



DSPS INSPECTIONS

Are you prepared for an inspection from the Wisconsin Department of Safety & Professional Services (DSPS)?

Outline

- ▶ Introductions
- ▶ Causes for DSPS Inspections
- ▶ Focus of DSPS Compliance Inspections
- ▶ How To Prepare for a DSPS Inspection
- ▶ Public Sector Safety – Top Violations



Introduction

▶ William A. Freeman

- ▶ President at Safety/Environmental consulting firm of Environmental Management Consulting, Inc. (EMC).
- ▶ BS & MS in Occupational Safety from the University of Wisconsin-Whitewater.
- ▶ Certified Hazardous Materials Manger (CHMM)
- ▶ Certified Indoor Air Quality Professional (CIAQP)
- ▶ Served on the Board of Directors for the Wisconsin School Safety Coordinators Association (WSSCA) in the capacity of president and currently acts as an advisor to the board.
- ▶ Served as a Board of Directors for the Wisconsin Association of School Business Officials (WASBO).



Introduction

▶ John Koster

- ▶ Director of Facilities – Cedarburg School District
- ▶ 20+ years of experience of directing facilities with a demonstrated history of providing leadership to large multi-site organizations in all phases of Facilities and Operations.
- ▶ 2021 WASBO Facilities Coordinator of the Year
- ▶ 2017 WSSCA Safety Coordinator of the Year
- ▶ Certified Building Operator



Introduction - DSPS

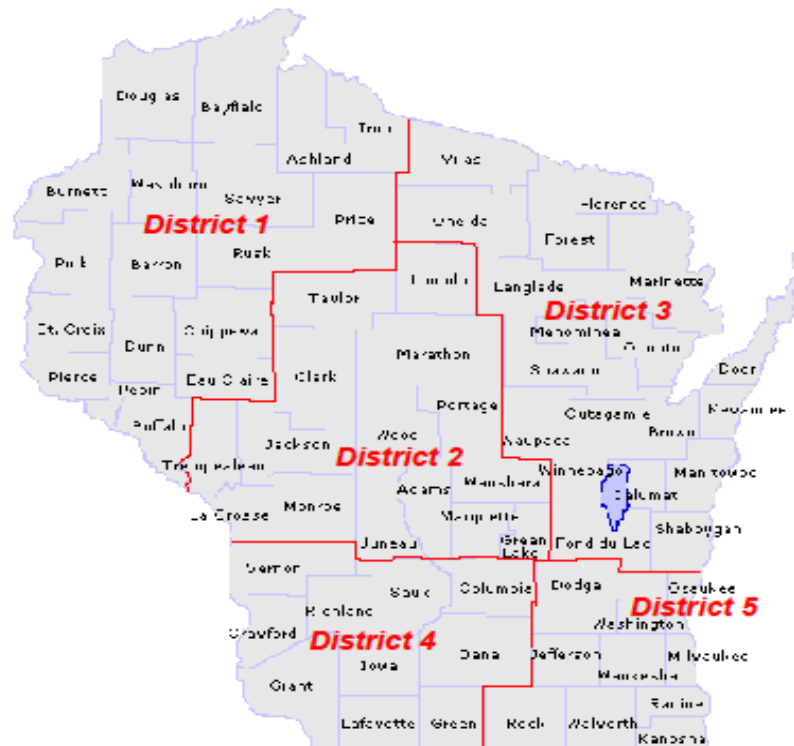
Department of Safety and Professional Services

- ▶ 5 Divisions
 - ▶ Division of Legal Services & Compliance
 - ▶ Division of Management Services
 - ▶ Division of Policy Development
 - ▶ Division of Professional Credential Processing
 - ▶ Division of Industry Services

Public Sector Employee Safety

- ▶ Adopts and enforces Federal occupational safety & health standards for public sector employees.
- ▶ SPS-332 State Safety and Health Standards





- 1 – Breanna Rheinschmidt
- 2 – Jane Dienger
- 3 – Tim Condon
- 4 – Andrew Amacher
- 5 – Jim Creegan

Supervisor – Dennis Beggs

Submit general questions

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Causes for a DSPS Inspection

DSPS Inspections are prioritized base on:

1. Death or Serious Accident
2. Failure to Submit Form SBD-10710
3. High Lost Time Injury or Illness Rate
4. Employee Complaint
5. Radom/Routine



SBD-1071 / OSHA 300A

Have you filed your “Summary of Work-related injuries and illness”?

If not, expect a visit from DSPS enforcement inspector.

SPS332.205 – each employer shall report work-related injuries and illnesses to DSPS for the previous year.

- ▶ Form SBD-10710 or equivalent OSHA 300A form
- ▶ Post Summary Form from Feb. 1 – April 30 every year.
- ▶ Email or mail summary form to DSPS by March 1st.

Private schools submit OSHA 300A form and are governed by OSHA





Summary of Work-Related Injuries and Illnesses

Year _____

Per SPS 332.10, all Wisconsin public employers must complete and submit this summary form, or the equivalent OSHA 300A form, by March 1 of each year even if no work-related injuries or illnesses occurred during the year. Review your "Log of Work-Related Injuries and Illnesses" to verify that the information you provide is complete and accurate. Using the log, count the individual entries you made in each category. Then, write the totals below, making sure you've added the entries from each page of the log. If you had no cases, write "0". Please Print all answers.

Number of Cases

Total number of deaths:	Total number of cases with days away from work:	Total number of cases with job transfer or restriction:	Total number of other recordable cases:
_____	_____	_____	_____

Number of Days

Total number of days of job transfer or restriction:	Total number of days away from work:
_____	_____

Injury and Illness Types

Total number of:	(1) Injuries _____	(4) Poisonings _____
	(2) Skin disorders _____	(5) Hearing losses _____
	(3) Respiratory conditions _____	(6) All other illnesses _____

Establishment Information

Establishment name: _____

FEIN number: _____

Street address: _____

Mailing address (if different than street address): _____

City: _____ State: _____ Zip: _____

County: _____

Employment Information

Annual average number of employees: _____

Total hours worked by employees last year: _____

Contact Information

Employer contact name: _____

Title: _____

Telephone number: _____

Date: _____

Work e-mail address: _____

Focus of DSPS Compliance Inspections

Recently increased their visibility.

EMC has been part of numerous compliance inspections. The focus of these inspection has included the following:

- ▶ Injury & Illness Documentation Review
- ▶ Written Health & Safety Plans Review
- ▶ Employee Training Records Review
 - ▶ Custodial/Maintenance, Art, Science, Tech. Ed, Kitchen, etc.
- ▶ Safety Data Sheet Management and Availability
- ▶ Facility Safety Compliance



Focus of DSPS Compliance Inspections

Most inspections...

1. Begin with interview with “School Safety Coordinator.
2. Review of Health & Safety Plans and possible interviews of employee to evaluate the effectiveness of the Health & Safety Training.
3. Likely limited to the High School and will include a walk through of the following areas:
 - Maintenance/Grounds
 - Art
 - Science
 - Tech. Ed.
 - Kitchen
4. Conclude with a closing conference to summarize the findings of the inspection.



Focus of DSPS Compliance Inspections

Announcement of Inspections

- ▶ Can be unannounced
- ▶ Recent inspections have been announced with a two-week notice and flexibility to reschedule



Penalty - Per SPS332.09:

- ▶ Can include a sum of \$10 - \$100 for each event.
- ▶ Calculated per violation, per day.
- ▶ Potential Withhold State Funding
- ▶ Unlikely to see any Penalty if you cooperate



How to Prepare for DSPS Inspection

- ▶ Appoint “Safety Coordinator” per DPI requirements.
- ▶ Ensure records of work-related injuries & illness are completed accurately, submitted, and posted by the required dates.
- ▶ Ensure all written health & safety plans/policies are up to date. These may include:
 - Bloodborne Pathogens Exposure Control Plan
 - Confined Spaces
 - Emergency Action Plan
 - Fall Projection
 - SDS Management
 - Hazardous Waste
 - Lead Paint
 - Lockout/Tagout
 - Personal Protective Equipment
 - Respiratory Protection
 - Hazard Communication
 - Science Chemical Hygiene
- ▶ Have a history and current documentation for training.



Public Sector Safety – Top Violations

1. 1910.1200(e)(1) Haz Comm- Employers shall develop, implement, and maintain at each workplace, a written hazard communication program which at least describes how the criteria specified in paragraphs (f), (g), and (h) of this section for labels and other forms of warning, safety data sheets, and employee information and training will be met, and which also includes the following: A list of the hazardous chemicals known to be present using a product identifier that is referenced on the appropriate safety data sheet (the list may be compiled for the workplace as a whole or for individual work areas); and the methods the employer will use to inform employees of the hazards of non-routine tasks (for example, the cleaning of reactor vessels), and the hazards associated with chemicals contained in unlabeled pipes in their work areas.



Public Sector Safety – Top Violations

2. 1910.178(l)(1)(i) Power Industrial Truck- The employer shall ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training and evaluation specified in this paragraph (l).



Forklift Checklist

- Horn Operational
- Brakes Operational
- Tires in Good Condition
- Steering Operational
- Overhead Guards
- Chains
- Forks
- Load
- No Le
- Lights
- Fire E
- Parkir
- Oil Le
- Coola
- Hydra
- Backu
- No Br

Certified Forklift Driver

This is to certify that _____

has successfully completed
Forklift Driver Training.

Date Authorized Signature



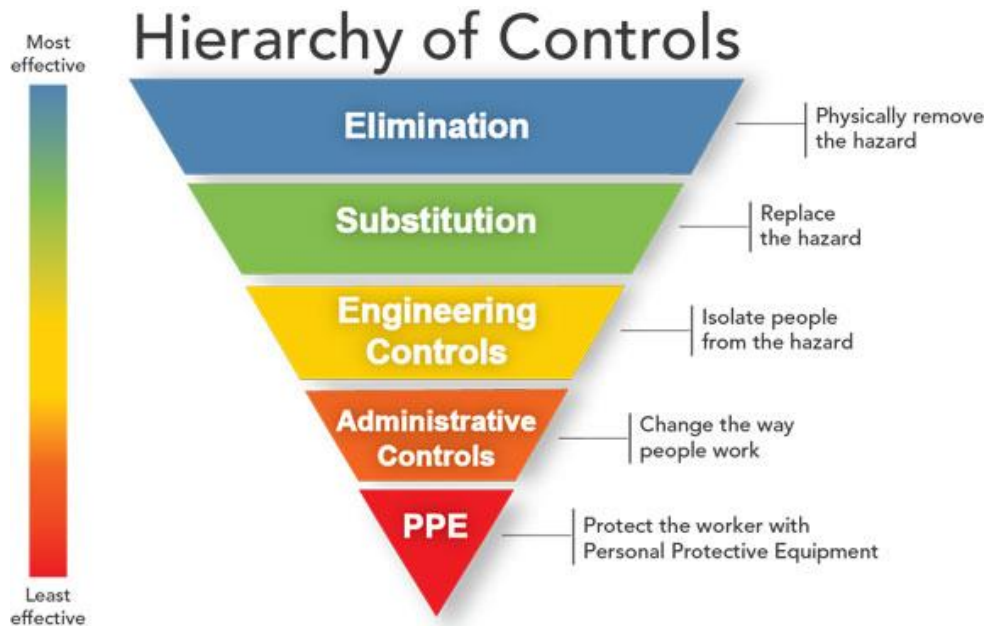
Public Sector Safety – Top Violations

3. 1910.147(c)(1) Energy control program (LOTO)- The employer shall establish a program consisting of energy control procedures, employee training and periodic inspections to ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, startup or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source and rendered inoperative.



Public Sector Safety – Top Violations

4. 1910.132(d)(1) Personal Protective Equipment Hazard Assessment- The employer shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE).



Public Sector Safety – Top Violations

5. 1910.134(c) Respiratory protection program- This paragraph requires the employer to develop and implement a written respiratory protection program with required worksite-specific procedures and elements for required respirator use. The program must be administered by a suitably trained program administrator. In addition, certain program elements may be required for voluntary use to prevent potential hazards associated with the use of the respirator.



Public Sector Safety – Top Violations

6. 1910.146(c)(1) Confined Spaces- The employer shall evaluate the workplace to determine if any spaces are permit-required confined spaces.



Public Sector Safety – Top Violations

7. 1910.212(a)(3)(ii) Machine Guarding- The point of operation of machines whose operation exposes an employee to injury, shall be guarded. The guarding device shall be in conformity with any appropriate standards therefore, or, in the absence of applicable specific standards, shall be so designed and constructed as to prevent the operator from having any part of his body in the danger zone during the operating cycle.



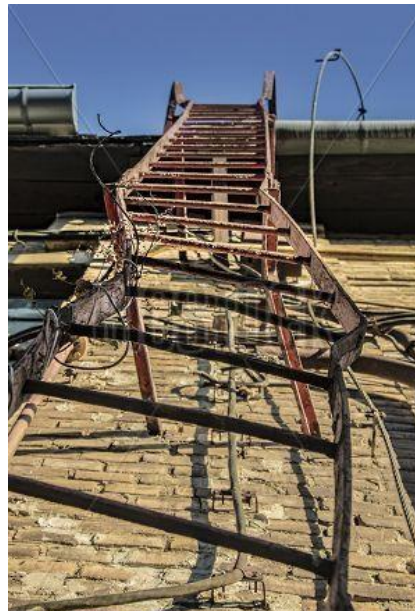
Public Sector Safety – Top Violations

8. 1910.22(a)(1) House Keeping- All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition.



Public Sector Safety – Top Violations

9. 1910.25(d)(1)(x) Defective Ladder- Ladders shall be inspected frequently and those which have developed defects shall be withdrawn from service for repair or destruction and tagged or marked as "Dangerous, Do Not Use."



Public Sector Safety – Top Violations

10. SPS 332.10. Injury and illness report- Pursuant to s. 101.055 (7) (a), Stats., and beginning January 1, 2004, each employer shall report work-related injuries and illnesses to the department for the previous year by March 1 of each year. The report shall be made on form SBD-10710 or equivalent.



Summary of Work-Related Injuries and Illnesses

Year _____

I

Per SPS 332.10, all Wisconsin public employers must complete and submit this summary form, or the equivalent OSHA 300A form, by March 1 of each year even if no work-related injuries or illnesses occurred during the year. Review your "Log of Work-Related Injuries and Illnesses" to verify that the information you provide is complete and accurate. Using the log, count the individual entries you made in each category. Then, write the totals below, making sure you've added the entries from each page of the log. If you had no cases, write "0". Please print all answers.

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Establishment Information

Establishment name: _____
 FEIN number: _____
 Street address: _____
 Mailing address (if different than street address): _____
 City: _____ State: _____ Zip: _____
 County: _____

Employment Information

Annual average number of employees: _____
 Total hours worked by employees last year: _____

Contact Information

Employer contact name: _____
 Title: _____
 Telephone number: _____
 Date: _____
 Work e-mail address: _____



EMC's Take...

- ▶ The best preparation involves good organization & communication.
- ▶ A School District wide Safety Committee is the best way to communicate the safety culture.
- ▶ A Successful safety program will benefit school employees and may even result in lower insurance costs and positive public relations.

EMC assists over 160 WI School Districts state-wide with safety and environmental compliance.

Questions?

