



Subject: Health and Safety Inspections

Applies to: All departments

Version: 2

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Supersedes: None

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Prepared and Approved by: Health and Safety

1. PURPOSE AND OBJECTIVES

The purpose of this procedure/guideline is to establish a framework by identifying the duties, roles and responsibilities of workplace parties to ensure that health and safety inspections are effectively carried out and are in compliance with the applicable federal/provincial regulatory requirements. The objectives of this procedure/guideline are to:

- Identify who is responsible for conducting inspections.
- Establish an annual documented schedule for workplace inspections.
- Standardise the inspection process.

2. ROLES AND RESPONSIBILITIES:

Senior Administration	Conduct and record annual workplace inspections. Review all other workplace inspections.
Supervisors/managers	Conduct and record monthly workplace inspections of their assigned work areas, (project sites, yard, shop, lab etc). Conduct and record pre-project workplace instructions. Review all workplace inspections conducted by JHSC Worker Member.
JHSC	Conduct and record monthly workplace inspections. Forward inspections to management for review and response if applicable.
Operators	Conduct and record daily pre-shift inspections of all equipment or machinery used. Forward all relevant documentation to supervisor.

3. INSPECTION PROCEDURE:

Inspectors may use the following tools to conduct appropriate inspections:

- a) Industrial Environment Supervisor Inspection Template
- b) Office Environment Supervisor Inspection Template
- c) Lab Environment Supervisor Inspection Template
- d) Previous inspection report(s)
- e) Incident/injury reports to review if corrective action, if needed, has been taken.

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 checklist.

4. Employee contacts or activities will be conducted during each workplace inspection.
5. Those conducting the inspection must sign the original completed inspection checklist.
6. Completed inspection reports are posted on the health and safety board within one week after completion.
7. After the inspection:
 - The Inspectors will distribute the completed inspection report/checklist to Senior Management and other relevant people within one week of the date of inspection and indicate these on the distribution list.
 - The Senior Management will review and, forward copies to each appropriate 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 the Senior Management of action taken to resolve the identified hazard and the date of resolution.
 - The manager will report the status of required action at the manager's meeting the month following the inspection.
 - Senior Management receives a copy of the updated reports.
 - Any action points still outstanding at the manager's meeting require an action plan with a proposed date of resolution.
 - If a new hazard is created, it must be rated (minor, moderate or major), and recommendations for corrective action developed including assigned timeframes, documentation (who, what, when) and follow-up documented report.
 - Specific inspection schedule with dated and participants must be documented.