

**SAMPLE using TEMPLATE 1**

<b>Title:</b> 8.1 Inspections by Managers 8.2 Inspections by JHSC or HS Representative 8.3 Operator Pre-Use Inspections	<b>Date of Issue:</b> July 2005
<b>Approved by:</b> John Idnc	<b>Review / Revise Date:</b> July 2007 July 11, 2006 – sentence restructure
<b>Location:</b> all facilities and equipment	

**PURPOSE**

This procedure provides a format for ensuring that workplace inspections are conducted and consistent.

**SCOPE**

This standard applies to all areas of the workplace.

**Definition**

**Inspector** Refers to management, supervisors, workers, operators of equipment or machinery and members of the Joint Health & Safety Committee. It does NOT refer to a Ministry of Labour (MOL) inspector.

**STANDARDS / PROCEDURES**

1. Inspectors will use the following tools to conduct appropriate inspections:
  - a) Walk through inspection instructions,
  - b) Inspection checklist,
  - c) Inspection worksheet,
  - d) Previous inspection report(s),
  - e) Incident/injury reports to review, if needed, corrective action that has been taken.
2. Establish an annual documented schedule for workplace inspections (see roles and responsibilities for timeframes).
3. Any hazards or unsafe conditions observed while conducting the inspection are corrected, immediately, if possible. This includes notifying the manager of the area where the hazard was identified and recording the notification on the inspection worksheet.
4. A minimum of 2 employee contacts or observation(s) of activities will be conducted during each workplace inspection. Results of the inspections are to be documented on the Workplace Inspection Checklist.

5. Those conducting the inspection must sign the original completed inspection worksheet.
6. Completed inspection reports are posted on the health and safety board within one week after the inspection has been completed.
7. After the inspection is completed:
  - The inspectors will forward the original, completed worksheet and checklist to senior management within one week of the date of inspection.
  - Senior management will in turn review, sign and, forward copies to each appropriate supervisor(s) or manager(s) to action the identified items.
  - The inspector establishes a timeframe to correct hazards subject to review by senior management.
  - Each manager, by forwarding an updated Monthly Inspection Worksheet, notifies senior management of action taken to resolve the identified hazard and the date of resolution.
  - The manager will report the status of their required action at the manager's meeting the month following the inspection.
  - Senior management receives a copy of the updated and completed Worksheet.
  - Any action points still outstanding at the manager's meeting require an action plan with a proposed date for resolution.
  - If a new hazard is created, it must be rated (ABC – see definitions found in the Hazard Reporting form), and recommendations for corrective action developed including assigned timeframes, documentation (who, what, when) and a follow-up documented report.
  - Specific inspection schedules with dates and participants will be documented and posted.

### **ROLES AND RESPONSIBILITIES**

Senior Management Element 11.1 (h)	Conduct and record semi-annual workplace inspections. Review all other workplace inspections.
Manager Element 8.1 (a)	Conduct and record quarterly workplace inspections of their assigned work areas. Review all workplace inspections conducted by supervisors and the JHSC Worker Members.
Supervisors Element 8.1(a)	Conduct and record weekly workplace inspections of their assigned work areas, (plant, yard, shop, etc). Review all workplace inspections conducted by the JHSC Worker Members.
JHSC Element 8.2(a)	Conduct and record monthly full workplace inspections. Forward inspections to management for review and response if applicable.

Operators  
Element 8.3(a)      Conduct and record daily pre-use inspections of all equipment or machinery used.  
Forward all relevant documentation to the appropriate supervisor.

**COMMUNICATION**

Written                      Introduced at Orientation and initial job instruction  
Reviewed annually with all employees  
Health & Safety Manual

**TRAINING**

All senior management, managers, supervisors, JHSC members attend Workplace Inspection training within three weeks of assuming their position or prior to their first inspection.

**EVALUATION**

Management evaluates the compliance and effectiveness of this procedure at least annually and then reflects results through a performance appraisal.

**REFERENCE MATERIALS**

Occupational Health and Safety Act (OHSA) - section 8 Representative and / or  
Occupational Health and Safety Act (OHSA) - section 9 for the JHSC

**SAMPLE - Workplace Inspection Checklist for Office Environments**

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<b>Walking Surfaces</b>		<b>Fire Prevention</b>	
Walkways free of obstacles		Extinguishers available & accessible	
Cords anchored or covered		Extinguishers/hose cabinets dated monthly	
Floor coverings in good condition		Pull stations accessible	
No slip/trip hazards present		Electric cords/outlets in good condition	
Warnings posted when floors are wet		Electrical outlets not overloaded	
		Fire exits clear of obstruction	
<b>Furniture/Office Equipment</b>		Fire doors closed	
In good mechanical condition		Fire exit signs lit	
Properly assembled			
Properly adjusted		<b>Security</b>	
Secure from tipping		Employees/visitors have ID badges	
Free from sharp edges/corners		Visitors have safety rules	
Dangerous parts properly guarded			
Emergency switches accessible		<b>First Aid</b>	
Preventative maintenance program established for equipment & tools		First aid kit available at First Aid Station in main photocopy room	
Loose clothing/jewelry/ID badges secured		First aid kit checked monthly	
Appropriate for work being done		WSIB poster (Form 82) beside the kit	
Defective equipment properly identified		Certificates of first aiders current & posted	
Unnecessary items removed		First aid log sheet available & in use	
Employees instructed on safe/proper use			
Electrical cords at workstation secured		<b>Protective Clothing/Equipment</b>	
		Equipment/clothing provided where required (Including safety kits and cellular phones)	
<b>Bookcase/Shelves/Cabinets</b>		Equipment/clothing used where required	
Secured from tipping			
In good condition		Equipment/clothing in good condition	
Drawers/doors closed when not in use		Employees trained in usage	

Element 8 – Health & Safety Inspections

One drawer of filing cabinet open at a time		(page 2 of 4)	
Material safely stored/stacked/piled		Are areas appropriately signed	
Heavier or commonly accessed items between knuckle and shoulder height		Do employees have/wear proper PPE when they visit other workplaces	
Step stools available, if required			
<b>Environment</b>		<b>Posted Information</b>	
		OH&S Act and Regulations	
Light levels adequate		OH&S Policy	
Air quality adequate		Floor Warden/first aider names	
Temperature and humidity adequate		Joint Health & Safety Committee meeting minutes	
People dressed appropriately for season		Early & Safe Return To Work program	
Air/temperature units unobstructed		<b>Training</b>	
Noise levels appropriate		Employees aware of emergency procedures	
Hazardous materials properly labeled		Employees aware of security procedures	
Hazardous materials properly stored		Employees provided information and instruction to protect their Health and Safety	
Unexpired Material Safety Data Sheets are available		Staff Training up-to-date	
Housekeeping satisfactory			
No construction hazards present		<b>Procedures</b>	
		Proper use of ergonomic equipment	
		Procedures for manual materials handling in/around inspection area	
<b>Disabled</b>		<b>Other Unsafe Acts/Conditions</b>	
Required accommodations provided		Contractor infractions ( e.g. safe use of ladder)	
Accommodations provided are functional		Randomly ask employees about “near misses”	

**Employee & Supervisor Contacts/Observations:**

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1.

2.

3.

4.

SAMPLE

\*Note: To make the checklist industry-specific, and to meet the requirements for elements 8.1 (c) and 8.2 (b) add your company's own areas/structures/equipment and any other relevant items.

### SAMPLE - Workplace Inspection Worksheet

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Inspection Area: \_\_\_\_\_ Month: \_\_\_\_\_

Date of inspection: \_\_\_\_\_

TYPE OF HAZARD	DETAILS OF HAZARD	LOCATION HAZARD	RATING (A,B,C) <sup>1</sup>	REPEAT ITEM [Y / N]	ASSIGNED TO	DATE ASSIGNED	RECOMMENDED ACTION	DETAILS OF ACTION TAKEN/ NOT	COMPLETION DATE
<b>Chemical</b>									
<b>Physical</b>									
<b>Biological</b>									
<b>Stress</b>									
<b>Work Process/ Design</b>									
<b>Safety Hazard</b>									

Inspection conducted by (Name & Signature required): \_\_\_\_\_

Senior Management Signature:

Copies to: 1) Senior Management    2) JHSC Co-chairs    3) Health and Safety Bulletin Board

<sup>1</sup> A = high risk

B = medium risk

C = low risk

(see element 4.1 for more details)

SAMPLE