

Section 6-1 – Workplace Inspections

PURPOSE Workplace inspections will be conducted to identify, monitoring, follow-up and control or elimination of all hazards.

SCOPE Workplace Inspections will help determine the degree of compliance with applicable legislation and site safety policies

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Distribute Workplace Inspection documentation to be used to record the site specific health and safety observations.
- Set general workplace inspection schedule for all required workplace inspections.
- Collect and file all completed Workplace Inspection form from all completed inspections.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety orientation documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Ensure all company employees receive the appropriate training and workplace specific overviews.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

Supervisors Responsibilities:

- Conduct the Workplace Inspections or direct a competent designate to conduct the inspection to the appropriate site locations weekly as required by the inspection schedule.
- Record the findings, observations and follow up activities on the Workplace Inspection form to demonstrate compliance.
- Record all observations that demonstrate compliance and non-compliance as found during the inspections process.
- Allow for follow up questions and clarification of identified hazards as observed.
- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.

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- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

Workers Responsibilities:

- Participate in the Workplace inspections as required.
- Advise Supervisor if experiencing any difficulties with assigned tasks, or if assigned tasks are beyond perceived limitations or medically not capable of performing tasks.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations;
- Report to his or her Supervisor any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device;

PROCEDURE:

The **Health and Safety Coordinator** will set and distribute an appropriate inspection schedule outlining Worker Representative and Site Level Inspections. Formal **Inspection Report Forms** detailing the findings, actions taken will be developed and distributed. The Workplace Inspection schedule will be at the discretion of the **Supervisor** or **Worker Representative as is as follows:**

Inspector	Frequency of Inspection	Date/ Day
Supervisor or Competent Designate	Weekly	To be determined at their discretion during each week
Worker Representative	Monthly	To be determined at their discretion during each Month

The **Health and Safety Coordinator** will schedule the Health and Safety Worker Representative to conduct his/her scheduled inspection using Form **(6-2 - Form)** at minimum monthly or as directed by the inspection schedule at their current workplace location.

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The **Supervisor** will conduct a site level inspection using Form **(6-1 - Form)** at minimum weekly and where there is site where there is 5 or more workers at their current active jobsite.

Identified Hazards will be rated based on the likelihood of personal injury or facility, material or equipment damage. This rating system is defined on each inspection form and will be recorded for each identified hazard.

The **Supervisor** or **Worker Representative** will then ensure that all unsafe practices and/or conditions are rectified or scheduled to be completed through documented directive to the responsible parties.

Repeated and/or serious violations, will be cause for additional "Corrective Actions" or Progressive Disciplinary Actions where required.

DISTRIBUTION: All inspection reports will be distributed as follows;

- copy to the Supervisor,
- copy to the Workers Representative
- completed copies to the Health and Safety Coordinator

RECORDS : Through the duration of the inspection forms within our locations, all completed Workplace Inspection reports must remain in the safety files for review by the Health and Safety Coordinator.

The inspection report forms and any subsequent follow-up must be maintained on file for the duration of the project or facility and subsequently retained on file indefinitely.