

Source: FSM 6700

6714 - INSPECTIONS

There are two formal types of inspections carried out under the Forest Service safety and health program: facility inspections made by Engineering Staff in accordance with FSH 7309.11, and workplace/project inspections made by personnel trained and qualified to recognize and evaluate hazards of the work environment and to suggest general abatement procedures. Workplace and project inspectors shall apply the standards contained in the Health and Safety Code Handbook (FSH 6709.11).

A team approach, using engineering facility inspectors and workplace inspectors, is recommended.

As a third type of inspection, employees may request an inspection of their workplace if they believe an unsafe or unhealthful condition exists (see FSM 6714.2).

6714.03 - Policy

Qualified safety and health specialists shall perform workplace and project inspections where there is an increased risk of accident, injury, or illness due to the work performed. FSH 6709.12, section 11.04, describes a qualified inspector.

6714.1 - Frequency

At least annually inspect:

1. Regularly used Forest Service-owned and -leased facilities.
2. Workplace and project locations.

See FSH 7309.11 and FSH 6709.12, section 41 (29 CFR 1960). Inspect more frequently when there is an increased risk of accident, injury, or illness due to the nature of the work performed.

Inspect human resource program locations and significant seasonal activities during the first two weeks of operation.

6714.2 - Inspection of Unsafe or Unhealthful Working Conditions

Employees who believe that an unsafe or unhealthful working condition exists in any workplace shall report the condition to their supervisor. See 29 CFR 1960.28 in the appendix to FSH 6709.12.

Employees may request an inspection of their workplace (1) by giving verbal or written notice of the alleged unsafe or unhealthful working condition to the immediate supervisor, or (2) if no action results, by submitting a written report to the next higher organizational level. In imminent danger situations, employees shall make reports first by telephone. Confirm telephone reports in writing as soon as practicable thereafter. This does not preclude employees from exercising their rights under FSH 6709.12, section 41, 29 CFR 1960.28.

The report shall state the grounds for the alleged complaint and should be signed by the employee or representative of employees. Upon request of the person making such report, the Deputy Regional Forester or the Assistant Director for Research Support Services shall not disclose the name of the person or others referred to in the report to anyone other than an authorized representative of the Secretary of Labor.

Employees reporting unsafe or unhealthful conditions must be notified in writing of action taken or planned by the unit receiving the report.

If an employee is dissatisfied with the final disposition by the Forest Service, the employee may forward the complaint in writing to the Director, Office of Finance and Management, U.S. Department of Agriculture, Washington, D.C. 20250. If disposition still is unsatisfactory, the employee may write the Office of Federal Agency Safety and Health Programs, Occupational Safety and Health Administration, U.S. Department of Labor, Washington, D.C. 20210.

6714.21 - Inspection Records

Keep safety and health inspection records for 5 years.