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|  | <h2 style="margin: 0;">Safe Work Guideline</h2> <h3 style="margin: 0;">Workplace Inspections</h3> | | |
| Prepared By: Don Doherty | Effective Date: February 2010 | Revised By: Don Doherty | Date: March 2020 |

Planned health and safety inspections are an important tool to prevent workplace injuries, illness and property damage. Workplace inspections compliment the hazard assessment process by providing a systematic way to look for: unsafe acts and/or conditions, new hazards not previously identified, and for identifying whether hazard controls are in place and working.

Responsibilities:

In addition to inspections conducted by various government authorities, principals and decision unit administrators are accountable to ensure that both informal and planned health and safety inspections are regularly conducted at their worksite.

The responsibility to carry out inspections should be assigned to supervisors and/or employees knowledgeable about the job or work task. At least 3 employees at each worksite should be trained in workplace inspection in order to provide advice and assistance to their co-workers.

In addition to planned inspections, individual employees are responsible for doing informal or spot inspections of their immediate work area as part of their normal duties for maintaining a safe and healthy workplace. In higher hazard work areas such as mechanical rooms, science or CTS labs, both planned and spot inspections should be conducted at more frequent intervals to prevent the development of unsafe conditions.

District Occupational Health and Safety Coordinator will support the site inspection program by providing in-services on workplace inspection, reviewing site inspection reports and conducting inspections of worksites based on risk profiles and district health and safety program objectives.

Protocol:

1. Planned (scheduled) worksite health and safety inspections of schools and facilities occupied by district staff and students shall be conducted based on an annual inspection schedule prepared for each school year. Schools and Central Services departments shall establish an inspection schedule that ensures the entire workplace is inspected at **least once per year**. Inspections of higher risk work areas should be conducted at **least twice per year** or whenever there is a significant change to the task or work environment.

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Minimum Frequency for Planned School Inspections:

| Area | Frequency |
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| Cafeterias/Food Services | 2 times/year |
| CTS labs | 2 times/year |
| Custodial and Mechanical | 2 times/year |
| General Office/Administration | Once/year |
| Physical Education | 2 times/year |
| Regular Classrooms | Once/year |
| Science Labs | 2 times/year |

2. Planned Inspections shall be conducted by site representatives trained in workplace inspections or by knowledgeable staff that have been provided with an overview of the inspection process by trained site representatives.
3. The principal or decision unit administrator and supervisors shall participate in workplace inspections at least twice annually by touring the worksite either formally or informally to reinforce good health and safety practices and behaviors. This can be achieved by accompanying staff during part of their inspection, or by casually observing health and safety conditions when doing a walk through the worksite or when in the classroom for other purposes.
4. All staff is expected to cooperate and participate in workplace inspections. District OHS Coordinator is available to provide advice and assistance as necessary.
5. Inspection results shall be documented on general or program specific inspection checklists. Inspection checklists are located in the OHS Document Binder.
6. Machinery, tools and equipment (e.g. hoists, fume hoods etc.) shall be inspected in accordance with the manufacturer's recommendations and/or district standards.
7. Unsafe acts or conditions identified during the inspection shall be recorded and prioritized for action on the inspection checklist. Serious hazards must be promptly reported to a supervisor for corrective action. If an existing or potential imminent danger is found during the course of

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an inspection, the principal or decision unit administrator shall take immediate action to correct the situation (refer to *OHS Safe Work Guideline –Stopping Unsafe Work*).

8. Results of inspections and corrective actions required shall be documented on the checklist and communicated to affected staff. Results shall also be reviewed and followed up by the decision unit administrator and/or designate in conjunction with the Health and Safety Committee (where one exists) and/or with affected employees. The inspection checklist shall be reviewed and signed by the supervisor or DU administrator.
9. Copies of completed inspection reports and follow ups shall be maintained on file in the *OHS Documentation Binder* at the school or decision unit for a minimum of 3 years. OHS Coordinator may ask to review the completed checklists during site visits. Inspection reports must also be readily available on the request of an occupational health and safety inspector or auditor.
10. In the event of a health and safety inspection by government officials, the principal or District administrator shall inform a district OHS Coordinator as soon as possible and provide copies of any inspection reports and/or orders. The principal and OHS Coordinator in consultation with other stakeholders will determine follow up corrective action necessary. The principal/DU administrator is responsible to ensure all deficiencies are corrected and orders are complied with.

