## INSPECTIONS

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

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).

STANDARDS/PROCEDURES

Workplace Inspections

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 an annual 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 or manager of the area where the hazard was identiﬁed and recording the notiﬁcation on the inspection worksheet.

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.

Those conducting the inspection must sign the original completed inspection worksheet.

Completed inspection reports are posted on the health and safety board within one week after the inspection has been completed.

The following must be completed after returning from the inspections:

* The inspector(s) will forward the original, completed workplace inspection checklist to the supervisor within one week of the date of inspection.
* The supervisor will in turn review, sign, and forward copies back to the inspector with corrective actions for the identiﬁed items.
* The supervisor also 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.

Evaluation

The Occupational Health and Safety Act requires employers to review their Health and Safety policy and its program at least annually. This may be conducted internally or through a third party. <ORGANIZATION NAME> will evaluate its Health and Safety policy and program annually.

ROLES/RESPONSIBILITIES

Management

* Coach and support staﬀ on formal inspections of oﬃces and customer locations where required;
* Schedule annual audits (internal or external) of the Health and Safety Program;
* Ensure that the inspection process is being followed;
* Conduct informal inspections on an ongoing basis and formal inspections of oﬃces, warehouse and other locations monthly;
* Ensure corrective actions identiﬁed during inspections are implemented; and,
* Complete corrective action plans for audits.

Worker Health and Safety Committee

* Conduct formal monthly 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 the health and safety committee members will attend workplace inspection training, which will include the identiﬁcation and assessment of hazards, and how to conduct a workplace inspection.

EVALUATION/REVIEW

Management, in cooperation with the health and safety committee, will evaluate the compliance and eﬀectiveness of this procedure at least annually.

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