

Workplace Inspections Policy Township of Springwater

Approved: July 12, 2010
Effective: July 12, 2010
Next Review: July 2011

Department: All Departments
Subject: Health & safety, workplace
inspections
Policy Number: A09 - WO

A. Policy Statement

The Township of Springwater is committed to the health and safety of employees, contractors, visitors and the general public. The Workplace Inspections Policy will ensure the maintenance of safe and healthy working conditions through an ongoing program of inspections which will ensure compliance with acceptable standards as per legislation, regulation and best practices.

B. Purpose

The purpose of the Workplace Inspections Policy is to assess the quality of workplace conditions, equipment and methods, the success of or need for safety program initiatives and the quality and adequacy of controls for hazards in the workplace.

C. Scope

This policy applies to all areas of the workplace.

D. Definitions

“CAO” means the Chief Administrative Officer for the Corporation of the Township of Springwater.

“Council” means the Council for the Corporation of the Township of Springwater.

“Joint Health and Safety Committee” means the Joint Health and Safety Committee for the Township of Springwater.

“Inspector” refers to management, supervisors, workers, operators of equipment or machinery and members of the JHSC and / or representatives. It does not refer to a MOL inspector.

“Manager of Human Resources” means the Manager of Human Resources for the Corporation of the Township of Springwater.

“Township” means the Corporation of the Township of Springwater.

E. General

This Policy shall be administered by departments.

This Policy shall be referred to as the 'Workplace Inspections Policy'.

This Policy shall come into force and effect on the day of passage.

This Policy shall be reviewed annually.

F. Authority

The authority for the Workplace Inspections Policy shall be by the endorsement of the Township of Springwater's JHSC and by the approval of the Township of Springwater Council.

ATTACHMENT A PROCEDURES FOR THE WORKPLACE INSPECTIONS POLICY

A. Types of Workplace Inspections

1. Planned Inspections

Planned inspections involve scheduled inspections of the workplace as prescribed by legislation and regulation. Planned inspections will involve senior management, supervisors, and the JHSC members. Inspections will coincide with monthly JHSC meetings. These will be recorded on the Workplace Inspection Report.

2. Unplanned Inspections

Unplanned inspections are ad hoc and exceed the requirements of legislation and regulation. Managers and supervisors will conduct unplanned inspections, to ensure employees remain alert to unsafe conditions or practices. These will be conducted on a weekly basis and deficiencies recorded in the supervisor's field notes.

3. Pre-Shift Inspections

Pre-shift inspections involve supervisors and employees conducting pre-shift or start-up inspections on equipment and / or vehicles as well as processes prior to the start of work on a shift or prior to work commencing. The Vehicle Inspection Report will be used for vehicles.

B. General

Every inspection must examine who, what, where, when, why and how. Attention must be paid to factors most likely to develop unsafe or unhealthy conditions due to stress, wear and tear, impact, vibration, heat, corrosion, chemical reaction, misuse, etc.

Every inspection will review for:

- Safety hazards – inadequate guarding, unsafe work, conditions, unsafe work practices
- Biological hazards – organisms causing viruses, bacteria, fungi, parasites, etc.
- Chemical hazards – caused by a solid, liquid, vapour, gas, dust, fume, mist etc.
- Ergonomic hazards – caused by physiological and psychological demands such as repetitive and forceful movements, vibration, temperature, awkward positions, improper work methods, improperly designed work stations, tools, equipment etc.
- Physical hazards – caused by noise, vibration, heat, cold, radiation, pressure etc.

Planned inspections will be conducted monthly, scheduled by the JHSC, managers and supervisors. A full year schedule will be set at the commencement of each calendar year and provided to the manager / supervisor.

The CAO, as the senior officer, shall conduct an inspection of the organization throughout the course of the year.

Planned inspections will be recorded on the Workplace Inspection Form. Inspections will include employee contacts allowing for employee input, observations, hazard identification, suggestions for corrective action etc. Employee feedback will be included on the Workplace Inspection Form.

Where a workplace inspection identifies any hazards, these will be recorded, rated and recommendations for actions made.

Workplace Inspection Forms will be provided to management. These reports will form part of the data, trends and analysis. The Manager of Human Resources will ensure follow-up, where required, takes place with reports to management and the JHSC.

Hazards identified during workplace inspections will be rated for potential and responsibilities established for corrective action. This will include a time frame for completion of the corrective action. This information will be recorded on the Workplace Inspection Report.

C. Inspection

Where workplace inspections are conducted by the CAO, manager or supervisor:

- The inspection may be conducted along, or with a representative of the JHSC
- The Workplace Inspection Form will be used to note unsatisfactory conditions
- All hazards, suggestions, and observations will be recorded and responsibility assigned / time frames established for corrective action

D. Training

All managers, supervisors, and JHSC members will review the Workplace Inspections Policy annually.

ATTACHMENT B ROLES AND RESPONSIBILITIES

A. Managers

It is the role of the manager to:

- Ensure supervisors are meeting their workplace inspection requirements under this policy
- Undertake planned and unplanned workplace inspections
- Follow inspection procedures
- Receive Workplace Inspection Forms from supervisors and the JHSC and ensure written responses are provided where required within 21 days
- Address all workplace hazards

B. Supervisors/ Managers

It is the role of the supervisor / manager to:

- Supervise and undertake pre-start up or pre-shift inspections of equipment and processes in their area
- Ensure that equipment not meeting safety standards is locked-out immediately pending corrective action, repair etc.
- Undertake planned and unplanned inspections
- Follow inspection procedures
- Repair or plan for corrective actions resulting from deficiencies in the inspection
- Report to the Manager of Human Resources the correction of deficiencies
- Address all workplace hazards

C. Worker

It is the role of the worker to:

- Undertake pre-start up or pre-shift inspection of all equipment and processes related to their duties
- Report to the supervisor hazards related to equipment or processes
- Participate, when contacted, in workplace inspections
- Undertake corrective action, when assigned
- Address all workplace hazards

D. JHSC

It is the role of the JHSC to:

- Follow inspection procedures
- Receive, review and provide comments and recommendations further to Workplace Inspection Forms
- Provide reports and recommendations
- Provide copies of all workplace inspection information to management

- Ensure follow-up for all recommendations has occurred within 21 days

E. Manager of Human Resources

It is the role of the Manager of Human Resources to:

- Review, evaluate and recommend changes to the workplace inspections policy and program
- Participate with departments in scheduling planned inspections
- Participate with the CAO on scheduled planned inspections
- As required, accompany supervisors, senior management, and CAO on workplace inspections
- Receive all inspection documents and reports
- Schedule and ensure follow-up for all inspections where a Workplace Inspection Form is generated
- Analyze all reports and provide summaries, recommendations and required action responses to management and the CAO
- Coordinate workplace inspection training and / or certification

F. CAO

It is the role of the CAO to:

- Ensure the JHSC members / managers / supervisors / applicable workers are trained annually on the Workplace Inspection Policy
- Follow inspection procedures
- Conduct and record annual inspection
- Receive, review, provide and ensure follow-up on all health and safety inspection reports
- Ensure inspection forms are part of regularly scheduled management meeting agendas

ATTACHMENT C
WORKPLACE INSPECTIONS FORM

ATTACHMENT D
VEHICLE INSPECTION FORM