



POLICY

SECTION: HUMAN RESOURCES

NO: HR-HS-28

REFERENCE: HEALTH AND SAFETY

Date: June 26, 2023

Next Review Date: June 2025

TITLE: WORKPLACE INSPECTIONS

1.0 POLICY

- 1.1 The City of Dryden is committed to providing a healthy and safe workplace for all employees. As part of the Health & Safety Program, workplace inspections are an important part of hazard identification, assessment, and control. The goal is to find and correct problems before loss occurs.
- 1.2 By participating in workplace inspections, supervisors and managers demonstrate their commitment to the identification and control of workplace hazards as well as showing employees that they are committed to the health and safety program.

2.0 RESPONSIBILITY

- 2.1 Managers/Supervisors:
 - (a) Managers/supervisors are encouraged to participate in workplace inspections on a frequency as determined by the Chief Administrative Officer.
 - (b) Managers and supervisors are responsible for initiating communication with employees and observing employee behaviours during the workplace inspections.
 - (c) Managers or a delegate, will inspect alarm panels daily to ensure the system is not indicating "trouble."

This procedure is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

- (d) Managers, or a delegate, will review all workplace inspections and respond to the hazards and recommendations within twenty-one (21) days of receiving the report.

2.2 Health & Safety Coordinator:

- (a) The Health & Safety Coordinator will track inspections to ensure compliance with legislative requirements and will contact the Manager/Supervisor to address non-compliance issues. Persistent non-compliance will be brought to the attention of the Human Resources Manager for intervention and resolution.
- (b) The Health & Safety Coordinator will review inspections for completeness, recurring problems, trends, identification of root causes and resulting corrective actions.
- (c) The Health & Safety Coordinator will participate in inspections as required for quality control, training purposes and to promote safety with employees through participation. Each workplace will be inspected by the Health and Safety Coordinator at least once annually.

2.3 Joint Health and Safety Committee (JHSC) Worker Member

- (a) If a workplace has over 20 workers, the JHSC worker member(s), or designate, is/are responsible for completing a workplace inspection monthly at a minimum, or at a frequency as determine by their manager. The JHSC worker member(s), or designate, will establish a schedule in consultation with the manager/supervisor.

2.4 Health and Safety Representative

- (a) If a workplace has 6-19 workers, a Health and Safety Representative is responsible for completing a workplace inspection monthly as designated by the manager. The H&S Representative will establish a schedule in consultation with the manager/supervisor.

2.5 Workplaces with 5 or less employees

- (a) If the workplace has 5 or less workers, the workers will inspect monthly as designated by the manager. A member of a JHSC or a Health and Safety Representative may help the workers conduct the inspection.

2.6 Facilities Manager

- (a) The Facilities Manager will be responsible for organizing the Fire Safety Systems annual inspection. This will include an inspection of the alarm, portable fire extinguishers, and lighting systems. The final copy of the inspection will be sent to the department manager for review and filing.
- (b) This includes the IT suppression system, which is required to be assessed twice annually.
- (c) The recreation facilities' suppression system managed by the recreation managers.

3.0 PROCEDURE

- 3.1 An approved City of Dryden Workplace Inspection Checklist form will be used to document the inspection and observed substandard behaviours or conditions or hazards during the inspection. Forms may be customized to the operation.
 - (a) Please refer to Appendix A for a guideline on what should be inspected. This is not an inclusive list.
 - (b) The JHSC or Health and Safety Representative will create and/or update the checklist as required.
 - (c) The Health and Safety Coordinator will approve the final checklist.
- 3.2 At a minimum, one worker must conduct the workplace inspection. A manager or other employees may accompany the worker on the inspection if they wish.
 - (a) If the worker must conduct the workplace inspection outside of normal work hours or in an isolated area, a second worker should accompany the worker, so they are not working alone.
 - (b) If the inspection must be done alone, the worker and manager must create/refer to their department's working alone plan (see HR-HS-47 for further information).
- 3.3 Once the workplace inspection is completed, the workers will immediately submit the workplace inspection report to the department manager for review.

- (a) The department manager may delegate a supervisor or another manager to review the workplace inspection reports.
 - (b) The department manager can share the report with SMT if they require any additional assistance.
- 3.4 Management must respond to all JHSC/H&S Representative recommendations, in writing, within twenty-one (21) days of receiving the written recommendations. This includes workplace inspections.
 - (a) The response will include a timetable for implementing the recommendations that are agreed upon.
 - (b) If management does not agree, they will provide reasons why the recommendation is not accepted. The JHSC/H&S Representative can then review and provide further recommendations.
 - (c) At any time, the JHSC/H&S Representative and/or Management can consult with the Health and Safety Coordinator for further research on possible corrective actions.
 - (d) All completed reports will be posted on the appropriate health and safety bulletin boards and a copy of the report will be sent to the Health & Safety Coordinator for tracking and filing.
- 3.5 Some of the general purposes of the inspection include:
 - (a) Determining specific occupational health and safety-related concerns of workers and supervisors
 - (b) Review of current jobs and tasks, including existing and potential hazards
 - (c) Investigating and pinpointing underlying causes of hazards
 - (d) Developing recommendations for corrective action
 - (e) Monitoring steps or actions that have been taken to control or eliminate a hazard; such as substitution or replacement, administrative controls, engineering controls, PPE.
- 3.6 Substandard behaviours will be corrected immediately when observed. Inspectors must not walk by unsafe behaviours at any time.

- (a) The worker will adhere to the direction given by the inspector.
 - (b) The inspector will report directions given to the worker's manager immediately following the inspection.
- 3.7 Substandard conditions or hazards will be rated and corrected according to their potential for loss:
- (a) Hazards or substandard conditions with a high potential for loss will be corrected without delay.
 - (b) Hazards or substandard conditions with a medium or low potential for loss will be corrected in a timely manner with dates and responsibility established in the inspection report.
 - (c) If a hazard can be easily corrected it will be done immediately.
- 3.8 At a minimum, and if applicable to the workplace, the workplace inspections must review items listed in Appendix A.
- 3.9 Classification of Hazards:
- (a) Class A Hazard – Immediate action; a condition or practice likely to cause permanent disability, loss of life or body part and/or extensive loss of structure, equipment or material. Work related to this hazard must immediately stop, consider if the Lock Out Tag Out Procedure is required. The manager/supervisor must be notified immediately of the hazard, and the hazard must be resolved before work can continue.
 - (b) Class B Hazard – Requires short term action; a condition or practice likely to cause serious injury or illness resulting in temporary disability or property damage that is disruptive but not extensive.
 - (c) Class C Hazard – Requires long-term action; a condition or practice likely to cause minor or no injury or illness and/or non-disruptive property damage.
- 3.10 Identify basic causes and develop corrective actions to control or correct the hazard. When developing corrective actions look at the following factors systematically:
- (a) The potential severity of the loss
 - (b) The probability of loss occurrence

- (c) The cost of the control
 - (d) The likely degree of the control
 - (e) Control alternatives
 - (f) Justification for the control measure.
- 3.11 Document the recommended person responsible for the corrective actions and a recommended date for them to be completed by.
- 3.12 Follow up on the corrective actions to ensure they have been completed. Items to check are, but not limited to:
- (a) Work orders written
 - (b) Monitor resources
 - (c) Verify timelines
 - (d) Monitor progress
 - (e) Verify adequacy of control.
- 3.13 Importance of an Inspection Report:
- (a) Provides feedback to management on safety problems or concerns;
 - (b) Assists the decision makers to make better decisions on equipment, materials and people needed;
 - (c) Documents all actions so efforts are not duplicated;
 - (d) Allows for a review of reports for quality; and,
 - (e) Identifies successes allowing for positive reinforcement.

4.0 TRAINING

- 4.1 Managers, Supervisors and members of the Site Based Joint Health & Safety Committee will be trained in Workplace Inspections so that they can fulfill the responsibilities of this policy. All training will be documented.

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5.0 COMPLIANCE AND VIOLATIONS

- 5.1 Employees found in violation of this policy may be subject to disciplinary action in accordance with the City's Code of Conduct Policy (HR - CO - 01) and Discipline Policy (HR - DI - 01).

History			
Approval Date:	September 19, 2011	Approved by:	By-law 3919-2011
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Review Date:	February 1, 2017	Approved by:	CAO E. Remillard
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APPENDIX A
Ontario OH&S Act & Regulation
2022 Regulatory Update and Compliance 9.6

When inspecting the workplace, please use the following as a guideline (not inclusive):

General Physical Conditions

- a. Aisles and storage stacks: accessibility, marking, adequate dimensions
- b. Compressed gas cylinders: segregation in storage, weather protection and restraints
- c. Deluge showers and eye baths: water flow, temperature and drainage
- d. Electrical fixtures: wiring, cords, grounds and connections
- e. Exits: marking, visibility, lighting and unobstructed access
- f. Firefighting equipment: equipment and early detection systems, sprinklers, fire plugs, etc.
- g. Flammables and explosives: storage, ventilation and working supply
- h. Guards and safety devices: removable and fixed guards; safety devices or attachments; nip points, cutting & shear edges, presses, rotating parts and gear devices
- i. Hand tools: condition, storage and proper use
- j. Hoisting equipment: e.g., air hoists, hydraulic lifts, jacks, electric hoists, wire ropes, chains
- k. Ladders and climbing devices: condition, storage and proper use
- l. Machinery/power equipment and parts: e.g., agitators, grinders, forging presses, pulverizing machines, drilling machines
- m. Mechanical and power transmission systems: check for condition and guarding, e.g., shafts, bearings, gears, pulleys, drums, cables, belts, sprockets, ropes, chains
- n. Materials handling equipment and lifting devices: condition, proper use and storage
- o. Pressure vessels, boilers and pipes: check for leaks, condition and performance of objects subject to internal pressure from compression of liquids or gases
- p. Pumps, compressors, blowers and fans: check condition and performance of equipment that moves or compresses liquids, air, or gases
- q. Overhead structures and equipment: check for structural integrity and maintenance of equipment that may fall from above
- r. Scrap and refuse: accumulation, removal, storage and disposal
- s. Shafts, pits, sumps and floor openings: check for signage/hazard controls for any type of opening which is a tripping or fall hazard
- t. Stacking and storage: location, segregation, stability, damage, protection

- u. Vehicles and carrying equipment: check for safe performance/maintenance of trucks, cars, motorized carts, and non-motorized equipment for transporting materials
- v. Walking, standing and working surfaces: guarding and condition; including floors, aisles, stairs, platforms, ramps, roads, scaffolds, ladders, desks, workbenches
- w. Warning and signal devices: check functionality of direct communication systems, e.g., radio, telephones, buzzers, bells, lights

Occupational/Environmental Health

- a. Caustic, corrosive and toxic materials: e.g., ensure use of WHMIS labels and WHMIS compliance, including storage, disposal and spill clean-up; also ensure Transportation of Dangerous Goods compliance for handling and transporting of dangerous goods
- b. Hazardous substances: e.g., provide information to affected employees about hazardous substances, including SDSs and other aspects of WHMIS compliance
- c. Human factors engineering: e.g., effective application of ergonomics and hazard controls
- d. Noise exposure: e.g., meet regulatory requirements for measurement and controls
- e. Personal protective equipment: e.g., goggles, gloves, aprons, leggings, etc.; ensure sufficient PPE for the number of workers, suitable location of PPE, and compliance with regulations where select PPE is required
- f. Radiation exposure: e.g., effective measurement and controls
- g. Temperature extremes: e.g., preventive measures, measurement and controls
- h. Ventilation: e.g., ensure effective ventilation of toxic fumes, vapours, mists, smoke and gases

Guards

- a. Missing guards on gears, belts, pulleys and shafts
- b. Missing guards on power saws
- c. Missing point of operation guards on all machines
- d. Grinding wheel guarded and tool rests adjusted
- e. Pinch points guarded against inadvertent contact

Support and Structure

- a. Faulty bracing, shoring

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- b. Sharp-edged, jagged splinters
- c. Worn, cracked, broken conditions
- d. Slippery walking and gripping surfaces
- e. Uneven surfaces
- f. Missing hand rails and platform guardrails
- g. Broken steps creating potential for worker or equipment to trip, fall, roll, collapse, slide, etc.
- h. Protruding objects

Electrical

- a. Ungrounded machines and equipment
- b. Low voltage leaks
- c. Obstructed switch panels
- d. Use of "lock-outs" for mechanics and electricians
- e. Close proximity to stop buttons on all machines
- f. Defective cords, plugs, receptacles
- g. Overloaded circuits
- h. Use of light duty extension cords instead of approved wiring
- i. Power cords across aisles, under rugs, etc.
- j. Use of low voltage systems or ground fault interrupters in wet locations

Ventilation, Illumination, Noise, Radiation

- a. Excessive heat
- b. Use of unshielded X-rays
- c. Arc-flash without shielding
- d. Excessive dust
- e. Exposure to toxic dust, fumes, gases
- f. Gas leaks
- g. Excessive noise
- h. Poor ventilation for chemical use and storage
- i. Failure to protect workers from the above hazards

Work Practices

- a. Missing guards on gears, belts, pulleys and shafts
- b. Failure to use PPE
- c. Horseplay
- d. Failure to follow safety/health rules and procedures
- e. Misuse of tools and equipment
- f. Failure to follow safe working procedures
- g. Poor housekeeping

Miscellaneous Items

- a. Housekeeping
- b. Proper storage of flammable liquids
- c. Exits clear for emergencies
- d. Adequate first aid supplies
- e. Fire extinguishers in working condition
- f. Damaged rigging
- g. Vehicle neglect
- h. Eye protection, head protection, breathing protection available
- i. Warning devices for work in streets
- j. New employees informed of work hazards