

Chapter 8

SAFETY HAZARD SURVEYS

8.1 PURPOSE

The purpose of safety hazard surveys is to identify and minimize hazards, risks, and unsafe work practices.

8.2 SAFETY HAZARD SURVEYS RESPONSIBILITIES

The Unit Manager/Cost Center Manager shall ensure that safety hazard surveys of work activities and facilities are conducted on a regular basis. Safety hazard surveys shall be made an integral part of the function of the supervisor or the designated safety person.

8.2.1 Supervisors or designated person shall:

- (A) On a regular basis, conduct safety hazard surveys of all work operations and facilities for which they are responsible. This should include safety hazard surveys done on a routine periodic basis, i.e., weekly, monthly, quarterly or informal daily inspection.
- (B) Use a safety hazard survey checklist **as a guide** in conducting the safety hazard survey. For assistance in making a checklist, contact the District Safety Office and/or State Safety Office.
- (C) Document any deficiencies found during the safety hazard survey and identify the action(s) needed to be taken to correct any deficiencies. A follow-up safety hazard survey must be completed within 30 days to ensure that any necessary corrective action was taken.
- (D) Maintain safety hazard survey records for one year (12 months), in accordance with ***Retention Schedule GS1-S (193)***.

8.2.2 Safety and Health Specialist/Designated safety person shall:

- (A) Conduct periodic safety hazard surveys, i.e., monthly, quarterly, or semi-annually on work operations and facilities as appropriate.
- (B) Use a safety check list as a guide in conducting the hazard survey. An hazard surveys checklist can be obtained from the State Safety Office or District Safety Office upon request.

- (C) When deficiencies are identified: record action(s) to be taken to correct the deficiencies, A follow-up safety hazard survey must be completed within 30 days to ensure that any necessary corrective action was taken.
- (D) Maintain hazard survey records for twelve months.
- (E) Provide any necessary assistance to Safety Committee initiated inspections.

8.2.3 District Safety and Health Managers or designee shall:

- (A) Conduct periodic safety audits to ensure that safety hazard surveys are being conducted and that actions have been taken to correct deficiencies found during such safety hazard surveys.
- (B) Assist in the development of safety hazard survey check lists.
- (C) Monitor the progress of the safety hazard survey program.

8.3 DANGER TAGS

Danger tags are used to indicate that a specific piece of equipment, tool, or machine is no longer safe to use and is out of order. Any attempt to use it after it has been tagged is prohibited.

8.3.1 Authority to Issue Danger Tags

Each Unit Manager/Cost Center Manager shall designate employees in writing who are authorized to issue danger tags. Only those designated employees and the District Safety and Health Managers (or his/her designees) will have the authority to issue these tags. Authorization list shall be updated annually, and copy forwarded to the District Occupational Safety and Health Office.

8.3.2 Responsibility

Employee shall report unsafe tools, machinery, and/or equipment to his/her supervisor. If it is determined that the item is unsafe to use contact the designated employee authorized to place a Danger Tag on the unsafe item.

8.3.3 Removal of Tags

Only employees authorized to issue incident prevention tags can remove the tags. Tags will be removed only when the authorized employee has determined that the unsafe item or equipment has been repaired, replaced, taken out of service permanently or eliminated.

8.4 UNAUTHORIZED REMOVAL OF TAGS

Any employee removing a tag without the authorized employee's knowledge shall be subject to disciplinary action in accordance with the DMS ***Personnel Rule, 60L-36, F.A.C.***