

Sample Workplace Inspection Procedure

Title: Workplace Inspection Procedure	Date of issue:
Approved by:	Review / revise date:
Location:	

Purpose

The purpose of the Workplace Inspection Procedure is to keep the workplace safe by identifying health and safety hazards, equipment maintenance issues, checking on previous issues noted on past inspections, hazard control effectiveness, training needs and housekeeping issues. The inspection procedure should be applied to all inspections and completed monthly on all areas of the workplace.

Communication

The inspection procedure will be communicated to employees at a new worker orientation, training session or staff meeting. Any changes to the inspection procedure will be communicated to all employees immediately, or at the next staff meeting. The procedure is located in the health and safety manual.

Training

All employees will be provided with appropriate training on 'how to conduct an inspection' prior to participating in their first inspection. All supervisors, JHSC Members and/or Health & Safety Representative will attend workplace inspection training within two months of assuming their position. If an employee feels that they require further training they must notify their supervisor.

Employees must sign a training record acknowledging that they understand the procedure. Training records will be kept on file.

Roles and Responsibilities

Employer Responsibilities

- Accompany the employee Health and Safety Representative when they complete monthly workplace inspections.
 - Make sure that the inspections are carried out and that items to be inspected include:
 - health and safety hazards;
 - equipment maintenance issues;
 - previous issues noted on past inspection forms;
 - hazard control effectiveness;
 - training needs; and
 - housekeeping issues.
- Review the Workplace Inspection Recording Form and take appropriate corrective action within one week where necessary (or immediately if needed).
- Post a copy of the completed Workplace Inspection Recording Form which identifies action taken to resolve hazards noted during the inspection.

- Review the compliance and effectiveness of the inspection procedure at least once a year by examining inspection records to look for trends, asking employees for feedback and touring your workplace to see that the inspection procedure is being followed.
- Make sure that all employees are evaluated on their understanding of the workplace inspection procedure.

Supervisor Responsibilities

- Complete a daily visual inspection and a monthly inspection.
 - **Daily:**
 1. Identify health and safety hazards, equipment maintenance issues, hazard control effectiveness and housekeeping problems.
 2. Record any issues found and the corrective action taken.
 - **Monthly:**
 1. Identify health and safety hazards, equipment maintenance issues, hazard control effectiveness and housekeeping problems.
 2. Document the monthly inspection including any issues and the corrective action taken on the Workplace Inspection Recording form.

Employee Health and Safety Representative Responsibilities

- Develop the monthly inspection schedule in December for the following year.
- Prepare for inspection by reviewing previous reports.
- Be familiar with the work processes and work areas.
 1. Review workplace requirements as needed (for example, standard procedures, training records, etc.).
 2. Wear the required personal protective equipment.
 3. Use the Monthly Workplace Inspection Recording Form to make sure you don't miss anything.
 4. Document all substandard or unsatisfactory conditions using the Workplace Inspection Recording Form and suggest ways to make improvements.
 5. Check to see if previous actions are complete.
 6. Recognize good practices and note when procedures are followed.
 7. Take corrective action immediately, where possible.
 8. Submit the Workplace Inspection Recording Form to the employer once the inspection is complete.
 9. Post a copy of the completed Workplace Inspection Recording Form on the health and safety board.
 10. Keep copies of the Workplace Inspection Recording Forms on file.

Employee Responsibilities

- Follow procedure and participate in workplace inspections.

Forms

Workplace Inspection Recording Form
Inspection Checklists

Reference Materials

Occupational Health and Safety Act – Sections 8 & 9

Give consideration to other types of inspections that you may be required to do such as pre-start inspections, weekly inspections (construction projects), vehicle / equipment / machinery inspections.