

KANSAS MUNICIPAL UTILITIES

The image features a wooden background with safety equipment: a hard hat on the left, safety glasses in the center, and work gloves on the right. The text "Safety Inspections" is overlaid in white, italicized font. The top and bottom edges of the image have white diagonal stripes.

***Safety Inspections***



# Session Objectives

## Why Inspect?

- Learn why safety inspections take place, what are the goals from these inspections.
- Learn the process of the inspection, what happens prior to and even after the inspection takes place.
- Learn the do's and don't s during the inspection process.



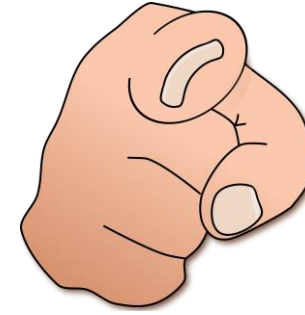


## Oh no! The Inspector is Coming!!

It is not uncommon for people to be nervous. Don't be, if you are prepared then it's a good thing and good practice to have the inspector provide their service.

Reality is, they may find something and that is okay. It is the question as to "Why did they find it?" and "What can we do about it?" that we need to answer.

# Goals of Safety Inspections



Are the Inspectors assigning fault?

NO!

Inspectors at any level should view themselves as providing a service, to educate and assist the department or organization to improve.

Most would agree basic goals would be to

- Ensure compliance – Sure we need to be in compliance
- Find hazards – if any, we should be eliminating these
- Assess risk - Is there any ongoing issue not being resolved
- Prevent accidents and injury-Give us another opportunity to reduce potential issues

# The Inspection Process

1. Review regulations: Review applicable laws and regulations
2. Checklist: Develop an EHS inspection checklist
3. Self-inspection: Conduct a self-inspection
4. Identify non-compliance: Identify areas of non-compliance
5. Corrective actions: Develop corrective action plans
6. Report: Generate the EHS inspection report



# Regulations

- What regulations apply?
- Review for changes
- What other organizations with oversight may have rules to follow:  
I.e. Insurance carriers, local-state-federal government oversight.
- Voluntary programs



## Check list

- Should be specific to the department
- Is the checklist up to date
- Room to specifically identify the non-conformance
- Ability to follow up with corrective action



## Self-Inspection



- Develop an inspection plan for the organization
- Train department personnel to all take part in the self-inspection – everyone is involved in the success
- Include prior inspection findings
- Ensure to take corrections seriously – if not are we really concerned about safety?
- Reports should be provided to executive staff/safety committees – great way to get another pair of eyes on the process



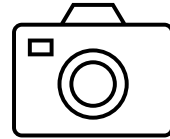
# Self Inspection

## Conducting the Inspection

- Be respectful of the area and the employees
- Be diligent, very observant. Don't be afraid to ask for records, inspection dates, inspection tags, etc.
- Trust –but verify.
- Do not ever place blame

## Identify Non-Compliance

- Take notes throughout the inspection process
- Take photos, log location to help the department take corrective actions later.



- Write the finding or non-conformance in a professional manner.

## Corrective Actions

- As the inspector you are not, at the time of the audit, to complete corrective actions. Keep these as separate as possible.
- DO, however, review past corrective actions of previous inspections. This will determine if corrective action taken has been effective.
- The department and/or organization should have in place a well-defined process to handle non-conformances to create corrective actions and documents these appropriately.





# Inspection Reporting

- Several reporting process; paper vs online.
- The report should indicate areas of conformance and areas of non-conformance, these should be specific and if possible, include photos.
- The report should also include an area for corrective action.

## Self Inspection Do's and Don'ts

- Do plan ahead – Its not a secret
- Do plan to sub out to another department – it's a great way to help each other
- Do use a checklist
- Do a final report
- Do follow up on corrective actions
- Do Not set up a surprise inspection
- Do Not assign it to only one person
- Do Not “Wing It”
- Do not wait to do a final report
- DO NOT place blame!
- Do Not make suggestions for remedy if you are not responsible

## Summary

- Safety inspections, especially those self imposed and completed aid in keeping us all safe at work and at home
- Be diligent to complete safety inspections of your department, not to check the box but to continually improve
- Include everyone to become inspectors, they then will become everyone's safety advocate.





# Thank You



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