hazard abatement process, the inspection team will appropriately post the hazard, notify employees in the immediate work area, contact Risk Management, notify their supervisor as required, and initiate a hazard abatement process.
- F. Hazard Abatement - All unsafe or unhealthy conditions identified must be corrected within a reasonable time frame. The inspection report must suggest appropriate corrective action(s). Hazard abatement actions which are not under the responsibility of OC San or require resources outside of OC San will be forwarded to the appropriate organizational unit. Correction of all unsafe or unhealthy conditions identified must be tracked until the hazard(s) has been mitigated.
- G. Process Area Inspections
 - 1. Workplace inspections shall be conducted quarterly to ensure process areas at Plant 1 and Plant 2 are inspected four times a year.
 - 2. Inspection team will consist of one employee from Electrical, Instrumentation, Mechanical Maintenance, Facilities, and Operations.
 - 3. Each route will be inspected and documented with a workplace inspection checklist. Checklists must be filled out.
 - 4. Identified hazards will be marked with an orange tag, photographed, documented, and entered into Maximo or corrected on the spot.
 - 5. Completed checklists will be scanned and saved.
- H. Lab and Office Inspections
 - 1. Workplace inspections shall be conducted quarterly to ensure all offices and labs are inspected at least four times a year.
 - 2. Quarterly inspection is the responsibility of the supervisors but can be delegated to another employee to complete.
 - 3. Lab and office inspection shall be completed for each area.
 - 4. Identified hazards will be entered into Maximo to be fixed or hazard can be corrected on the spot.
 - 5. Completed checklist will be scanned and saved.

Subject: Periodic Workplace Inspection

V. Recordkeeping

All records created or generated during this procedure shall be legible and stored in a way that they are readily retrievable in facilities or electronic document/content management systems that provide a suitable environment to prevent damage, deterioration, or loss. Records may be in the form of any type of media, such as hard copy or electronic media. The OC San Records Retention Schedule is the official procedure governing the retention, retirement, and destruction of District records. Document owners should use these schedules to determine the item and series that best fit their records. Document owners are responsible for ensuring that documents are properly marked, indexed, and filed for their projects or area of responsibility.

VI. References

Title 8 California Code of Regulation, Section 3203 Injury and illness Prevention Program

VII. Revision History

Version	Date	By	Reason
1	03/01/2003	Walker, Sue	New
2	11/09/2009	Walker, Sue	Periodic Update
3	09/08/2020	Stone, Jereme; Frattali, John	Periodic Update – Refer to Program Change Log
4.0	12/07/2021	Lam, Brian	Annual Policy Review – Refer to Program Change Log