

Safety Inspections - What to Know and What to Do

Links from Chat

<https://erd.dli.mt.gov/safety-health/safety-culture-act/>

<https://erd.dli.mt.gov/docs/work-comp-claims/claims-assistance/ERD-FROI.pdf>

<https://erd.dli.mt.gov/safety-health/occupational-safety-and-health>

Contact

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JAKE SANDAU
SAFETY COMPLIANCE MANAGER



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- Montana Safety Culture Act
- Injury Reporting/Recording
- Inspection Process
- Common Hazards

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- Adherence to the MSCA

- New Employee Safety Orientation
- Task/ Job Safety Training
- Annual Refresher Training Offered
- Safety Awareness- Newsletters, Bulletins, Meetings
- Annual documented workplace inspections at each employer facility

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Additional Requirements for 5 or more Employees:

- Safety responsibilities outlined in Safety Policy
- Procedures for accident reporting and investigation
- Safety Committee

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- **Before beginning regular job duties**
- **verbal & written instruction**
- **Topics should include**
 - Accident & hazard reporting
 - Emergency procedures
 - Worksite hazards
 - PPE
 - Fire safety
 - HAZCOM
- **Documentation**

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- Documentation includes:

- Date and location of training
- Description of training
- Who performed the training (Competent Person)
- Who received the training
- Signatures of Trainer and Trainee

Or ** Letter of Competency **

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COMPETENT PERSON DESIGNATION									
<p><small>As evaluation has determined that the person named below has knowledge of the systems, equipment, conditions and procedures, proper use, inspection, manufacturer's recommendations and restrictions, and maintenance for the activities designated below. Consequently, this person has been designated as a "Competent Person" per OSHA guidelines and delegated the responsibility and authority for coordinating activities and operations covered by the designation(s).</small></p>									
<p>Company: _____</p>									
<p>Name: _____</p>									
<p>Competent Person Designation(s)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Check (as appropriate):</p> <p>Demolition _____</p> <p>Lead Abatement _____</p> <p>Aerial Lift Trainer _____</p> <p>Lulab _____</p> <p>X Other _____</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Excavation, Trenching and Shoring _____</p> <p>Scaffolds _____</p> <p>Fall Protection _____</p> <p>Asbestos _____</p> <p>Steel Erection _____</p> </td> </tr> </table>		<p>Check (as appropriate):</p> <p>Demolition _____</p> <p>Lead Abatement _____</p> <p>Aerial Lift Trainer _____</p> <p>Lulab _____</p> <p>X Other _____</p>	<p>Excavation, Trenching and Shoring _____</p> <p>Scaffolds _____</p> <p>Fall Protection _____</p> <p>Asbestos _____</p> <p>Steel Erection _____</p>						
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<p>Credentials Reviewed and Verified for Designation</p> <p>Formal Training (describe, with year completed): _____</p> <p>Years of Experience (give number of years): _____</p> <p>Union Apprenticeship _____</p> <p>Informal Training (describe): _____</p> <p>On-The-Job Performance (OPE, OSE) _____</p>									
<p>Signatures:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-top: 1px solid black; height: 40px;"></td> <td style="width: 50%; border-top: 1px solid black; height: 40px;"></td> </tr> <tr> <td style="text-align: center; border-top: 1px solid black;">Competent Person</td> <td style="text-align: center; border-top: 1px solid black;">Date</td> </tr> <tr> <td style="border-top: 1px solid black; height: 40px;"></td> <td style="border-top: 1px solid black; height: 40px;"></td> </tr> <tr> <td style="text-align: center; border-top: 1px solid black;">Personnel/Competent Person/Supervisor/Inspector</td> <td style="text-align: center; border-top: 1px solid black;">Date</td> </tr> </table>				Competent Person	Date			Personnel/Competent Person/Supervisor/Inspector	Date
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- Inspections must:

- Be conducted at least annually
- Be conducted internally
- Identify & document hazards and unsafe work practices or conditions
- Identify corrective actions needed
- Document corrective action taken

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COMPLIANCE INSPECTIONS



- Opening Conference
- Walkthrough Inspection
- Closing Conference

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CONTACT INFORMATION

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