

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

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SAFETY INSPECTIONS	Effective Date June 15, 1971		

1. PURPOSE

- 1.1 To promote safety, and reduce injury to City employees and the public, by correcting conditions, equipment or practices which are in violation of State and City rules and regulations.
- 1.2 To provide an effective and systematic method for inspections of all City facilities, equipment and practices.

2. RESPONSIBILITY

- 2.1 The immediate supervisor, inasmuch as he is able, shall inspect his work area and correct any unsafe conditions or unsafe work practices.
- 2.2 Department/Division heads shall be responsible for correcting those conditions and practices which are in violation of safety rules and regulations.
- 2.3 The Safety Officer shall be responsible for providing safety inspections of all City facilities and work areas.

3. PROCEDURE

- 3.1 The Safety Officer or a representative of the Safety Division shall inspect City facilities and work areas for compliance with applicable rules and regulations regarding fire hazards, unsafe conditions and unsafe practices.
- 3.2 A representative of the Fire Marshall's Office will participate in the inspections when appropriate.
- 3.3 A supervisory representative of the inspected department/division shall accompany the Safety Officer whenever possible on his inspection and shall be notified of the results.
- 3.4 Findings of the inspection will be noted on Form PEA-1563, Accident Prevention Report, by the Safety Officer. The original and one copy will be sent to the Division Head concerned. The final copy will be retained by the Safety Division.

When the violations have been corrected, the Division Head concerned will forward the first copy of Form PEA-1563 to the Safety Division, via the Department Head, with his signature and date of compliance. The original will be retained by the Division.

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Authorized

(Signed by Walter Hahn, Jr.)

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CITY MANAGER

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APPENDIX

Legal References

1. Title 8, California Administrative Code, "General Industry Safety Orders"
2. Title 19, California Administrative Code, "Public Safety"
3. "Labor Code", State of California
4. San Diego Municipal Code, Section 55.1, adoption of "The Uniform Fire Code"
5. Administrative Regulation 75.11, "Accident Prevention Policy"

Forms Involved

1. Form PEA-1563 - Accident Prevention Report

Subject Index

1. Inspections - Fire, First Aid, Unlawful Practices, Unsafe Conditions
2. Safety - Inspections