

Health & Safety Inspections



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Purpose

Planned workplace inspections are an important part of hazard identification, assessment, and control. By participating in planned workplace inspections, health and safety representatives, Joint Health and Safety Committee members, Supervisors and Senior Leadership Team members are fulfilling part of their role in the internal responsibility system and demonstrating their commitment to a safe and healthy workplace. The purpose of this policy is to ensure that monthly planned workplace inspections of City of Kenora workplaces are completed as part of the City's Health and Safety Program and to ensure that the workplace parties responsible for conducting planned workplace inspections have the necessary training to conduct effective and efficient inspections.

Responsibility

Senior Leadership Team members are responsible for:

- participating in planned workplace inspections as specified in Policy HS-02;
- ensuring that monthly planned workplace inspections are being completed for their departments;
- ensuring that supervisors are appropriately trained in conducting planned workplace inspections; and
- assisting with solutions for hazards identified as required.

Supervisors are responsible, where applicable, for:

- ensuring monthly planned workplace inspections are being completed for their work areas;
- participating in planned workplace inspections as specified in Policy HS-02;
- addressing and correcting hazards identified in a timely manner; and
- ensuring that the Health and Safety Representatives or Joint Health and Safety Committee members from their workplaces are trained in conducting planned workplace inspections.

Health and safety representatives or members of a Joint Health and Safety Committee are responsible for:

- participating in and completing monthly planned workplace inspections; and

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- in collaboration with supervisors, for ensuring hazards identified are corrected in a timely manner.

The Health and Safety Program Coordinator is responsible for providing Planned Workplace Inspection training to all Health and Safety Representatives, Joint Health and Safety Committee members, Senior Leadership Team members, and Supervisors, and any other training as required.

Procedure

A schedule for completing planned workplace inspections will be established at the start of each calendar year by the workplace Supervisor in consultation with the health and safety representative or the health and safety committee member.

A City of Kenora Workplace Inspection Form will be used to document observed hazardous acts or conditions during the inspections.

Hazardous acts will be immediately corrected when observed.

Hazardous conditions will be rated according to their potential for loss. Hazards with a high potential for loss will be corrected without delay. Hazards with a medium or low potential for loss will be corrected in a timely manner with dates established in the inspection report.

Those who are conducting the inspections will initiate and record worker and supervisor contacts as an additional gauge of the health and safety culture in the workplace.

The Senior Leadership Team member responsible for the area being inspected will sign off on completed reports.

All completed reports will be posted on the appropriate health and safety bulletin boards and a copy of the report will be sent to the Health and Safety Program Coordinator for filing.

Training

Health and safety representatives, Joint Health and Safety Committee members, supervisors, and Senior Leadership Team members responsible for completing workplace inspections will be trained in Planned Workplace Inspections. This training will include topics such as hazard recognition, assessment, and control as well as inspection principles.

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Refresher or upgrade training will be given as required. All training will be documented.

References

Occupational Health and Safety Act (Ontario) – Section 8 (6) to (10) and Section 9 (23) to (30).