

Section 3: Inspections (2010.06.16 version)

3.1 Introduction

Purpose

The purpose of inspecting and monitoring the workplace is to identify and control hazards before incidents occur.

Scope

During an inspection, both activities and conditions in the workplace are carefully examined. Situations that have potential to cause injury or damage (unsafe acts or unsafe conditions) are identified and corrective action is initiated. General housekeeping in the workplace will receive considerable attention during inspections. The inspection will provide a systematic examination of the facility, equipment and work practices on a regular basis.

3.2 Responsibilities

Director/ Administrator/Supervisor Responsibilities:

- a) Act upon inspection reports to increase the level of safety for all employees;
- b) Consult with the employees and the OH&S Committee on safety related issues;
- c) Follow up the monitoring and record keeping of inspection reports;
- d) Initiate prompt corrective action in response to valid concerns of workers.

Employees Responsibilities:

- a) Communicate any safety related concerns to the inspection teams;
- b) Cooperate with inspection teams during inspections;
- c) Report unsafe conditions to their immediate Supervisor.

Site Health & Safety Committee Responsibilities:

- a) Consult with employees and the employer on recommendations;
- b) Ensure that items from inspections are followed up on;
- c) Participate in inspections as required.

3.3 Types of Inspections

Work Specific Inspections

Work Specific Inspections are conducted on a daily or work shift basis and are an informal type of visual inspection; some of which will require documentation. These types of inspections include things like equipment start-up, vehicle walk-around/pre-trip (requires documentation) and work station maintenance, among others.

Schools/ Facilities Inspections

School/ facilities inspections are conducted by employees, supervisors and principals on a daily basis. Everyone should constantly watch for unsafe acts and conditions. In many cases, a problem can be corrected by discussing the act or condition before an incident occurs. Situations that require additional corrective action must be recorded by the site supervisor for follow-up.

Supervisors/ principals should encourage workers to bring forward their observation of unsafe acts or conditions on an ongoing basis. In fact, this is a worker's right and responsibility under the

Occupational Health and Safety Regulations. It is the responsibility of management to initiate prompt corrective action in response to valid concerns of workers.

Special Inspections:

A special inspection must be made when required by equipment malfunction or a serious accident. A member of the **Site** Occupational Health & Safety Committee should be included in all Special Inspections.

3.4 Inspection Checklists:

Inspections are to be conducted by the Principal, or the Supervisor of that site and at least one member of the Site Based Health & Safety Committee.

School District #6 requires that all areas of each site/school are inspected **at least twice** per school year with the inspections taking place in each of the two school terms. **Maintenance shops are inspected every second month throughout the year.**

We have two checklists forms:

- a) Inspection Checklist **Standard**: to be used in most school and office settings.
- b) Inspection Checklist **Shops**: to be used in operations areas and shops and special areas in the high schools.

The checklists will aid in recording any unsafe actions and conditions observed during an inspection tour and provide a hazard rating. It is then the responsibility of the principal or supervisor to assign corrective actions and accountability and ensure the action is taken by a certain date.

Copies of these checklists can be found on the school district website under: "Forms".

3.5 Follow Up:

Corrective action will be completed as soon as practicable on any deficiencies that are noted in the inspection. Copies of inspection reports and corrective actions must be sent to:

- a) District Principal for Health and Safety;
- b) Site Based Health and Safety Committee;
- c) Supervisor/Principal.

This information can be used to assist in identifying any trends that may be developing in the workplace. A proper analysis of these records may over time reveal:

- a) A need for training in certain areas;
- b) A need for improved enforcement of regulations;
- c) Problem areas that may require more hazard analysis;
- d) The need to improve safe work practices;
- e) Why incidents are occurring in certain areas.