

SCOTTS VALLEY FIRE PROTECTION DISTRICT		
STANDARD OPERATING PROCEDURES	ARTICLE: II	SOP: 2107
	SECTION: 2100 SAFETY	
	SUBJECT: SAFETY INSPECTION REPORT	

Purpose: To locate potential workplace hazards that could adversely affect the health and safety of personnel and to have a written record of areas that are inspected.

Scope: To have guidelines and systematic forms for doing inspections.

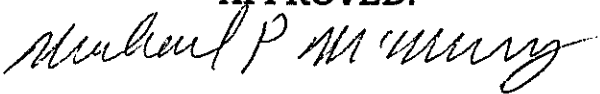
Procedure:

1. The first Sunday of each month, the on duty company officer shall do a safety inspection of their station and complete the Safety Inspection Report. If any workplace hazards are found, they shall be fixed. If the Company officer is unable to fix any hazard, he/she shall report this to the on duty Chief officer.
Note: All Safety Inspection Reports shall be kept for 5 years in the Facility Inspection Binder located in the Captains office.
2. The safety officer will schedule inspections of the workplace at least quarterly. He/She will also perform unscheduled surprise inspections unannounced. During these inspections, a *Safety Inspection Report, see attached form*, will be completed.
3. All personnel will be responsible for continuous ongoing inspection of the workplace. Potentially hazardous conditions will be corrected immediately. An *Unsafe Condition or Hazard* form (SOP 2108) will be completed on all unsafe conditions or areas.
4. Inspections will be viewed as a fact-finding, not fault-finding process.
5. A list of workplace hazards for each station will be listed. The inspection is to include, but not limited to, these areas.

Identification of Workplace Hazards

Station 1

- Welder - gas, electric

DATE: 10/26/2004	APPROVED: 	PAGE 1 OF 2 PLUS 1 FORM
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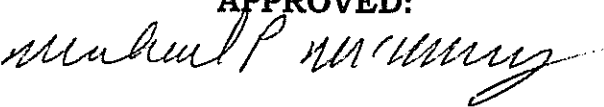
**SCOTTS VALLEY FIRE
PROTECTION DISTRICT**

STANDARD OPERATING PROCEDURES	ARTICLE: II	SOP: 2107
	SECTION: 2100	SAFETY
	SUBJECT: SAFETY INSPECTION REPORT	

- Hose tower
- Generator and switching area
- Main electrical panel - apparatus room, storage room
- Outside oil storage area
- Bench grinder
- All power tools
- Gas barbecue
- Physical workout equipment
- Fuel islands
- Vehicle exhaust fumes
- Moving apparatus
- Lighting natural gas appliances

Station 2

- Electrical panel
- Electrical switching area (for generator)
- Grinder
- All power tools
- Physical workout equipment

DATE: 10/26/2004	APPROVED: 	PAGE 2 OF 2 PLUS 1 FORM
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