## INSPECTION & AUDIT

PURPOSE

The purpose of an inspection is to identify actual or potential hazards in the workplace that can lead to an incident.

The purpose of an audit is to evaluate the Company’s Health & Safety Program against a deﬁned standard in the industry.

SCOPE

This procedure applies to all employees.

DEFINITIONS

Informal Inspection - A visual inspection of the work area(s).

Formal Inspection - A documented inspection of the work area(s).

Audit - An evaluation of the overall Health & Safety Program and management system. This includes such items as policies, procedures, communication, administration, documentation, education and training.

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STANDARDS/PROCEDURES

Workplace Inspections

Types of hazards to look for during an inspection:

* Safety hazards such as those caused by inadequate machine guards, unsafe conditions, unsafe workplaces etc.;
* Biological hazards caused by organisms such as viruses, bacteria, fungi and parasites;
* Chemical hazards caused by solid, liquid, vapour, gas, dust, fumes or mist;
* Ergonomic hazards caused by physiological and psychological demands on workers;
* Physical hazards caused by noise, vibration, energy, weather, heat, cold, electricity, radiation and pressure
* Psychological hazards that can affect mental health or well-being such as overwork, stress and harassment.

Every employer shall develop, or appoint a qualified person to develop, a procedure for investigating situations in which the health and safety of an employee in the workplace is or may be endangered

A visual inspection of every building shall be carried out by a qualified person at least once every six months and shall include an inspection of all fire escapes, exits, stairways and fire protection equipment in the building in order to ensure they are in serviceable condition and ready for use at all times.

All inspection records shall be dated and signed by the person who made the inspection and kept by the employer in the building to which it applies for a period of two years from the date on which it was signed.

Inspectors will use the following tools to conduct appropriate inspections:

* Workplace Inspection Checklist;
* Previous inspection report(s); and/or,
* Incident/injury reports to review, if needed, corrective action that has been taken.

Establish a documented schedule for workplace inspections.

Any hazards or unsafe conditions observed while conducting the inspection are to be corrected immediately, if possible. This includes notifying the supervisor of the area where the hazard was identiﬁed and recording the notiﬁcation on the inspection worksheet

When selecting members for the inspection team, the following criteria should be met;

* knowledge of regulations and procedures;
* knowledge of the potential hazards;
* experience with the work procedures in the workplace.

After the Inspection

The following must be included in the final inspection report:

* all observed unsafe conditions;
* a description of the hazard and its exact location;
* assign a priority level the observed hazards which indicates the urgency of corrective action required;
	+ A = Major - requires immediate action;
	+ B = Serious - requires short-term action;
	+ C = Minor - requires long-term action; and
* list the recommended corrective action for each observed hazard.

The following must be completed after returning from the inspections:

* The inspector(s) will forward the original, completed workplace inspection checklist to the supervisor.
* The supervisor establishes a timeframe to correct hazards.
* Management receives, reviews, and returns a copy of the updated and completed workplace inspection checklist adding their comments or recommendations as may be applicable.
* If a new hazard is created, it must be rated (Major, Moderate, Minor – using the Hazard Assessment 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.

Audits

It is often recommended to conduct inspection as often as committee meetings, typically in the week following a committee meeting. This allows for small items to be fixed and gives the committee an opportunity to focus on issues requiring further action. An audit report must identify all gaps with recommendations for closure.

ROLES/RESPONSIBILITIES

Management

* Participate in formal inspections of oﬃces and customer locations where required;
* Schedule annual audits (internal or external) of the Health and Safety Program and or management system;
* Ensure that the inspection and audit process is being followed;
* Take action to prevent incident, illness and injury;
* Conduct informal inspections on an ongoing basis and participate in formal inspections of oﬃces, warehouse and other locations monthly;
* Ensure corrective actions identiﬁed during inspections are implemented; and,
* Complete corrective action plans for audits.

Health & Safety Representative(s)/Committee

* Conduct formal workplace inspections as scheduled;
* Ensure inspection results are documented and communicated to the area Supervisor for all hazards and for the assignment of corrective actions; and,
* Ensure all hazards identiﬁed during inspections are communicated.

Worker

* Participate in the formal inspection process when required.

COMMUNICATION

All staﬀ will receive communication on this procedure during orientation and initial job instruction.

TRAINING

All management and Health and Safety Representative(s)/Committee members will attend Workplace Inspection training, which will include the following:

* Identiﬁcation and assessment of hazards, and
* How to conduct a workplace inspection.

EVALUATION/REVIEW

Management in cooperation with the Health and Safety Representative(s)/Committee will evaluate the compliance and eﬀectiveness of this procedure at least annually.

FORMS/RECORDS

* Workplace Inspection Checklist (may be specific to each location or project)

NOTE: Copies of Workplace Inspections will be posted on the applicable health and safety board for one (1) month.