

Inspections

If I were to ask you to name one way you could effectively analyze your operations for safety hazards, I would bet the house that inspections would be the first thing that comes to mind. In fact just about every business that I approach will think of inspections and audits as the best way to analyze their operations. An inspection is quite simple to implement, and if done right, can be a very effective tool in reducing hazards and lowering injuries.


Why should inspections be done?

Inspections are a necessary function of any successful Loss Prevention program. Its main purpose is to identify hazards that exist so adjustments can be made to the process before an accident or injury occurs. Audits can also be used to verify that administrative policies and procedures are actually being carried out.

Effective Safety Inspection Tips

- **Safety First** - Observe for hazards first, then operations.
- **Educate** - Inspectors should know what they are looking for. The more they know about a process, the better their observations.
- **Keep an open mind** - Try not to pre-judge before gathering all of the facts.
- **Ask all the W's** - Keep on asking yourself the who, what, when, where, and why of an incident, and you will uncover causes.
- **Use a checklist** - Try to be systematic by using checklists. But don't be dependent on it.
- **Take notes** - Though it may be easier to rely on memory, it may not be the most accurate. Take notes during the process, for accurate recall.
- **Take Pictures** - As the saying goes, a picture is worth a thousand words.

Driver Pre-Post Trip Inspection Checklist



Vehicle (Make, Model, Year): _____ Odometer Reading: _____

Inspection Date: _____ Inspection Time: _____ AM PM

Check only items that need attention. Provide details under Comments section.

Tires		
<input type="checkbox"/>	OK	Needs Attention
<input type="checkbox"/>	<input type="checkbox"/>	Proper Inflation
<input type="checkbox"/>	<input type="checkbox"/>	Tread Height
<input type="checkbox"/>	<input type="checkbox"/>	Spare inflated
Leaks - Under Vehicle		
<input type="checkbox"/>	OK	Needs Attention
<input type="checkbox"/>	<input type="checkbox"/>	Oil
<input type="checkbox"/>	<input type="checkbox"/>	Fuel
<input type="checkbox"/>	<input type="checkbox"/>	Other
Gauges		
<input type="checkbox"/>	OK	Needs Attention
<input type="checkbox"/>	<input type="checkbox"/>	Fuel
<input type="checkbox"/>	<input type="checkbox"/>	Temperature
<input type="checkbox"/>	<input type="checkbox"/>	Warning Lights - Dash
Lighting system		
<input type="checkbox"/>	OK	Needs Attention
<input type="checkbox"/>	<input type="checkbox"/>	Headlights
<input type="checkbox"/>	<input type="checkbox"/>	Brake Lights
<input type="checkbox"/>	<input type="checkbox"/>	Turn Signals
<input type="checkbox"/>	<input type="checkbox"/>	Hazard Lights
<input type="checkbox"/>	<input type="checkbox"/>	Reflectors
Engine		
<input type="checkbox"/>	OK	Needs Attention
<input type="checkbox"/>	<input type="checkbox"/>	Oil Level
<input type="checkbox"/>	<input type="checkbox"/>	Battery Water Level
<input type="checkbox"/>	<input type="checkbox"/>	Wiper Fluid Level
<input type="checkbox"/>	<input type="checkbox"/>	Brake Fluid Level
<input type="checkbox"/>	<input type="checkbox"/>	Steering Fluid Level
<input type="checkbox"/>	<input type="checkbox"/>	Loose Hoses
<input type="checkbox"/>	<input type="checkbox"/>	Loose Wiring
<input type="checkbox"/>	<input type="checkbox"/>	Belts

Other Equipment		
<input type="checkbox"/>	OK	Needs Attention
<input type="checkbox"/>	<input type="checkbox"/>	Windshield Wipers
<input type="checkbox"/>	<input type="checkbox"/>	Pans
<input type="checkbox"/>	<input type="checkbox"/>	Brake System
<input type="checkbox"/>	<input type="checkbox"/>	Mirrors
<input type="checkbox"/>	<input type="checkbox"/>	Horn
<input type="checkbox"/>	<input type="checkbox"/>	Exhaust system
<input type="checkbox"/>	<input type="checkbox"/>	Seat Belts
Safety Equipment		
<input type="checkbox"/>	OK	Needs Attention
<input type="checkbox"/>	<input type="checkbox"/>	Fire Extinguisher
<input type="checkbox"/>	<input type="checkbox"/>	Reflective Triangles
<input type="checkbox"/>	<input type="checkbox"/>	Spare Bulbs/Fuse
<input type="checkbox"/>	<input type="checkbox"/>	Emergency Contact info
<input type="checkbox"/>	<input type="checkbox"/>	Cell Phone/2-way Radio
Comments		
Mechanic's Approval		
<input type="checkbox"/>	Condition of vehicle is acceptable	
<input type="checkbox"/>	Defects checked above have been repaired	
<input type="checkbox"/>	Items checked not repaired but vehicle is safe for Operation	

Mechanic's Signature: _____ Date: _____

Driver's Signature: _____ Date: _____

Who should conduct the inspections/audit?

The answer really depends on the type of inspections being done. If you are inspecting the operations for general hazards, then just about anyone who is familiar with the operations could do it. This would include Department Managers, supervisors, safety committee members, and even line employees. If the inspection looks into specialized processes or pieces of equipment, then someone who has specific knowledge or a certification is recommended.

What should be inspected/ audited?

There is no process, procedure, equipment or area of operation that is exempt from being inspected. You must decide what is affecting your bottom line and go from there. Is it a malfunctioning piece of equipment? Is it a breakdown in communications? Have there been a rash of injuries or accidents occurring. Or do you just need to ensure that procedures are being carried out. The possibilities are endless, but make sure there is a purpose to your inspection. Just to do one because it is required may not be the best reason. Rather, an inspection should be

Analyze • Inform • Motivate

done to ultimately make the operations better.

How often should an inspection be done?

Depending on what is being inspected, it can be done daily, weekly, monthly, or annually. There is no regulatory requirement on how many times an inspection should be done. But it should be somewhat dependent on how hazardous the operations or conditions may be. As the severity of the hazard increases, the inspections should also be done more frequently to ensure that policies are being adhered to and controls are being practiced.

How long should an inspection be?

It can be a couple of pages long, or it can be as short as a one sheet of your note pad. What ever you may use as your inspection sheet, just make sure it can be filed for documentation. Though it would be just as effective to write notes on your hand, it would be tough to refer back to the source, or file it to show a regulatory agency that inspections are being done.

We at DTRIC Risk Consulting Services department will be glad to assist you in building an effective inspection/ audit program. Feel free to call us to request for inspection forms or to set up an appointment to assess your operations



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About DTRIC Insurance Risk Consulting Services

The Risk Consulting Services team at DTRIC Insurance is designed to help you reduce accidents and injuries in the workplace. Our approach involves our proven **A.I.M.** process that is easy to understand and simple to implement.



ANALYZE

We start by helping you understand and assess your current situation with services including:

- Safety audits
- Property and liability hazard surveys
- Accident investigation training
- Graphical analysis
- Job hazard analysis

INFORM

Keeping your team members informed is essential to success. We'll help you:

- Develop a safety committee
- Provide educational resources
- Work with your management team to develop their skills and knowledge of regulations
- Address loss trends with training on key issues
- Open communications within your organization

MOTIVATE

The more safety is promoted in your workplace, the more motivated your team members will be to make safety a top priority. Whether you motivate with promotions, incentives or recognition, we'll help you develop a results-driven method to encourage safety at all times.

DTRIC's Risk Consulting Services team will work closely with you to create a program to effectively improve your bottom line.