



County of Los Angeles
CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

May 23, 2012

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

FACILITY EVALUATIONS FOR LOSS PREVENTION AND SAFETY

Approximately five years ago, the Board of Supervisors passed a motion requiring “quarterly evaluations of all County-owned facilities for loss prevention and safety.” To assist with that requirement, the Chief Executive Office (CEO) Risk Management Branch developed the attached “Quarterly Facility Self-Inspection Checklist” which focuses on areas with the highest risk potential. As a reminder, inspection records required by Title 8, California Code of Regulations, must be retained for at least one year.

To provide refresher training, we have scheduled a “Facility and Safety Inspections Workshop” for July 11, 2012, at the Department of Health Services’ auditorium, located at: 5555 Ferguson Drive, Commerce, CA 90022. Notification of this training session will be provided to all departmental safety and risk management coordinators. Additional training sessions will be conducted as needed or requested.

Additionally, the CEO Risk Management Branch regularly provides consultation, assistance, and training regarding facility evaluations and loss control and prevention issues. For more information and resource materials, please visit the CEO Risk Management Branch intranet site, at: <http://riskmanagement.mylacounty.info/>.

Your department’s quarterly summary should be submitted to Robert Chavez of the CEO’s Loss Control and Prevention Section, by July 31, 2012.

Utilizing e-mail, please provide the following information to Robert Chavez, at rchavez@ceo.lacounty.gov, within 30 days after the end of each quarter:

1. Number of department facilities evaluated during the quarter; and
2. Number of department facilities not evaluated.

“To Enrich Lives Through Effective And Caring Service”

***Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only***

All Department Heads
May 23, 2012
Page 2

If you have any questions or need additional information, please contact Steven E. NyBlom, Manager, Risk Management Branch, at (213) 738-2214 or snyblom@ceo.lacounty.gov.

WTF:ES
LM:SN:mld

Attachment

c: Departmental Risk Management Coordinators
Departmental Safety Coordinators



County of Los Angeles

Department: _____

Location: _____

Inspector: _____

Date: _____

QUARTERLY FACILITY SELF-INSPECTION CHECKLIST

	Walkways, Sidewalks, and Parking Areas	Yes	No	N A
1	Are walkways, sidewalks, and parking areas free from potholes, depressions, displacements, cracks, or other trip hazards, including displacements greater than ½ inch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Are holes or displacements in the walkways, sidewalks, or parking areas repaired, covered, or otherwise made safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are grates or similar covers over floor openings, such as floor drains, designed that foot traffic or rolling equipment will not be affected by the grate spacing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Are walkways, sidewalks, and parking areas free of standing oil or unintended wet surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are steps on stairs and walkways designed and maintained with slip-resistant surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Are handrails in place and properly secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Are guardrails provided where surfaces are elevated more than 30 inches above any adjacent level or ground?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Are walkways, sidewalks, and parking areas adequately illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Are all concrete tire stops free from protruding metal anchor rods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Were any other hazards observed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All conditions which result in a “No” answer, or for any reason need further clarification or comment, shall be documented in the following table.

DETAILS & COMMENTS

Page ___ of ___

Number	Documentation shall be detailed so as to be self-explanatory to anyone evaluating the report (whether present during inspection or not), and should clearly convey the specifics relevant to the observed condition and location. Attach additional sheets as necessary.