



City of St. John's Corporate and Operational Policy

Policy: 03-07-30 Workplace Inspection Policy

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Index: 03 Human Resources

Section: 07 Health and Safety

Title: 30 Workplace Inspection Policy

Purpose

To ensure all workplace hazards have been identified and corrective measures implemented.

Policy Statement

All departments shall complete Workplace Inspections to identify and correct unsafe conditions or unsafe acts. There must be a minimum of two (2) inspections completed for each location per year.

Responsibilities:

Managers shall:

- ensure inspections are completed and documented;
- ensure identified issues are addressed in a timely fashion;
- ensure that inspection documentation is maintained for 7 years.

Supervisors shall:

- conduct Workplace Inspections;
- address inspection issues in assigned timeframe.

Employees shall:

- participate in workplace inspections when required.

Joint Occupational Health and Safety Committee/Worker Health and Safety Representative shall:

- participate in Workplace Inspections;
- review completed Workplace Inspection reports during JOHSC meetings.

WORKPLACE INSPECTIONS GUIDELINES

What is a Workplace Inspection?

A Workplace Inspection is a planned walk-through of a workplace. Inspections are needed to examine all factors that have the potential to cause injury, illness or property damage and to identify where action is necessary to control Hazards.

What is the purpose of Workplace Inspections?

The purpose of Workplace Inspections is to:

- prevent injuries;
- identify and correct existing and potential Hazards;
- monitor the effectiveness of existing controls;
- listen to the concerns of Employees and Supervisors;
- increase OHS awareness among Employees;
- recommend corrective action.

Who should conduct Workplace Inspections?

The inspection team should consist of a management member and a worker representative. The Division Manager or a Health and Safety Officer may also participate in inspections.

How often should inspections be conducted?

A minimum of two (2) regular Workplace Inspections per year must be conducted by each Division.

What type of Hazards do we look for in the inspections?

Types of workplace Hazards include:

Safety Hazards: caused by unsafe workplace conditions, unsafe work practices, and inadequate machine guards;

Biological Hazards: caused by exposure to viruses, bacteria, fungus, or parasites;

Chemical Hazards: caused by exposure to solids, liquids, vapors, gases, dusts, fumes, or mists;

Ergonomic Hazards: caused by physical demands put on workers such as repetitive movements and awkward postures due to poorly designed workstations, tools, and equipment;

Physical Hazards: caused by noise, vibration, energy, weather, electricity, and pressure.

Four (4) steps involved in conducting Workplace Inspections

Planning the inspection

- Review the checklist used from the last inspection. This checklist is to be used as a point of reference only - be alert for Hazards not on the checklist;
- Review the Hazards likely to be found in the area;

- Decide what type of PPE may be required. Inspectors must be dressed properly;
- Decide what tools and materials will be needed.

Conducting the inspection

- Do not disrupt the work processes while workers are directly engaged in work;
- Use the checklist to check off inspected items;
- Look for Hazards not on the checklist;
- Look for Hazards in out of the way areas;
- Note possible Hazard controls immediately after detecting Hazards;
- Talk to Employees and Supervisors about their work practices. Ask for suggestions and ideas for reducing or eliminating Hazards;
- Report serious Hazards immediately to the Supervisor.

Topics covered in most Workplace Inspections include:

- ergonomics;
- ventilation and lighting;
- how materials are stacked, stored, and handled;
- equipment, portable tools, mobile equipment, machine guards;
- floors, aisles, corridors, ladders, platforms, stairs, exits, storage rooms;
- MSDS;
- emergency instructions - first aid, fire extinguisher, emergency instructions;
- PPE compliance;
- housekeeping practices;
- training instructions.

Completing the report

- Be completed as soon as possible after the inspection;
- Clearly state the areas inspected, time and date of inspection and inspection team;
- Describe the Hazards;
- Recommend corrective action;
- State who should take action;
- Include timelines for corrective action.

Monitoring corrective action

- The information obtained from regular inspections should be reviewed to identify where immediate corrective action is needed and to identify trends. Analysis may:
 - Highlight the need for training in certain areas;
 - Provide insight as to why Accidents are occurring;
 - Assist in establishing or improving safe work practices;

Application

Responsibilities

All employees.

Definitions

References/Appendix

Workplace Inspection Form



workplace inspect form.pdf

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee report - April 7, 2004. Regular Meeting of Council - April 19, 2004. Finance and Administration Standing Committee report – October 28, 2009; Regular Meeting of Council – November 9, 2009.

Review Period

Available to Public

- ☒ Yes
- ☐ No