

Spotlight



FEATURE ARTICLE

Inspect. Identify. Correct.

Don't Wait for an Injury to Find the Hazard

A loose bleacher. An unstable goal. A damaged walkway. A deteriorating tree. A broken tool. An unsecured storage rack. If you see it before someone gets hurt, you have an opportunity to prevent the injury.

Safety inspections are not just a maintenance responsibility. Everyone has a role in identifying unsafe conditions and making sure they are reported and corrected. Employees who work in an area every day are often the first to notice when something is damaged, deteriorating, loose, missing or simply doesn't look right.

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Inspect. Identify. Correct.

Look at Your Workplace with Safety in Mind

Regularly inspect the places where students, employees and visitors work, walk, learn, play and gather.

- Classrooms, offices and common areas
- Playgrounds and play equipment
- Athletic fields, goals, gymnasiums, stadiums and bleachers
- Parking lots, sidewalks and pedestrian pathways
- Kitchens and food-service areas
- Maintenance, transportation and auxiliary shops
- Warehouses, shelving and storage areas
- Fencing, gates, trees and landscaping
- Stairs, ramps, handrails and elevated surfaces

Don't walk past a hazard because it belongs to another department. Report it.

Inspect the Equipment & Tools You Use

Buildings aren't the only things that need attention. Tools and equipment can become damaged, worn, unstable or unsafe through regular use, movement, weather exposure, improper storage or simply over time. *Before and during use, look for:*

- Loose, damaged or missing parts
- Cracks, corrosion or deterioration
- Unstable or unsecured equipment
- Damaged electrical cords or connections
- Missing guards or safety devices
- Improperly stored or unsecured equipment
- Signs that equipment has been modified or damaged
- Anything that doesn't look, feel or operate as it should

If equipment appears unsafe, don't use it and don't leave it for the next person. Take appropriate steps to remove it from service and report the condition.

SEE IT → REPORT IT → CONTROL IT → CORRECT IT → VERIFY IT

SEE IT. Stay alert for unsafe, damaged or deteriorating conditions.

REPORT IT. Make sure the concern gets to the person or department responsible for addressing it.

CONTROL IT. If the hazard presents an immediate risk, take appropriate steps to keep people away from it. Remove equipment from service, restrict access or barricade the area when necessary.

CORRECT IT. Assign responsibility and an appropriate timeline for repair, replacement or other corrective action.

VERIFY IT. Follow up. Make sure the hazard was actually corrected before closing the issue.

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Don't Let A Work Order Become the End of the Process

Reporting a hazard is important, but reporting alone doesn't eliminate the risk. Inspection programs should include a way to document:

- What was found?
- What immediate action was taken?
- Who was notified?
- Who is responsible?
- When is it due?
- Was the correction verified?

High-risk conditions should be prioritized and tracked through completion.

Everyone Has a Role

You don't have to be a safety professional to help prevent an injury. If you work there, supervise there, maintain it, operate it or use it—you can help identify hazards.

Take a few extra moments today to look around your work area. Inspect the equipment and tools you use. Report damaged or unsafe conditions. And when something is identified, make sure it gets addressed.



ASCIP Risk Management Reminder

Your ASCIP Risk Services Consultant can help evaluate your inspection practices, identify facilities and equipment that should receive routine inspections, develop inspection checklists, and strengthen processes for documenting and tracking corrective actions. **The best time to find a hazard is before someone gets hurt.**

Need Assistance? Contact your ASCIP Risk Services Consultant.

ALLIANCE OF
SCHOOLS FOR
COOPERATIVE
INSURANCE
PROGRAMS

SAFETY SPOTLIGHT



The most effective safety programs are the ones that become part of the school's culture — not just a response to incidents, but a daily commitment to every person on campus.

