## INSPECTION AND AUDIT

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 and Safety Program and management system. This includes such items as policies, procedures, communication, administration, documentation, education and training.

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 (see roles and responsibilities for timeframes).

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

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.

Audits

The Occupational Health and Safety Act requires an Employer to review its Health and Safety policy and its program at least annually. This may be conducted internally or through a third party.

An audit report must identify all gaps with recommendations for closure.

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 and or management system;
* Ensure that the inspection and audit 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 & Safety Representative(s)/Joint 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 Worker Health and Safety Representative(s)/Joint Health and Safety 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 Worker Health and Safety Representative(s)/Joint Health and Safety 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.

**REFERENCE MATERIALS**

Ontario Legislation - Occupational Health and Safety Act section 9

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