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"For Safety's Sake - Do Something"

SSOE GROUP IS A PROJECT DELIVERY FIRM FOR ARCHITECTURE, ENGINEERING, AND CONSTRUCTION MANAGEMENT.

Compliance Inspections, Investigations, and Audits

Compliance inspections, investigations, and audits are a necessary part of the safety process and therefore should be completed to the best of your ability. Compliance inspections cause a lot of grief, but should be viewed as learning opportunities and improvements. There should be nothing to fear if you are doing what is expected and required. Investigations are used to determine the facts of a situation and typically answer the questions who, what, when, where, why, and how. Audits should be viewed as a checks and balance between a process or procedure and the employees doing that activity. All three items can be stressful, intimidating, and somewhat time consuming but when the focus is on learning and improvement, the results should be positive.

Below are some suggestions and tips that may help, but know that every compliance inspection, investigation or audit should be handled per your company policy. It is suggested for each employee to know what is expected and required. Also, the information is to be used as an opportunity to give some insight into what may happen and understand that each situation is different.

Compliance Inspections

- Notify your safety representative immediately.
- Be polite and treat the person as you would want to be treated.
- Don't hide or cover up areas of concern. Embrace them and learn while making positive improvements.
- Establish clear expectations and guidelines / procedures.
- Document, document, document. If it is not written down, it doesn't exist.
- Train your team and ensure they understand the item or task.

Investigations

- Investigations should be started as soon as possible from the incident.
- Be sure to gather the details of name, address, time of incident, what happened, witnesses, contact information for all, and a brief description of what happened.
- Pictures tell the story. Use items as reference for size.
- Consider marking notes and files as "confidential - under investigation, possible Legal information" or something similar per your representative.
- Determine what happened but don't assign fault or negligence.

Audits

- Look for things that can cause injury and then eliminate them.
- Focus on engineering the problems away first, then control administratively by reducing exposure time or the exposure itself.
- Look for compliance items and where the company could be cited.
- Document everything.
- Keep track and note any corrected items.
- OSHA requires "Frequent and regular worksite inspections".