

 CITY OF TUCSON	City of Tucson Central Safety Services Number: S-016 Subject:	Page 1 of 11
		Effective Date: July 1, 1999
	Multi-Agency Inspection Team and Inspection Protocol	Reviewed/ Revised: January 1, 2013

1.0 PURPOSE

The purpose of the Multi-Agency Inspection Team (MAIT) inspections is to conduct facility audits that include employee and public safety issues, work environments and a review of work practices and safety programs.

This MAIT team is comprised of representatives from:

Tucson Fire Department - Fire Prevention
Central Safety Services
Risk Management
Environmental Services
General Services
Tucson Stormwater

2.0 SCOPE

This protocol applies to all City of Tucson departments, facilities and agencies.

3.0 DEFINITIONS

None

4.0 RESPONSIBILITY

A. Departments

1. Departments shall provide the MAIT team with access to all City of Tucson facilities and shall provide an escort for the team in the form of a Risk Management or Safety Specialist, Department Manager or Safety Representative.

B. MAIT

1. The MAIT team shall conduct weekly inspections of specific City of Tucson facilities to ensure that all Departments are inspected annually. By combining inspectors from various agencies, disturbance of the facility's normal daily work routine shall be kept to an absolute minimum. These inspections do not preclude other inspections that may become necessary throughout the year.
2. When deficiencies are found, a report will be generated to the Department Representative that accompanied the MAIT Inspectors and a follow up inspection may be performed by Central Safety Services 30 days post inspection.

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3. To ensure positive, open communications with all parties and to ensure clear and consistent delivery of information the MAIT team shall follow the inspection protocol listed below for all inspections. A one-year schedule of inspections shall be issued to the MAITS team members on December 1 for the following year. This schedule will be designed and modified by Central Safety Services.

5.0 EDUCATION AND TRAINING

1. Central Safety Services shall provide training to the Departments in the form of safety-specific training. This training shall be offered to all departments, with CSS setting and publishing a training schedule.

6.0 GENERAL

A. Pre-Inspection

1. Central Safety Services will notify the departments/division/section Safety Representative of the scheduled inspection a minimum of 24-48 hours prior to inspection.
2. Departments shall treat safety as a priority everyday of the year and not make safety a priority immediately prior to a MAIT inspection. It will be the policy of the MAIT inspectors to document all deficiencies even though the department may have executed a work order to General Services/FM in the time period between MAIT notification and the inspection.
3. Central Safety Services will provide the Department with a Pre-Inspection Checklist that delineates the most common safety deficiencies found in the course of an inspection. (Appendix A)
4. Central Safety Services may provide the Department with a Programs Checklist that ask a Department to qualify and list any specialized work practices, or in-house inspection programs and list the Competent Person for Responsible Person for each work practice or in-house inspection program. (Appendix B)
5. The Department Safety Representative is expected to attend the inspection and may invite additional Department or Division representatives to attend.
6. Central Safety Services may request the following:
 - a. A meeting place with table and chairs for brief conferences prior to and after the inspection
 - b. Identify all participants in the inspection
 - c. Review any outstanding deficiencies from previous inspections

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B. Inspection

1. Inspections will be scheduled on Thursdays. If two or more members of the MAITS team cannot make an inspection, the inspection may be cancelled that week and immediately rescheduled. Should a facility wish to cancel an inspection they must contact Central Safety Services at 837-4309 and explain the reason and request to reschedule the inspection within thirty (30) days.
2. The members of the MAIT team will be introduced or re-introduced to the Department Safety Representative(s). MAIT Team will affirm that a member of the Department Management Team is aware of the MAIT Teams presence on property and of the scheduled inspection.
3. The MAIT team will perform walk around inspection with facility designees. Safety deficiencies will be photographed and documented in writing. If there are no safety deficiencies noted on the inspection, the team member's report shall reflect "No Deficiencies" noted at this location.
4. Central Safety Services shall immediately generate a work order for any safety deficiency that is deemed by the inspectors to be an "Imminent Danger Hazard" to the employees or general public and needs immediate repair or correction. Tools or equipment that is deemed an "Imminent Danger Hazard" to an employee shall be immediately red-tagged by the MAIT Inspectors and locked out of service utilizing a lockout device, until repaired. Departments shall have thirty (30) calendar days to complete the repairs and report the repairs to the MAIT Inspectors, in writing.
5. Equipment repairs shall be verified by a follow-up inspection and the lockout device removed by Central Safety Services, before the equipment can be utilized by the department.
6. Central Safety Services shall immediately generate work orders with General Services for all inspection deficiencies that involve aspects of Hazard Communication and/or Life Safety (Example: emergency lighting, illuminated exits signs)
7. The MAIT team shall verbally communicate all deficiencies to the Department representative(s) upon request, before concluding the inspection.

C. Post Inspection

1. Any outstanding issues surrounding the inspection shall be reported to CSS by the inspectors on Monday following the inspection. Photos will be identified by date, facility and finding documented in writing. Central Safety Services will compile the reports and send reports electronically to each member and the Department Representative. A hard copy of the

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report will be kept on file in Central Safety Services for 5 years.
(Appendix C)

2. Central Safety Services may perform a 30-day follow up inspection. If items in the original inspection are not addressed or completed, CSS may issue a Final Notice Report on the inspection that shall be forwarded directly to the Department Administrator, or Division Supervisor.
3. TFD will follow up on fire code violations. **NOTE:** Fire code violations **MUST** be corrected within the time specified in any citation.

7.0 ADVICE AND COUNSEL

The Central Safety Services and Captain, Fire Prevention will review and update this procedure as necessary.

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Appendix A

**Multi – Agency
Inspection
Team**



**Central Safety Services
Tucson Fire Department
Environmental Services
Tucson Stormwater
General Services**

MULTI-AGENCY INSPECTION TEAM (MAIT)

PRE-INSPECTION CHECKLIST

Your work site is scheduled for a MAIT Inspection this week. The listed information is provided to help you review your work site for the most commonly noted deficiencies the MAIT Inspectors find during routine inspections.

Each work site shall receive a detailed report from the MAIT inspection that delineates safety or environmental deficiencies. The entity responsible for correction of each deficiency is identified in **blue**. The General Services Division of the Facilities Department is responsible for all corrections that fall under the auspices of building maintenance, indicated by **GS** appearing in **blue ink**. Departments are responsible for correction of the safety deficiencies or environmental issues where noted by the **department initials in blue ink**, in the report. Departments shall generally have thirty (30) days to achieve compliance for any safety deficiency.

Some deficiencies may be noted as immediately dangerous to employees or public and must be addressed and corrected immediately. Complex deficiencies that require specialized design or budget considerations are to be addressed by the department and noted in the report before it is returned to Central Safety Services. Departments in non-compliance with abatement of safety deficiencies or violations of the COT stormwater discharge permit are subject to official citation from the Tucson Fire Department or Tucson Stormwater Division, as a consequence of this inspection. Issues of non-compliance by Departments are forwarded to the Risk Manager, for further review.

Safety Posters and Emergency Procedure Guide

All Departments and Divisions shall post the Central Safety Services – Safety First Poster in the workplace. Posters should be placed in areas of worker assembly. For example, lunch/break rooms, training rooms or areas where information is normally conveyed to employees (bulleting boards). This poster contains information notices on Employee Rights for Safety and Health, Exposure to Bodily Fluids information, unemployment insurance and Worker’s Compensation benefits, required by the Arizona Department of Occupational Safety and Health to be conveyed to all employees.

Included with the poster is a place to mount or affix the City of Tucson Emergency Procedure Guide. This Guide provides employee information on how to report emergencies in the workplace and guidelines for employees who are confronted with varying emergency situations in their place of employment. In addition to posting the Emergency Procedure Guide on the poster, the Emergency Procedure Guide should be made widely available to affected employees and should be utilized as a training aid for employee safety training.

Fire Extinguishers

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Every fire extinguisher should be inspected monthly and the inspection card initialed by the employee. For each extinguisher, there is a five-point inspection process:

- Pressure gauge should be in the green range.
- Pull pin should be in place and secured with a fine wire or breakable plastic tie.
- Discharge hose (if any) should be free from defects (cracks or splits).
- Extinguisher should be turned upside down and gently shaken.
- Extinguisher should be demarcated by a sign mounted at 7' above floor level.

Evacuation Route Signage

Each Department shall post and maintain a clear and concise evacuation route for the facility to aid the general public and visitors if emergency evacuation is necessary. These routes shall be posted in specified locations of the building (usually near lighted exit directional signs). The routes shall be laminated or framed to avoid damage.

Exit Signage and Emergency Lighting

All illuminated exits signs and emergency lighting should be tested on a monthly basis. All exits must have clear egress and lead to direct freedom from the building (no locked patio or service areas). All exits must be identified by an exit sign, unless the exit is readily identifiable (one exit, or glass door next to windows). For non-public areas serviced by emergency lighting, exit signs can be non-illuminated. Areas such as mechanical rooms or closets, in near proximity to exits, should be identified by signage that is marked by specific identification (ie; Closet) or "Not an Exit" signage.

Automated External Defibrillators (AED)

If your facility has an Automated External Defibrillator (AED), the battery should be checked monthly. A battery in working condition is signified by an "OK" symbol in the LED screen located on the AED handle. Any symbol other than "OK" should immediately be reported to Central Safety Services. An AED that has been used in an emergency should be reported immediately to Central Safety Services so the patient information can be downloaded and the electrodes can be replaced.

Newer AED units placed into service after 2007 may not have the LED screen and the "OK" symbol. Newer AED units may exhibit a "green light" signifying that the unit is ready for use in an emergency.

Extension Cords/GFCI Outlets

Extension cords may not be utilized in place of permanent electric power. Remove all extension cords and replace with a Power Strip (available from City Stores). A Power Strip cannot be plugged in to another power strip (piggyback) and the Power Strip should be plugged directly into an electric outlet. Light duty cords (typically 6 amp, white or brown in color, with a multiple outlet head), are to be removed from service and replaced with a Power Strip. Multi-outlet "blocks" or "outlet expanders" are to be removed from service and replaced with a Power Strip.

Ground Fault Circuit Interrupt (GFCI) outlets are required in kitchens and bathrooms and in wet locations (normally, outdoors). A manufacturer's specified cover available through General Services (GS) should protect all outlets in wet locations. All GFCI outlets should be tested monthly, by pushing the test (red) button and "tripping" the circuit. The GFCI is then re-set by pushing the reset (blue/black) button.

Electrical Appliance Cords

All grounded plugs should be intact. All electrical cords should be intact and free from taped repair. The cord should be intact with no exposed wires, where the cord enters the "strain relief" at the plug or receiving end.

Mechanical Rooms

Storage is prohibited in mechanical rooms (Electrical, Telephone, HVAC, or boiler) unless physically separated from work equipment by a secure location approved for combustible storage by the City of Tucson Fire Marshall.

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All breaker panels (boxes) should have unobstructed access (floors clear 3' to the front), nothing hanging from the door front, and all breaker labels should be clearly marked and easy to read. Breakers shall not be "taped" in the on/off position. Breakers that need to be turned on/off for program lighting or similar shall be marked accordingly in the breaker panel margin.

Hazard Communication Program

Each main work site and every specialized area within the work site should have a Central Safety Services **Hazard Communication Program** book. The first section of the book should be completely filled in and revised when needed. The completed program shall be reviewed on an annual basis by the department. This program contains a Material Safety Data Sheet (MSDS) section. An MSDS inventory should be kept either in the binder, or employees shall be able to locate an MSDS online.

All employees must know where the MSDS for their work sections are located. Every chemical in the work site must have an MSDS. Employees shall not be allowed to use a chemical without an MSDS on-hand and entered into the MSDS inventory. Every chemical *not stored* in its' original container must be labeled according to the directions provided in the Hazard Communication Program.

The City also maintains an electronic database of MSDS. The site can be accessed at, or by utilizing the link provided on the Central Safety Services Web Page <http://drupal.ci.tucson.az.us/central-safety-services>

<http://www.3eonline.com/eeeOnlinePortal/DesktopDefault.aspx?id=DAGkgzZ5BeGo04pxxg1cZ1OMPHtMsM44Rh2eVEpaDB56ZADZSDygLt46Fpt%2fnG%2b2gGleRzzS0EQy8C%2bVDjl24qRkJ9g%2fPsnhrA3ldFY4%2bMesTBNFDVCykEMdEDWAPX6QxFN7x2yJx89L5%2by7i1NTn7KT9B10TQWmtut4S8qmD5s%3d&tabid=53>

The electronic MSDS database does not preclude Departments from maintaining a paper-based system of MSDS in each work location

Materials Storage

Wherever possible, eliminate storing materials on shelving over 6' feet in height. In shop areas where heavy materials are stored, secure the shelving to the wall. Materials should not interfere with the operation of sprinkler systems. In areas where materials are stored and sprinkler systems are present, all material will be stored a minimum of 18" in a radius away from the sprinkler head and sprinkler heads will be guarded with a manufacturer's guard. No material shall be allowed to hang from a sprinkler head.

Machine Guarding

All manufacturers' machine guards should be in place. Machinery with broken or missing guards should be tagged, locked out and/or removed from service. Coordinate replacement of missing or broken guards with your maintenance department or General Services. Signage regarding the type of Personal Protective Equipment (PPE) required to operate the machinery should be posted where employees can see the warning before operating the machine.

Eye Wash Stations and/or Emergency Showers

Every emergency eye wash station and shower should be inspected (exercised) on at least a monthly basis. For high profile chemical use areas, weekly inspections are mandated. For unoccupied COT facilities, eye wash stations will be exercised prior to beginning of the work practice. Eye wash basins should be intact and free from rust and algae. Eye wash caps should pop off easily when the water handle is activated. Water should run clean and free from color or debris. For systems without floor drains and for showers, the water should be drained into a five-gallon bucket. Inspection should be recorded on the inspection tag that is attached to the unit.

Stormwater Discharge

Federal and state regulations require the City to maintain a municipal stormwater quality permit. Provisions of the permit require the City to reduce or eliminate discharges from city owned/operated facilities through using

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best management practices (BMPs) that protect stormwater quality. In order to comply with these requirements, your facility will be inspected to ensure materials are not being stored in a manner that will allow pollutants to enter the stormwater drainage system, which includes all streets, washes, catch basins, gullies, arroyos, etc. Some tips on how to comply and avoid violation:

- Store chemicals and hazardous materials and in such a manner that they will not be exposed to stormwater runoff by providing spill containment and overhead protection.
- Assure that all chemicals are disposed of in an approved receptacle. Never dump any chemical onto the ground.
- If your facility has outside machinery or equipment, assure that regular maintenance and inspections are performed to prevent leaks or spills of oil, grease and other petroleum products.
- Materials used for cleaning such as mops, buckets, rags, etc., must be rinsed out into an approved sanitary receptacle. Do not allow the disposal of any process water used for cleaning to be dumped onto the ground or into parking areas, streets, gutters, grates, catch basins or washes.
- Spills should be addressed by following the Citywide Hazardous Substance and Spill Response Policy. Use spill kits appropriately and encourage employees to review the *Small Spill Response and Management Manual* provided on the intranet by Central Safety Services.
- Ensure that absorbent used in the cleanup process is swept up immediately and placed in a receptacle marked "Used Absorbent".

Hazardous Materials Storage and Disposal

- Equipment maintenance and shop areas must comply with regulatory standards for hazardous materials and bulk product storage.
- Flammable solids shall not be stored directly adjacent to or within the same cabinet as flammable liquids.
- Bulk products and waste materials storage areas shall be properly maintained and placard according to appropriate Fire Code and federal Department of Transportation standards.
- Proper labeling of all chemical product containers (original or general use) must be maintained and monitored in offices, equipment maintenance, and shop areas.
- Drums containing bulk product or hazardous waste shall be placed in secondary containment to prevent spills and leakage in work areas.
- Spill prevention kits shall be provided at or near bulk product and hazardous waste storage areas.
- Facility Air Quality and Industrial Wastewater Compliance permits shall be accessible to inspection team when requested.
- Facilities with emergency generators shall coordinate air quality permit requirements with Environmental Services. Facility personnel shall verify during MAITS inspections that any diesel-powered equipment that is a potential stationary source of air emissions is exempt from the State and Pima County air quality program as per Title 17.

Appendix B



Programs Checklist

Department: _____ **Date:** _____
Safety Supervisor: _____
Phone Number: _____

Written Program	Yes	No	N/A	Coordinator	Phone Number							
Personal Protective Equipment												
Excavation and Trenching												
Fall Protection												
Confined Space												
Lock out/Tag out												
Hot Work												
Hazard Communication Program												
Respiratory Protection												
Bloodborne Pathogens												
Job Hazard Analysis												
Hearing Conversation												
Tuberculosis Exposure Control												
Emergency Evacuation												
Other:												
Monthly Inspection Checkoff	J	F	M	A	M	J	J	A	S	O	N	D
Fire Extinguisher Inspection												
Emergency Lighting												
Emergency Eye Wash/Shower												
Automated External Defibrillator (AED)												
GFCI Outlet Inspection												

Notes:

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Appendix C

CITY OF TUCSON MULTI-AGENCY INSPECTION PROGRAM

Deficiencies noted during the inspection at your facility are listed below.

Please note:

- All deficiencies shall be corrected within 30 days of this notice.
- **Return the completed checklist electronically (Ed.Hansen@Tucsonaz.gov) or by interoffice mail to Central Safety Services Office, City Hall 3-W. Attention: Ed Hansen.**
- In the event it is not possible to achieve compliance within the 30-day time limit, you are still required to complete & return to Central Safety Services, the attached abatement schedule. Please note the reasons for the lack of abatement or progress made towards abatement.
- **Special Note: General Services or CSS representative will generate all work orders for abatement.** Departments do not need to generate any work orders unless specifically directed in the report. The party responsible for taking any corrective action is designated in **blue ink**. If there are any questions please direct them to **Ed Hansen at 837-4308**.

<u>Team Member</u>	<u>Department</u>	<u>Phone Number</u>
Ed Hansen	Central Safety Services	837-4308
Ron Kamyniski	Central Safety Services	722-7231
Ric Grijalva	Tucson Fire Department	4502
Catalina Sanchez	Environmental Management	5414
Tom Adkins	Tucson Storm Water	3115 x 320
Doug Alewelt	General Services	5111 x 345

Contact Name/Phone:

Date of Inspection:

Location:

*Denotes attending inspector(s)

** Denotes the Department was represented by alternate inspector(s)

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	DEFICIENCY NOTED	FM WO NUMBER	ABATE YES/NO	DATE OF COMPLIANCE
LOCATION				

Date Sent:

Cc:

Kadous/CSS

R. Grijalva/TFD

Kamyniski/CSS

Adkins/TSW

Alewelt/GS

Lapora/EM

ABATEMENT SCHEDULE

DEPARTMENT/LOCATION:

Items not Abated:

Reasons For Delay:

Expected Compliance Date:

Signature of Person verifying abatement is completed/or progress:
