

| POLICY                            |                             |
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| Policy Number: HS2020-036         | Date Approved: August 2017  |
| Department: Health and Safety     | Date Reviewed: October 2020 |
| Workplace and Pre Use Inspections |                             |

## 1. Policy Statement

The Corporation of the Town of Kirkland Lake recognizes that Health and Safety Inspections are an essential part of our overall Health and Safety Program.

Health & Safety inspections allow The Corporation of the Town of Kirkland Lake the opportunity to assess the quality of the workplace conditions, equipment and methods, the success of or the need for safety programs initiatives, and the quality and adequacy or controls for substandard conditions/hazards in the workplace. Also whether employees are working safely in adherence to established safe work practices/instructions.

The Corporation of the Town of Kirkland Lake believes that Health and Safety Inspections are pivotal tools available to them to identify and control hazards **before** they result in injury, illness, and property damage.

## 2. Purpose

This Policy provides a procedure for ensuring that Health and Safety inspections are conducted properly and are consistent. It also outlines the inspector and the frequency with which inspections shall take place.

## 3. Scope

All levels of management will participate in the inspection process, through planned, scheduled workplace inspections as outlined below. In addition, representatives from the Ministry of Labour, Fire Department and Health Department may, at any time, request to conduct a workplace inspection.

## 4. Definitions

Not Applicable

## 5. Policy & Procedures

### Procedure

- Workplace Inspections will be held on a monthly basis. A schedule of the Workplace Inspection will be determined jointly by the Co-chairs of the Safety Committee and a copy of the scheduled Workplace Inspection will be posted on the Health and Safety Bulletin Board.
- The function of the inspection is to identify and record unsafe work practices and equipment, and potential or real workplace hazards.
- Identify any hazards which require immediate action and initiate corrective action where required, and document on the Monthly Workplace Inspection Report.
- A copy of the Monthly Workplace Inspection Report Form completed by a Safety Committee Worker Member shall be submitted to the Department Head, if no hazards are identified this will be documented on the report. A copy of the inspections is to be kept on file and readily available for future reference.
- The Safety Committee and Supervisors shall prepare the Monthly Workplace Inspection Report for each inspection, including findings and recommendations for corrective actions, and report at the next scheduled Safety Committee meeting.

|                              | <b>Health and Safety Inspection Frequency</b> |
|------------------------------|---|
| Employee Pre-Use Inspections | Daily or before use of specific equipment     |
| Safety Committee Member      | Monthly                                       |
| Manager / Supervisor         | Monthly with Safety Committee Member          |
| CAO                          | Annually                                      |

### **Workplace Inspection Process**

#### ***Responsibilities:***

#### **The CAO shall**

- Perform an annual inspection of the workplace.
- This inspection is used to review the Health and Safety Program and make improvements to the program.

- Corrective action requirements are recorded, by who, date and signature.
- The Corporation will set parameters for conducting regular workplace inspections as part of the Continuous Improvement Program.

**The Department Heads and Supervisors shall**

- Perform monthly, three (3) job observations of Employees (random selection) in their department performing their work activities in a safe manner.
- Record health and safety hazards reported by workers.
- Required actions are recorded and any deficiencies corrected.
- In cooperation with the Safety Committee, perform a Monthly Workplace Inspections.
- The Managers and Supervisors are responsible to correct the identified recommendations.
- Housekeeping checks are to be performed daily.
- Corrective actions taken where required and recorded.

**The Safety Committee shall perform a monthly workplace inspection as outlined below.**

- Monthly Safety Committee Inspection Process
  - Monthly Workplace Inspections will be a pre-scheduled event so that:
    - An Employee Representative of the Safety Committee conducts the inspection.
    - All of the Employee Certified Members have an opportunity to participate in a Workplace Inspection on a regular basis.
    - The entire workplace is inspected on a monthly basis.
    - An inspection occurs on all shifts on a rotating basis.
    - A Management Member of the Safety Committee or the Department Head can participate in the inspection.
- The Safety Committee Member will:
  - Use the Corporation's Monthly Workplace Inspection Checklist Report Form to ensure that all required items are inspected.
  - Advise the Department Head of any imminently hazardous condition and/or practices.

- Record on the Monthly Workplace Inspection Report Form any Employee contacts made during the inspection in the comment section. The Safety Committee Member will also record the number of workers interviewed during the Monthly Workplace Inspection on the Monthly Workplace Inspection Report Form under the area entitled “Number of Workers Interviewed”.
- Refer to the previous month's Monthly Workplace Inspection Checklist Form and Monthly Workplace Inspection Report Form to assess any corrective measures implemented and to identify any outstanding items.
- Record any noted substandard conditions onto the Monthly Workplace Inspection Report Form.
- When inspecting the First Aid Kits record their findings onto the First Aid Kit Inspection Log Forms found inside each First Aid Kit.
- Upon completion of the Inspection, the completed Monthly Workplace Inspection Checklist Form and Monthly Workplace Inspection Report will be:
  - Forwarded to the Department Head workplace for signature, review and response.
  - Forwarded to other members of the Safety Committee in advance of the next Safety Committee meeting.
  - Forwarded to all Department Heads/Supervisors especially those who have the responsibility for corrective action and to submit to the Safety Committee a record of all corrective actions taken.
  - Discussed at the next Safety Committee meeting.
  - All findings of the inspection are recorded on the Monthly Workplace Inspection Report and Monthly Workplace Inspection Checklist Form.
  - All unsafe conditions must:
    - Be identified (work area, equipment, structure, issue/hazard).
    - Be rated for risk level (High, Medium or Low).
    - Indicate recommended corrective actions.
    - Indicate who is to complete these actions, when and through what means.

- Department Heads/Supervisors will follow up on all corrective actions within 1 month of the expected timeframe for completion indicated on the Workplace Inspection Report Form.

Management Responses to recommendations must be documented and returned to the inspectors. The JHSC or Safety Rep will conduct and document follow up with Management regarding recommendations, responses, remedial actions taken and timeframes for the review.

### ***Job Task Observation***

During an inspection, one job task must be observed: It is required that the person conducting the inspection discuss with the employee, the routine(s) observed, any problems associated with the routine or related tasks and identify whether further review is needed. This will be reported on the Monthly Workplace Inspection Report Form under the title “Number of Workers observed for safe work practices”.

In addition to planned inspections, the following inspections can and will take place:

- **Unplanned inspections:** The Safety Committee and Supervisors are delegated the authority to conduct unplanned inspections as they see fit.

### ***Documentation***

- Notations regarding any infractions or unsafe acts, methods, or conditions must be made and reviewed with the Department Supervisor and or Manager.
- Follow-up regarding corrective action must be documented and included in the minutes of the next Safety Committee meeting.

### ***Corrective Action***

- Immediate hazards must be corrected promptly by Department Head/Supervisor, CAO and/or Safety Co-ordinator.
- Certified Employee Safety Committee representative, Department Heads/Supervisor, CAO and/or Safety Co-ordinator or a competent person such as a service provider must investigate and improve conditions identified in the inspection.
- Corrective action requiring repairs or alteration will be initiated.
- Corrective actions requiring major costs and/or changes in work processes will be discussed with the CAO and/or Department Head/Supervisor and if necessary the Safety Committee with submit a formal recommendation to the CAO on the Safety Committee Recommendation to Employer Form. When

corrective actions have been completed, this is noted on the Monthly Workplace Inspection Report Form with the date of completion. A copy is sent to one of the Co-chairpersons of the Safety Committee.

- Employees affected by any corrective actions taken will be informed and instructed on the changes by their Manager/Supervisor.
- Corrective Actions will be evaluated to determine if any new hazards have been created by the Supervisor/Manager and/or Safety Committee and will be recorded on the Inspection Form.
- If a new hazard is created a Hazard Assessment will be conducted. Once the Hazard Assessment is completed the following will be addressed:
  - Rating of hazard (major, moderate, minor).
  - Recommendation for corrective action.
  - Assignment of responsibilities for corrective action with time frame.
  - Action taken (who, what, when, where, how).
  - Follow up on completion.
- Each department should maintain a file of inspection reports.

### **Operator Pre-Use Inspection Process:**

#### ***Responsibilities***

#### **The Department Head/Supervisor shall:**

- Establish a list of Equipment for their Department that requires pre-use inspections.
- Annually and with any new equipment perform an analysis in conjunction with the Safety Committee on all equipment within their facility to determine which equipment requires a Pre-Start up Inspection.
- Implement the Pre-Use Inspection Checklist within their facility.
- Collect at the end of every month and retain for three months the completed Pre-Use Inspection Checklist Forms.
- Ensure all employees are properly trained in pre-use inspections.
- Ensure all employees follow Safe Operating Practices (SOP).

- Ensure Corrective Action and Follow up required to deficiencies noted on the Pre-Use Inspection Checklist are follow up on and documented on the Equipment Repair Log.
- Review all checklists and corrective actions to ensure all deficiencies have been addressed.

**The Safety Committee shall:**

- Annually perform an analysis in conjunction with the Department Head/Supervisor, on all equipment within their facility to determine which equipment requires a Pre-Use Inspection.
- In association with the Department Head/Supervisor, perform a monthly workplace inspection. Confirm during that inspection that the Pre-Use Inspections are being completed.

**The Employee (Equipment Operator) shall:**

- Before the daily usage of the designated equipment perform a Pre-Use Inspection on the equipment.
- Document their Inspection on the Pre-Use Inspection Checklist Form.
- Immediately report any defects to the Department Head, complete the Equipment Repair Log Form and if appropriate, will tag-out equipment. If the worker has made the corrective measures, it must also be documented on the Pre-Use Inspection Form prior to using the equipment. Only use equipment that passes the Pre-Start Up Inspection.

**Inspect:**

- All safety interlocks switches function properly.
- All emergency stop buttons are functioning properly.
- That all guards must be in place.
- Electrical cords are in good condition with no cuts, frays, exposed wiring.
- The safe operation of the machine (sound, smell, visual, etc).

## 6. Summary

### **Training**

Only individuals who have the Workplace Inspection training may conduct Workplace Inspections.

Certified Safety Committee Members will have taken Workplace Inspection and Hazard Recognition as part of their certification program.

All Managers and Supervisors will take Workplace Inspection and Hazard Recognition training.

Each Employee shall complete the Health & Safety Training as per their assigned Employee profile.

### **Evaluation**

An annual review will be conducted to measure each of the above listed responsibilities by the co-chairs of the Safety Committee. This policy will be reviewed annually.

### **Legislation/ Standards/ Regulations**

Ontario Occupational Health and Safety Act, R.S.O. 1990,