

SCOPE

All workers, which for the purposes of occupational health and safety includes employees and students.

RATIONALE

To ensure a healthy and safe workplace by conducting regular inspections and to be in compliance with Occupational Health and Safety Act.

POLICY

Workplace inspections will be conducted in accordance with the OHSA. Given the geographic area covered by CCP and the size of the JHSC it is not practical to have a JHSC worker member conduct a monthly inspection of every site. As such, all offices will be inspected monthly by a worker and submitted to the JHSC management co-chair for review. An annual inspection of each site will be completed jointly by a JHSC worker member and management member. All workers, as well as the employer, must give the Joint Health and Safety Committee any information and assistance needed to carry out these inspections.

PROCEDURES

1. An annual inspection schedule for each local office will be developed and conducted by the Joint Health and Safety Committee
2. A worker in each site will complete a *Health and Safety Workplace Inspection Checklist* each month. The assigned worker in each site will complete the *Health and Safety Workplace Inspection Summary* if relevant.
3. Using the *Health and Safety Workplace Inspection Checklist* and *Health and Safety Workplace Inspection Summary* the following information will be documented:
 - a) Areas/equipment/structures inspected;
 - b) the name of the worker completing the inspection;
 - c) date of inspection;
 - d) description of any hazard(s);
 - e) location of hazard(s);
 - f) classification of the degree of hazard (high, moderate, low);
 - g) recommendations for corrective action;

- h) assignment of responsibility for corrective action with time frames; and
- i) action taken (who, what, when).

Reporting

- 4. The worker in each site who completed the inspection will save the completed *Health and Safety Workplace Inspection Checklist* and *Health and Safety Workplace Inspection Summary* to the Common Drive Inspections Folder to be accessed by JHSC and management.

Follow-up

- 5. Upon receipt and review Management signs the reports and sets about corrective action, as required:
 - a) Responsibility for action is assigned and timelines set;
 - b) determines whether the corrective action recommended has been implemented;
 - c) reviews and updates the *Health and Safety Workplace Inspection Summary* form.
- 6. Workers are informed of any corrective action(s) or changes implemented
- 7. JHSC reviews on a regular basis and monitors for any trends and themes.

Approved: *R. Beloin*
(Signature – Executive Director)

Date: 19 Sept. 2018

References:

Form - Health and Safety Workplace Inspection Checklist
Form - Health and Safety Workplace Inspection Summary