

<i>The Town of Fort Frances</i>	SECTION HEALTH AND SAFETY
<u>WORKPLACE INSPECTION</u> <u>POLICY</u>	New: September 1998 REVISED July 2004
Resolution No. 293 (consent) 07/04	Supercedes Resolution No.
Policy Number 5.4	PAGE 1 of 5

1. PURPOSE

To promote workplace inspections as a proactive form of accident prevention by identifying potential loss producing events and situations and correcting them before personal injuries and/or material or equipment damage can occur.

2. EFFECTIVE DATE

This policy comes into effect on July 26, 2004 and cancels and supercedes all previous Workplace Inspection policies.

3. POLICY

- i. The Corporation shall facilitate workplace inspections by assigned worker representatives as per the Occupational Health and Safety Act.
- ii. The Corporation shall encourage ongoing safety reviews of the workplace by superintendents as a means of promoting general safety awareness.

The primary objective of a Workplace inspection is to identify and prevent any and all unsafe conditions or work procedures, which if left uncorrected, could result in an accident or occupational illness and disease or property damage. "Workplace is any and all properties of the Town of Fort Frances including leased, rented and joint use properties whereupon its employees and the public may venture upon."

4. TYPES OF INSPECTION

A. Legislated Inspections

Members of the Joint Health and Safety Committee shall designate a member representing workers to inspect the physical condition of the workplace, at least once a month. If it is not practical to inspect the workplace at least once a month, at least part of the workplace shall be inspected each month so that the entire workplace is inspected at least once a year.

B. Routine Inspections

Regular inspections of the workplace shall be carried out as part of the ongoing routine of supervisory staff.

5. RESPONSIBILITIES

- i. The Joint Health and Safety Committee shall identify its workplace and frequency of inspections.
- ii. Legislated inspections are to be performed by a worker representative. A team of representatives may be assigned if warranted. A superintendent (or working foreman) with authority over the workplace should accompany the inspector during the inspection.
- iii. The Health and Safety Committees shall schedule inspections annually, by January 15, with a copy of the schedule including the location and dates provided to the appropriate Division Manager, and Human Resources Manager.
- iv. Inspectors shall use specific workplace checklists as developed by the workplace superintendents and approved by the Health and Safety Committee.
- v. Following the inspection, an inspection report (Appendix A) shall be completed, signed and forwarded in a timely manner to the Human Resources Manager, Workplace Bulletin Board, and Superintendent, with a copy to the Health and Safety Committee.
- vi. Routine inspections performed by superintendents need not be formalized but shall be recorded on the appropriate workplace inspection report and kept on file.

6. LEGISLATED INSPECTION PROCESS

- i. The worker designated to conduct the inspection should as a matter of courtesy remind the Superintendent at least one day in advance.
- ii. Many of the items observed during the inspection will be of a minor nature and should be corrected on the spot.
- iii. In order to facilitate a complete and thorough inspection, the inspector should follow these steps:
 - a. Always refer to previous inspection reports and information about illness, injuries, and accidents that have occurred since the last inspection.
 - b. Identify, classify and record any unsafe conditions or actions using the inspection recording form.
 - c. Where an unsafe condition or action exists which requires immediate attention, ask the superintendent to correct it and inform the necessary staff in the workplace of the hazard and corrective action taken.
 - d. Using the inspection recording form, highlight any uncorrected hazards reported during previous inspections.
 - e. Recommend corrective actions and time frames for review by the Health and Safety Committee.
 - f. Finalize inspection report in the presence of the superintendent and have them sign it. Forward reports as provided for above in *Responsibilities*.

7. POST-INSPECTION ACTIVITIES

- i. Upon receiving the report the superintendent is responsible for taking the appropriate corrective action. The nature and timing of the corrective action (s) if any will be dependent on the severity of the hazard noted on the inspection recording form.
- ii. The Health and Safety Committee shall be informed in writing within 21 days of the corrective action to be taken. Where no action is to be taken, this also must be reported and the reasons for it. This information can be noted directly on the inspection reporting form.
- iii. Failure to provide these notifications is an offence under the Occupational Health and Safety Act.



APPENDIX 'A' WORKPLACE INSPECTION REPORT

Date of Inspection: _____ Area Inspected: _____

Worker Representative: _____ Supervisor: _____

Have all problems from last month's inspection been rectified? Yes _____ No _____ If No – list outstanding problems below

Hazard Class	Action By	Hazards / Items Detected & Action Taken <small>Item # (see reverse)</small>	Scheduled Completion Date	Date Completed
Hazard Classes Any condition or practice likely to cause: A – Permanent disability of life or body part and / or extensive loss of structure/equipment material B – Serious injury / illness or property damage that is disruptive but less severe than Class 'A' C – Non-disabling injury or illness or non-disruptive property damage			Priority Guide	
			Hazard	Action
			A	Immediate
			B	3 Days
			C	15 Days

Copies To: Human Resources Manager, Workplace Bulletin Board, Superintendent, Joint H&S Committee
Attach: Supervisor's Tailgate Meeting / Safety Huddle and First Aid Kit Inspection Reports

ALSO COMPLETE BACK OF FORM

INSPECTION CHECKLIST

1. Housekeeping

- a. Work Surfaces
- b. Stairs, Aisles, Floors, Decks
- c. Storage & Piling of Material
- d. Furnace Room
- e. Wash & Locker Rooms
- f. Lunch Rooms
- g. Access/Exit Routes
- h. Garbage Disposal
- i. Other _____

2. Environmental Factors

- a. Lighting
- b. Ventilation (general, local)
- c. Noise
- d. Air Quality
- e. Ergonomic
- f. Other _____

3. Machinery & Tools

- a. Guards
- b. Belts, Gears, Pulleys
- c. Safety Signs
- d. Ladders & scaffolds
- e. Lockout Procedures
- f. Maintenance
- g. Proper Tools in Use
- h. Other _____

4. Security

- a. Fire Extinguishers (charged,location,type)
- b. Exit Lights, Emergency Lights
- c. Fire exits (Signs & Access)
- d. Fire Alarms
- e. Other _____

5. First Aid

- a. Form 82 Posted
- b. First Aid Kits & Room
- c. Emergency Showers/Eye Wash
- d. First Aid Certificates Posted
- e. Other _____

6. Material Handling

- a. Power or Hand Tools
- b. Elevators
- c. Cranes & Hoists
- d. Conveyors
- e. Cables, Ropes, Chains
- f. Equipment Maintenance
- g. Hazard Signs
- h. Work Practices (lifting, bending, handling)
- i. Other _____

7. Gas/Fuel/Pumps/Propane

- a. Cylinder Storage
- b. Operating Conditions/Leaks
- c. Venting
- d. Hazard Signs
- e. Fuel Storage & Fuel Cans (above ground)
- f. Other _____

8. Compressors

- a. Main Line Filter, Prefilter
- b. Gauges Operational
- c. Pressure Relief Valve
- d. Hearing Protection Signs
- e. Certificates Posted
- f. Guards
- g. Other _____

9. Personal Protection

- a. Safety Hats
- b. Goggles &/or Face Shields
- c. Hearing Protection
- d. Respirators
- e. Vest, Gloves, Coveralls, Aprons, Chaps
- f. Fall Arrest Equipment
- g. Life Jackets
- h. Safety Footwear
- i. Wearing of Equipment
- j. Maintenance / Cleaning
- k. Training (fits,use,maintenance)
- l. Hazard Signs
- m. Other _____

10. Vehicles

- a. First Aid Kits
- b. Fire Extinguishers
- c. Fuses/Flares/Reflective Triangles
- d. Gasoline/Chemical Storage
- e. Equipment Secured
- f. Seat Belts
- g. Buckets and Mechanisms
- h. Access Assists
- i. Other _____

11. Electrical

- a. Fuse/Breaker Panels
- b. Generators (condition)
- c. Extension Cords
- d. Hand Tools (proper ground)
- e. Lockout Procedures
- f. Other _____

12. Hazardous Substances

- a. Labelling
- b. MSDS
- c. Training (use and hazards)
- d. Chemical Storage
- e. Flammable Liquid Storage
- f. Explosion Storage
- g. Hazardous Waste Storage
- h. Other _____

13. Miscellaneous

- a. New processes/Chemicals
- b. New Employees/Training
- c. Inspection Records
- d. Regs/Directives Posted
- e. Books and Equipment
- f. Flagging Procedures
- g. Traffic Signing
- h. Communications
- i. Other _____