

APPENDIX K

INSPECTIONS AND SURVEYS

1. The prevention of losses caused by accidents is a command responsibility. Commanders and supervisors at every echelon should maintain an aggressive program to minimize injuries and reduce property damage. The responsibility for correcting hazards and enforcing safety requirements and procedures rests with the supervisor in whose area they exist. The enforcement of safety requirements on every job is mandatory. It is a contractual requirement that job safety be included as a part of each construction contract. SOHO representatives will make periodic surveys of other offices to evaluate performance and provide safety engineering advice and assistance to the Government supervisor in charge.
2. Each staff element, making surveys and inspections of subordinate echelons or projects, should evaluate safety performance within their areas of interest, discuss observed deficiencies, and provide advice to the subordinate echelon or project engineer. A copy of their findings and recommendations should be provided to the Safety and Occupational Health Office.
3. Surveys made by the Division SOHO will be to:
 - a. Assure application of safety policy as set by OCE and the Division Commander.
 - b. Provide assistance and guidance to the District Commanders with respect to safety.
 - c. Inform the Division Commander of the state of the safety program in the Division and make appropriate recommendations.
4. The SOHO personnel will maintain an adequate review schedule to assure that OCE, Division, and District safety policy is being implemented by the responsible supervisor. All elements, including offices, should be reviewed at least annually by District SOHO personnel. For work spaces where there is an increased risk of injury, illness, or property damage, surveys should be made more often. Division survey of the districts will include district administration, and staff activity in safety program management. Written reports containing observations and recommendations will be made to the Division Commander. Advance notice of Division visits will usually be given.
5. Contractors are required to maintain a regular daily inspection system to assure that all safety requirements are being fulfilled. Inspection reports will be maintained at the job site by the contractor and available for review on request.
6. Corps operations, such as construction field offices, locks and dams, revetment units, individual pieces of floating plant, such as dredges, tenders, etc., power plants, lake field offices, repair shops, etc., will maintain an adequate daily inspection system to assure that all safety requirements are being fulfilled. These daily inspection reports will be maintained at the job site.

a. The reports must be factual records of the daily inspections and resulting actions. Each report will include, as a minimum, the following:

- (1) Phase(s) of construction, if contract, underway during the inspection.
- (2) Locations and areas of interest where inspections were made. For instance, excavations, hand tools, heavy equipment, temporary electrical wiring, welding operations, etc.
- (3) Results of inspection, including nature of deficiencies observed and corrective actions taken or to be taken.
- (4) The inspection report must be dated and signed by the person responsible for its contents.

b. The properly completed guides listed below will be accepted as fulfilling the report requirements for daily safety inspections.

POD Safety Checklist Guide Page	Title
2	Safety Inspection Check List for Hydraulic Cutterhead Dredges
4	Unfired Pressure Vessel Test
5	Safety Inspection Check List for Construction Activity - Blasting Operations
6	Safety Inspection Check List for Construction Activity - Building Construction
8	Safety Inspection Check List for Construction Activity - Clearing, Grubbing, and Snagging
10	Safety Inspection Check List for Construction Activity - Excavation and Embankment Operations
12	Safety Inspection Check List for Construction Activity - Forms, False-Work, and Concrete
13	Safety Inspection Check List for Construction Activity - Night Operations
14	Safety Inspection Check List for Construction Activity - Structural Steel Erection
15	Safety Inspection Check List for Construction Activity - Temporary Electric Wiring
16	Safety Inspection Check List for Construction Activity - Tunnel Excavation

- 17 Safety Inspection Check List for Construction Activity -
Welder - Welding Operations
- 18 Safety Inspection Check List for Construction Equipment -
Cranes and Derricks
- 20 Safety Inspection Check List for Construction Equipment -
Crawler Tractors - Dozers
- 21 Safety Inspection Check List for Construction Equipment
- Pile Drivers
- 22 Safety Inspection Check List for Construction Equipment -
Scrapers, Motor Graders, Heavy Hauling Units
- 23 Safety Inspection for Miscellaneous Equipment - Fuel
Barges
- 24 Safety Inspection for Miscellaneous Equipment - Portable
Air Compressors
- 25 Safety Inspection for Miscellaneous Equipment - Portable
Electric Hand Tools
- 26 Safety Inspection for Miscellaneous Equipment -
Power and Utility Barges
- 27 Safety Inspection for Miscellaneous Equipment - Winches -
Hand and Powered
- 28 Safety Inspection for Miscellaneous Equipment - Power
Bench Tools
- 29 Safety Inspection for Miscellaneous Equipment - Lifeboat
and Life Skiffs
- 30 Safety Inspection for Tugs, Tenders, and Motorboats
- 32 Safety Inspection for Skiffs and Hulls
Propelled by Outboard Motors
- 33 Safety Inspection Check List for Construction Equipment -
Draglines
- 34 Safety Inspection Check List - Fire Survey
- 35 Safety Inspection Check List - Scaffolds
- 36 Safety Inspection Check List - Primary
Electrical Wiring
- 37 Safety Inspection Check List - Trenches -
Excavations

7. Area/Resident Engineers will delegate, in writing, to construction inspectors, or designated responsible Government employees, full authority to restrict for initial use, or to shut down equipment in use, whenever such equipment does not comply with safety requirements to the extent that injury or property damage could occur. Any portion of a contract operation which is hazardous to persons or property is included in this authority. Examples of defects that make equipment hazardous to life or property are as follows:

- a. Lack of guards around rotating parts of machinery.
- b. Worn or frayed cables on draglines, hoists, and other load carrying equipment.
- c. Inadequate access to elevated or depressed work areas.
- d. Faulty brakes on motor vehicles or heavy equipment.
- e. Inadequate scaffolds.
- f. Hazardous walkways.
- g. Inadequate protection for operators of equipment.
- h. Lack of proper guardrails on scaffolds, platforms, runways, etc.
- i. Lack of proper lights on equipment operated at night.
- j. Lack of certified rollover protection structures, and/or seat belts.
- k. Lack of ground fault circuit interrupters.
- l. Lack of, or improper shoring or sloping of trenches.
- m. Improper electrical wiring.
- n. Lack of, or improper backup alarm.

8. Contracting Officer's Representatives are delegated full authority to stop any portion or all work on any contract when, in their judgment, the operation is being conducted in such a manner as to unreasonably endanger personnel or property. Any shutdown ordered by a Contracting Officer's Representative will be reported with full details to the Contracting Officer. Such notification shall be received no later than close of business on day of such shutdown.

9. Where an individual employee endangers his own life or the life of others by flagrant disregard of safety regulations, the Contracting Officer's Representative will direct the contractor to discharge the offender or place him immediately on work where he cannot be a hazard. Drunkenness or use of narcotics is cause for immediate removal from the jobsite of any employee.

10. Where a contractor's superintendent or other supervisory employee fails to enforce safety regulations, the Contracting Officer's Representative will notify the Contracting Officer of such failure and, when deemed advisable, recommend his removal from the job.

11. Inspection of contractor equipment will be made prior to its being authorized for initial use on the project as required in para 18.A.01 of EM 385-1-1. Contracting Officer's Representatives or their representatives will assure that unsafe equipment or plant is not permitted to operate on the job.

12. Deficiencies noted on contractor equipment will be brought promptly to the attention of the contractor's superintendent. In order to save time in making corrections and to avoid undue delay to the work, such notices or instructions will be issued orally and, where the action justified, immediately confirmed in writing.

13. Supervisors are responsible for assuring that federal employees under their supervision are provided a workplace that is free of occupational health and safety deficiencies. In exercising this responsibility they will assure that surveys are conducted at least annually in the workspace under their supervision. The surveys will be conducted and the deficiencies noted and recorded as follows: Surveys will be completed NLT 15 Apr each year. All violations noted during the surveys will be recorded on DA Form 4754. This log will be used to monitor compliance. It will be completed in its entirety, and maintained by the inspecting office. A copy will be forwarded to the appropriate safety office where a consolidated log will be maintained. Each violation that cannot be corrected within 30 days will be recorded on a DA Form 4756 and a copy forwarded to the appropriate District/Division SOHO. Hazards will be classified as follows:

- a. Category I - Catastrophic: May cause death or loss of a facility.
- b. Category II - Critical: May cause severe injury, severe occupational illness, or major property damage.
- c. Category III - Marginal: May cause minor injury, minor occupational illness, or minor property damaged.
- d. Category IV - Negligible: Probably would not affect personnel safety or health, but is nevertheless in violation of specific standards.

Probability will be classified as follows:

- a. Subcategory A - Likely to occur immediately.
- b. Subcategory B - Probably will occur in time.
- c. Subcategory C - May occur in time.
- d. Subcategory D - Unlikely to occur.

The POD Form No. 249-R may be used by the surveyors during their inspections.