

# Workplace Inspections



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# Course Learning Objectives

- Define workplace inspections
- Describe the purpose, attributes and key elements
- Describe who is responsible for implementing, performing and administering the inspection process
- Describe the types and frequency of inspections
- Describe the inspection steps and process for conducting inspections
- Describe the post inspection process and follow up requirements
- Conduct formal workplace inspections using templates as guides



# Workplace Inspections

- A Program designed to identify and correct hazards, unsafe conditions or deficiencies and act to protect employees from work-related injury and illness.
- There are 3 types of workplace inspections:
  - Informal
  - Formal (Internal)
  - Formal (External)



# WORKPLACE INSPECTIONS

## **Occupational Health and Safety Act**

Provisions in Section 28(1)(e) for:

“a hazard identification system that includes procedures and schedules for regular inspections”

## **Capital Health Policy**

Workplace Hazard Identification and Safety Inspections and Compliance (CH 80-021) requires:

Informal Inspections – All CH employees

Formal inspections – Directors

External Inspections - Safety Programs or Dept. Labour & Workforce



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# The Purpose of Inspections

- Hazard control assessment
- Identify new hazards
- Identify safety deficiencies
- Identify worker health or safety concerns
- Develop corrective actions
- Promote health, safety and proper work practices



# Why do Workplace Inspections?

- Looks for weaknesses in the system
- Identifies corrective action, level of hazard
- Assigns responsibility and timeframe for corrective action
- Looks for positive actions
- Provides opportunity for involvement
- Provides opportunity to demonstrate management commitment and communication
- Use of checklists simplifies the process
- Key factor is follow-up (and communication of follow-up)



## Key Elements

- Accountability/Responsibility
- Frequency
- Reporting
- Follow-up
- Worker participation



## Informal Inspections

All employees have a responsibility to identify any hazards and report any workplace hazards, safety concerns or deficiencies that may lead to work-related injury *to their Manager/Supervisor*.

- *Prior to the beginning of their work (CH-021 Workplace Hazard Identification and Safety Inspections and Compliance)*
- *Ongoing, as they are identified (CH-035 Occupational Health and Safety – Rights and Accountabilities)*





## Formal Inspections (Internal)

Directors are to enact measures for formal workplace inspections to be conducted in their areas of responsibility to identify, document and correct workplace hazards safety deficiencies and concerns.  
*(CH-021 Workplace Hazard Identification and Safety Inspections and Compliance)*

- At least monthly
- Based on a general inspection format
- Designate individuals to perform inspections
- Involve/report to JOHSC or WPST



## Formal Inspections (External)

External Inspections are performed as an expert resource for the interpretation and compliance of acts, regulations, codes, standards, etc.

External Inspections may be performed by any or all of the following:

- Safety Programs
- Occupational Health
- Department of Labour

and should include committee members, management and employees.

Note: Safety Programs Department act as the Capital Health Employer representative and will coordinate Department of Labour (DOL) inspections. If DOL arrive on site Safety Programs Department will be contacted.



# Formal Inspections – The Process

- Pre-inspection
- Inspection
- Post-inspection
- Follow Up



## Pre-inspection

- Obtain a copy of the appropriate inspection checklist and Workplace Safety Inspection Report
- Review previous Workplace Safety Inspection Reports
- Assemble an inspection team, if required



## Inspection Checklist - Example

### Hazard Classification

A - A hazard that is likely to result in permanent injury, loss of life or body part and/or loss of structure, equipment or material.

B - A hazard that is likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive, but not extensive.

C – A hazard that is likely to cause minor, non-disabling injury or illness, or non-disruptive property damage

#### **100 FIRE PREVENTION**

101	FIRE EXTINGUISHERS	Charge gauges are in green. Inspection tags are up to date. Mounted properly on wall.
102	EXIT STAIRS	Accessible – not blocked.

#### **200 PHYSICAL CONDITIONS**

201	CORRIDORS/HALLWAYS	Look for clutter. Must be accessible for patient beds if evacuation is required
202	WASHROOMS	Look for clutter. Lights working.

#### **300 WHMIS and USE OF HAZARDOUS MATERIALS**

301	TRAINING	Should be a department trainer. Staff must be re-certified yearly.
302	MSDS BINDER	MSDSs must be current and complete. MSDS must be documented by WHMIS office. Binder must be accessible to staff.

#### **400 ELECTRICAL/MECHANICAL**

401	POWER BARS	All computers should be connected through a power bar
402	OUTLETS/SWITCHES	Outlets must have plate covers. Switches work properly.

#### **500 DEPARTMENT SPECIFIC**

<i>Include any Identified Hazards specific to your area of responsibility</i>		
501		





# Inspection

- Inspect the area using the checklist
- Record the results on the Workplace Safety Inspection Report
- Rank the deficiencies
- If there are no deficiencies identified in an area or room, document this as 'inspected with no deficiencies' in comments section of the Workplace Safety Inspection Report.
- Designated Individual/Team signs report.



# Hazard Classification

## Class A Hazard

- A condition or practice likely to cause permanent disability, loss of life or body part, and/or extensive loss of structure, equipment or material.

## Class B Hazard

- A condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.

## Class C Hazard

- A condition or practice likely to cause minor, non-disabling injury or illness, or non-disruptive property damage.





# Response to Hazards

**Question:** “So what happens now in response to a Class A Hazard? Class B? Class C?”

## **Time-based approach**

- Class A hazard must be eliminated immediately (process or equipment must be shut down or controls applied)
- Class B hazard must be fixed within 7 days
- Class C hazard must be fixed within 30 days



# Controls

## Elimination

- workplace design specifications, new/revised procedures

## Substitution

- replacement of processes, use of different types or grades of material or equipment

## Engineering controls

- ventilation systems, machine guarding, or noise abatement

## Safer work systems

- increase awareness of hazards (lights, signs, etc.)

## Administrative controls

- safe work procedures, training, work scheduling/  
– assignment, access restrictions to work areas

## Personal protective equipment (PPE)

- Last resort



# Control Factors

When using these controls, take into account:

- The nature and extent of the hazards and risks identified
- The degree of hazard and risk reduction required
- Applicable legal requirements
- Recognized standards, codes, and best practices in the industry sector
- The availability of suitable technology



## Post Inspection

- If the designated individual/team is able to correct any deficiencies identified or submit work orders, identify this on the report. Where not possible, provide timelines and assign responsibility for corrective action.
- All inspection reports are to be forwarded to the Manager/Supervisor.



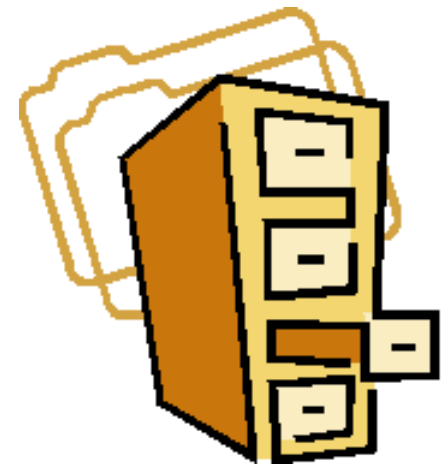
## Follow-up

- The Manager/Supervisor will review and ensure all items identified are addressed in a timely manner.
- The Manager/Supervisor will sign the report.
- The Workplace Safety Inspection Report and checklist are forwarded to the JOHSC or WPST (QEII only) and if required to the Director.
- Managers/Supervisors will share the results of inspections and actions for deficiencies with workers (eg: posted, discussed at meetings, etc.).
- Managers will share the results of inspections and actions for deficiencies with Director (eg: discussed at meetings, etc.).



# Retention Time

7 years unless legislation requires longer



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# Tips and Techniques

Good safety Inspections require a different viewpoint:

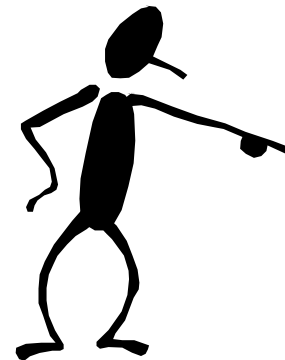
Most people only look at eye level.

**Safety Inspectors look:**

High



Behind



Around

Low

Under



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## Tips and Techniques

- Talk to employees in the area
- Ask the employees questions
- Observe employees performing their duties
- Ask employees to demonstrate procedures
- Check Department Training Records
- Are staff wearing required PPE
- If you identify a person performing in a safe manner document or commend the person(s) for their commitment to safety.





## Concerns to look for: Unsafe storage



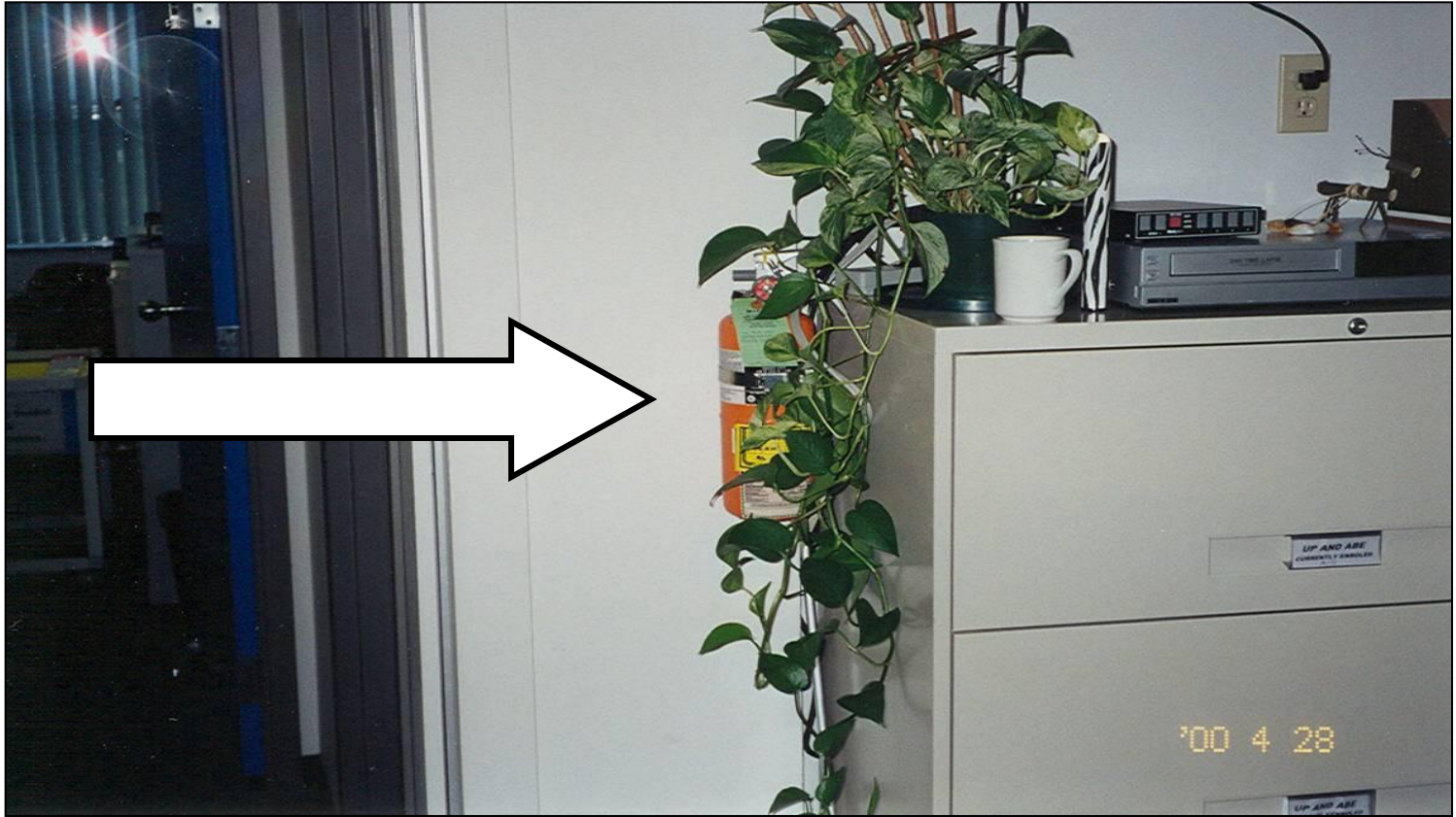
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Compressed gases stored by door or exit

All compressed gases must be secured to prevent tip over

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## Concerns to look for: obstructed fire extinguisher



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## Concerns to look for: obstructed fire exits



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## Concerns to look for: frayed electrical cords



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## Concerns to look for: Clutter



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## Concerns to look for: blocked mechanical box



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## Concerns to look for: stained/missing ceiling tiles



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## Concerns to look for: housekeeping



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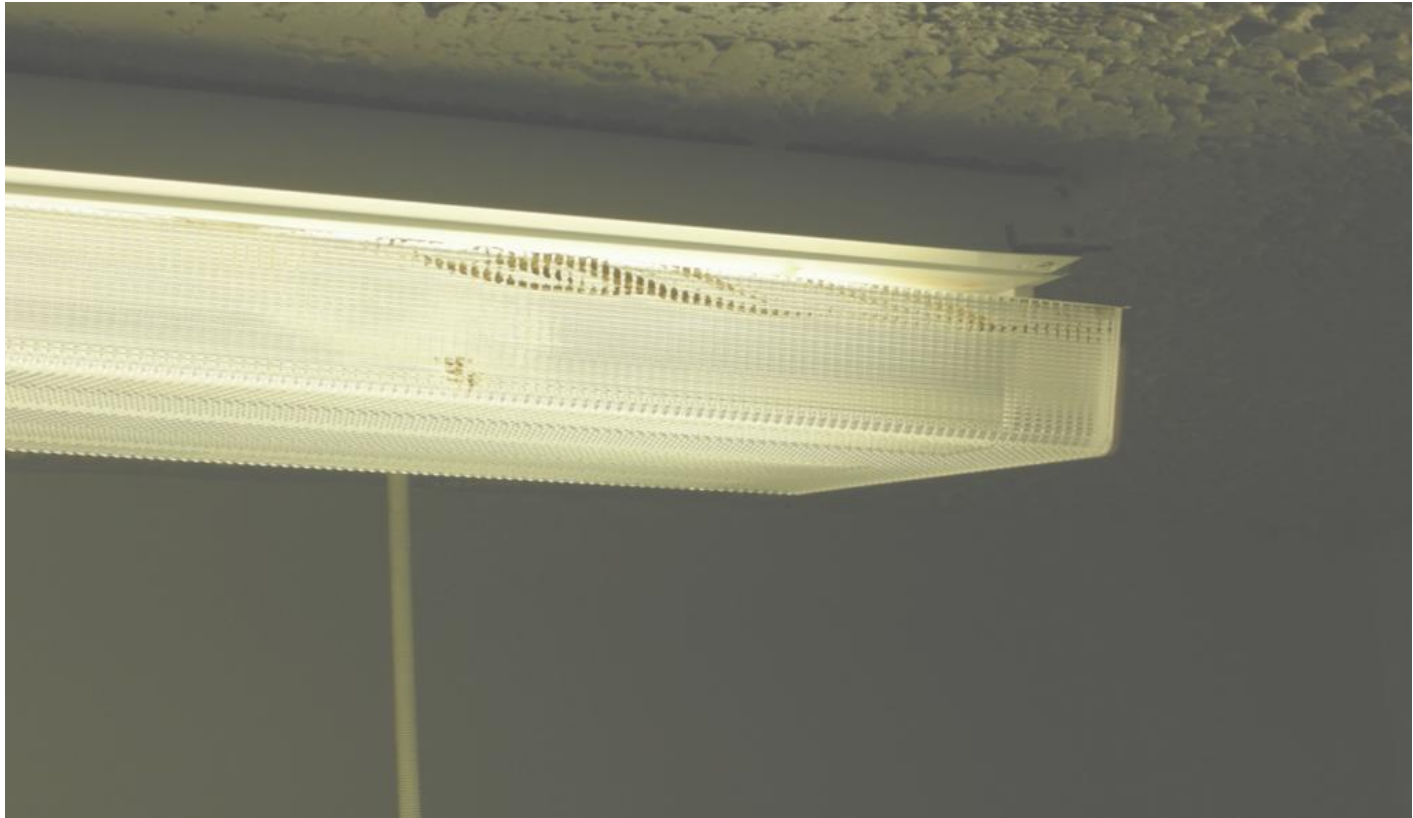
## Concerns to look for: electrical cover plate missing



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## Concerns to look for: loose light cover



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