



## DEPARTMENT OF CONSERVATION AND ENERGY (C&E) PROCEDURES FOR INSPECTION

Regular inspections of buildings reinforce to employees the importance of, and management’s commitment to, safety. Furthermore, it encourages employees to inspect their own work areas and to identify/report unsafe conditions.

As a Class B agency, C&E is required to complete inspections on a quarterly basis. Assigned responsibilities for such inspections are as follows:

Safety Role	Responsibility
Safety Officers Floor Wardens	<ul style="list-style-type: none"> <li>a. Conduct a thorough inspection for assigned building/floor/unit once each quarter, inclusive of: Fire Safety and Emergency Equipment; Building and Office Safety; and Electrical Safety and Storage Methods.</li> <li>b. Take temporary control of any area in which an immediate safety hazard is identified (i.e., cordon off with tape, lock door/restrict access, etc.) until such time corrective action can be taken.</li> <li>c. Take immediate action to remedy any safety issues that can be readily addressed (i.e., clean-up spilled liquid, restock first aid kit, etc.).</li> <li>d. Complete the Quarterly Building Inspection Form to record observations during inspection.</li> <li>e. Upon completion, submit the inspection form to the Safety Coordinator and Assistant Coordinator.</li> </ul>
All Employees	<ul style="list-style-type: none"> <li>a. Be observant as to any potential safety issues.</li> <li>b. Immediately report any safety concerns, via email, to the Safety Coordinator and Assistant Coordinator. (This email notification is in lieu of a Hazard Control Log reporting system).</li> </ul>
Safety Coordinator Assistant Coordinator	<ul style="list-style-type: none"> <li>a. Collect completed Quarterly Building Inspection Forms.</li> <li>b. Review and follow-up with appropriate personnel to immediately remedy any deficiencies identified on quarterly inspection forms and/or as reported by employees.</li> <li>c. If unable to resolve a safety issue within 30 days of being reported, notify the C&amp;E Undersecretary, Secretary and the Office of Risk Management.</li> <li>d. Maintain all documentation related to inspections and reported safety concerns, including resolution thereof, for review at the next audit or compliance review.</li> </ul>