

Title: Inspections Policy

Policy No: 3011

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Supersedes: None

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Approved by: CAO

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Purpose: The purpose of this policy is to control the loss of human and material resources by identifying and correcting unsafe acts and conditions.

DEFINITIONS

FLRA means Field Level Risk Assessment.

JHA means Job Hazard Assessment.

SDS means Safety Data Sheets.

OH&S means Occupational Health and Safety.

HPR High Probability Ranking

POLICY

1. Policy Statement:

1.1 The Greenview safety department will ensure regular inspections are performed for the purpose of identifying and correcting unsafe conditions and behaviour. The inspections will consider premises, job sites, buildings, temporary structures, excavations, tools, equipment, machinery, and work methods and practices. The completion of the Inspection Report will not be considered to be an indication of an unsafe work; rather it will be considered an indication of a conscientious supervision.

1.2 General Requirements:

1.2.1 Planned inspections will occur and will be supplemented by informal and special inspections.

1.2.2 If during any inspection, unsafe conditions, practices or procedures that require immediate attention are discovered, they shall be remedied **immediately** and recorded on the inspection report form. The supervisor involved in the inspection will be responsible and accountable for ensuring corrective action is undertaken to eliminate or control any other unsafe conditions or behaviour found.

- 1.2.3 Supervisors, Safety Department and workers involved in inspections will receive training on how to conduct effective job observations, and how to provide effective feedback on observed behaviors.
- 1.2.4 All completed inspection reports will be evaluated and monitored by the Health and Safety Department and department management. Feedback is provided to observed workers after an inspection is complete.
- 1.3 **THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL WORKERS MUST BE FAMILIAR WITH THE OH&S ACT AND REGULATIONS.**

2. Types of Inspections:

- 2.1 Monthly General Inspections: (Safety Advisor/ Department Manager or Designate)
 - 2.1.1 These are conducted monthly per department. This can be increased depending on degree of risk, activity or other conditions.
 - 2.1.2 The teams are encouraged to make safe all substandard acts and conditions at the time of inspection. Items requiring additional corrective action can be passed onto Safety Advisor and/or Department Manager.
 - 2.1.3 Inspection Report is used.
 - 2.1.4 Report is submitted to Safety Advisor for follow up.
 - 2.1.5 Department manager will review and sign off each report within 2 days of the inspections.
 - 2.1.6 Supervisory staff must perform informal inspections as part of their regular activities.
 - 2.1.7 The following process will be followed when conducting the monthly General Inspection.
 - 2.1.8 **Previous Inspections**
 - a. Safety Advisor to review previous Inspection Reports and Near Miss Reports for the area to be inspected and note any commonly reported hazards.
 - b. Identify specific equipment, machinery, jobs, etc. associated with accident trends or severe loss potential. Safety Advisor will review this information with the inspection team before heading to the work face.
 - 2.1.9 **During Inspection:**
 - a. Take copies of the previous Inspection Reports and Near Miss Reports along and note whether the hazards listed have been corrected.
 - b. Look for the off the floor and out-of-the-way items. Look for things that you think would be missed in the daily informal inspections. Look for hazards particular to certain jobs or areas. (ie: location of eye wash station).

- c. Systematically cover the whole area and pay particular attention to specific equipment, machinery, jobs, etc. that has been associated with accident trends or have severe loss potential.
- d. Look for the root causes of sub-standard conditions, practices and procedures. If this comes up in an inspection ensure the information is passed on to the Safety Advisor to look into.
- e. When unsafe conditions requiring immediate attention are found, corrective action must be undertaken without delay, as specified in the OH&S regulations.
- f. All unsafe conditions and defective items must be recorded on the report form, describing the items and their locations clearly. All unsafe conditions or concerns will be documented and photos will be taken and be available for review.
- g. Hazards detected during the shift and reported on Near Miss Report must also be recorded on the Inspection Report whether an item has been corrected or requires correction at a later time. Describe items and their locations clearly.
- h. Use your eyes, ears and other senses to identify actual or potential problems as you go about daily activities. Record hazards on the Inspection Report.
- i. Classify items according to their potential for injury or damage. This will lead to a systematic approach toward corrective action and follow-up.
 - Follow up high HPR (High Probability Ranking) unsafe items immediately.
 - Look for basic causes of sub-standard conditions, practices and procedures.

2.1.10 Post-Inspection:

- a. Complete an Inspection Report.
- b. **NOTE:** Special Inspections are also recorded on the Inspection Report; note on the form that it was a Special Inspection and the reason why it was performed.
 - Copy all items from previous reports that have not been remedied, noting initial detection date.
 - Ensure all sections of the Inspection Report are completed and writing is legible.
 - Forward the report to all department managers and keep a copy of the report at the site where the inspection occurred.
 - Post a copy in the work place.
 - Complete an Inspection Report Form.
 - Keep a copy of the report until the next planned inspection.

2.2 Informal Inspections:

- 2.2.1 These are conducted on an informal basis and occur on an ongoing basis.

- 2.2.2 Supervisors are required to inspect the work area prior to work beginning and conduct an informal inspection.
- 2.2.3 Substandard conditions must be addressed prior to work starting in the area.

2.3 Housekeeping Inspections:

- 2.3.1 Focused on Cleanliness and order the Housekeeping inspections are conducted to ensure work areas are free from clutter, fire hazards, debris, trip hazards etc.
- 2.3.2 Teams will conduct the inspection and provide a rank for the area. The rank will be reviewed with the area supervisor and result posted in the area.
- 2.3.3 Ensuring items that need to be in an explosive cabinet are stored properly. SDS sheets must be updated and containers need to have the proper label affixed on the container.

2.4 Joint Health and Safety Committee Inspections/Walk Around:

- 2.4.1 To demonstrate high level commitment to health, safety and the environment, and to adhere to legislation the Joint Health and Safety Committee will conduct quarterly inspections.
- 2.4.2 Inspection team activities may include:
 - a. Discuss overall worksite conditions with workers.
 - b. Review paperwork at the job site to ensure it had been reviewed.
 - c. Review the Hazard Assessments.
 - d. Inspect Critical equipment.

3. Safety Bulletins:

- 3.1 Safety Bulletins are used for the purpose of communicating safety information across all divisions of Greenview. Safety Bulletins will communicate information relating to general hazards and unsafe and conditions. These bulletins may include information on specific products or equipment which has a hazard associated with it.

All Safety Bulletins will be forwarded from the safety coordinator to all department managers so they are aware and can disperse accordingly.

4. Near Miss Reports:

- 4.1 Job inspections, being periodic, cannot identify hazards immediately or as they arise. For this identification, Near Miss Cards are attached to the Hazard Assessment card and available at designated locations.
- 4.2 Near Miss Reports shall be utilized as follows:
 - 4.2.1 Near Miss cards shall be made available in lunchrooms and at designated locations in each building.
 - 4.2.2 Any unsafe act or condition identified by any person not already performing a safety inspection shall be reported immediately on a Near Miss Report to the foreman or a supervisor.

- 4.2.3 The reporter of hazard shall take immediate action to control the hazard; if possible. Blocking off area, posting signage to keep out are examples of immediate action that can be taken to limit hazards.
- 4.2.4 The job supervisor shall be responsible for ensuring that corrective action is taken to remove workers from danger.
- 4.2.5 All Near Miss Reports shall be appropriately investigated at the discretion of the Safety Advisor, and discussed at the next Safety Meeting.