

PHN 2020-27 Attachment A: Health and Safety Inspection Instructions

DHCD Annual Inspection requirements have been temporarily modified as follows:

LHAs may choose to schedule and perform a Health and Safety Inspection in place of the DHCD Annual Inspection requirement. LHAs may still use the full inspection if they so choose. LHAs should inspect all units scheduled for inspection after July 31, but may defer inspection of units “skipped” during March-July COVID period until 2021. LHAs, However, must contact, the occupant(s) of units for which inspections were deferred to establish that there are no complaints regarding critical issues.

The purpose of the Health and Safety inspection is to quickly verify that LHA units remain safe and hazard free. By reducing the scope, method and requirements of the inspection, time spent per unit should be significantly reduced, allowing LHA staff to focus on backlogged work and sustained disinfecting regimens.

The Health and Safety Inspection must include a minimum of the following two (2) components:

1. Identify the existence of any violations of State Sanitary Code 105 CMR 410.750(A)-(O).
2. Observe, record and schedule repairs for any other notable health and safety deficiencies within the unit (leaks, electrical hazards, air source heat pump maintenance)

To meet the above requirements LHAs may choose from one (1) of the following options:

Option 1- Utilize the attached DHCD Health and Safety Inspection template (Attachment B)

Option 2- Create an Inspection work order utilizing your existing work order software. The work order description must include the above language reflecting all required DHCD Health and Safety Inspection components.

Option 3- Utilize your existing inspection software and/or system. All inspections must include a minimum of the above required DHCD Health and Safety Inspection components.

To limit risk of COVID-19 exposure for LHA staff and residents:

-If Maintenance staff have scheduled and are already performing work in a unit, efforts should be made to take this opportunity to also conduct a Health and Safety Inspection.

-DHCD will accept a Health and Safety Inspection conducted in a vacant unit.

-If possible, schedule inspections when residents are not home or ask residents to wait outside while inspections are conducted.

-Wear personal protective equipment and practice social distancing

-Clean any surfaces touched by LHA staff

Why won't DHCD provide a blanket waiver for future inspections of units?

A health and safety inspection of every unit provides assurances to the LHA and its' residents that all units remain safe and, hazard free, and comply with the requirements of 105 CMR 410.000. Additionally, by taking preventive inspection measures to verify safe conditions, LHAs may avoid future emergencies offset.