



sedgwick.

## SAFETY TALK

# Workplace Safety Systems

### Inspection Frequency Guide



## EMERGENCY EYEWASH & SHOWERS

### Inspection Frequency – At least monthly

Cal/OSHA Title 8, 5162 requires plumbed eyewash and shower equipment to be activated at least monthly to flush the line and to verify proper operation.

Other units are required to be maintained in Accordance with the manufacturer's instructions.

Inspecting your organization's facilities and safety equipment is a key component to the effectiveness of your safety program. But sometimes it's challenging to figure out what's required. This Safety Talk will help you understand the inspection requirements for the following:

- Automated External Defibrillators (AED)
- Emergency Eyewash & Showers
- Emergency Exit Signs & Lighting
- Elevators
- Facility Safety/Hazard Inspections
- Fire Sprinkler Systems
- Portable Fire Extinguishers



## AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

### Inspection Frequency – At least monthly

A good rule of thumb is to inspect the device at least once a month to ensure it is in working condition. However, you should always refer to the user manual for the manufacturer's specifications. Batteries can last from 2-7 years, and pads typically last about two years.

## EMERGENCY EXIT SIGNS/LIGHTING

### Inspection Frequency – Monthly/Annually

The NFPA Life Safety Code section 7.9.3 addresses the requirements for emergency light testing.

There are three categories of emergency lights:

- Traditional
- Self-testing/self-diagnostic
- Computer based self-testing/self-diagnostic.

The code essentially requires both a monthly activation test, where the lights remain illuminated for a minimum of 30-seconds, and an annual test where the lights are activated for 90 minutes to simulate a long term emergency event.

Written records of the monthly and annual tests must be maintained for inspection by the Authority Having Jurisdiction (AHJ). Computer based emergency lighting systems must be capable of generating a self-report of testing at all times. Again, best to check with your AHJ to ensure your testing and recording keeping program is sufficient.



### Recommend a routine monthly inspection system that includes:

- ✓ Fire extinguisher visual inspection
- ✓ Emergency eye wash/shower flow test
- ✓ Emergency exit sign & lighting test
- ✓ AED inspection

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## FACILITY SAFETY/HAZARD INSPECTIONS

### Inspection Frequency – Periodically

Cal/OSHA Title 8, 3203, Injury & Illness Prevention Program include procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices. The regulation requires inspections to identify and evaluate hazards:

- When the Program is first established;
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and
- Whenever the employer is made aware of a new or previously unrecognized hazard.

### Recommended inspection frequency:

- ✓ Annual for administrative departments
- ✓ Semi-annual for police and fire facilities
- ✓ Quarterly for public works and parks



## PORTABLE FIRE EXTINGUISHERS

### Inspection Frequency - Visual Inspection at least monthly

NFPA 10 requires portable fire extinguishers to be visually inspected when initially placed in service and at least monthly thereafter. The monthly visual inspection verifies the following:

- Extinguishers are in their designated places.
- There are no obstructions to access or visibility.
- Safety seals are not broken or missing.
- There is no evidence of physical damage, corrosion, leakage or clogged nozzle.
- Pressure gauge readings are in the proper range or position.
- Operating instructions - are legible and facing outward.
- Fullness - confirmed by weighing or lifting.

**Annual Maintenance** - Annual maintenance is a thorough examination and repair that must be performed by an approved extinguisher company. It may occur more frequently if indicated by a routine monthly inspection.

**Six-Year Maintenance** - Every 6 years, stored pressure fire extinguishers (e.g. dry chemical) must be emptied and proper maintenance procedures performed. Exceptions to this requirement are outlined in NFPA 10.

## ELEVATORS

### Inspection Frequency – Annual (exceptions may apply)

The California Labor Code Section 7304 requires all elevators to be inspected by a State of California Certified Competent Conveyance Inspector (CCCI) at least once each year.

Your agency is responsible for maintaining a current Safety permit for elevators owned by the agency.

Additional information can be found at <http://www.dir.ca.gov/dosh/elevatorfaq.html>



## FIRE SPRINKLER SYSTEMS

### Inspection Frequency – Depends on System

Inspection frequency, according to NFPA 25, California Edition 2013, depends on the system design. Some require annual inspections and others require an inspection every five years.

A qualified fire inspection contractor should be consulted.

