



# Workplace Inspection

by

# Committee Members



uOttawa  
L'Université canadienne  
Canada's university

**Document prepared by the Office of Risk Management, Environmental Health and Safety**

**Occupational Health and Safety Sector**

**Updated March 2006**

## WORKPLACE INSPECTION

The University Joint Health and Safety Committee, which includes representation from the five Sectoral Occupational Health and Safety Committees (SOHSC), is composed of people who represent the workers and the employer. Together, they are committed to improving health and safety conditions in the workplace. Committees identify potential health and safety problems and bring them to the employer representative's attention of each sector.

The Committee has four principal functions: to identify potential hazards, to evaluate these potential hazards, to recommend corrective action and to follow up on implemented recommendations. To carry out its functions, the committee is required to hold meetings [section 9(33) of the OH&S Act] and carry out regular inspections of the workplace [sections 9(26), 9(27) and 9(28) of the OH&S Act].

### **What is the purpose of a workplace inspection?**

The purpose of a workplace inspection is to identify hazards that could endanger the health or safety of anyone in the workplace so that corrective action can be taken. An inspection can also determine if established practices and procedures are being followed.

### **How often must workplace inspections be carried out?**

Regular inspections help to identify hazards and prevent accidents. At the University of Ottawa, because the workplace is very large, SOHSC should establish a monthly inspection schedule that ensures the entire workplace will be inspected at least once a year [section 9(27) of the OH&S Act].

### **Who carries out workplace inspections?**

Committee members who represent workers must select someone in their group to inspect the workplace [section 9(23) of the OH&S Act]. This person can be the certified member [section 9(24) of the OH&S Act].

Every inspection shall be conducted by a team designated by the members of the relevant SOHSC and consisting of one or more elected members and one or more appointed members of that SOHSC. Other management representatives can also participate in the inspections.

### **What is the focus of the workplace inspections?**

The focus of the inspection conducted by committee members should be on the general conditions of the workplace, unsafe work procedures, and outstanding or newly created hazards. By doing so, the inspectors provide a "safety pulse" of the workplace and identify hazards that local workers or the management representative may not have identified. The committee members' inspection is a complement process to the owner and employer's duties, responsibilities, or obligations to ensure the workplace is safe.

The *OH&S Act* set specific duties to all workplace parties. The employer and employer representative (that includes all level of management such as supervisor, dean, director, lead hand, manager, etc.) have general duty to make sure that the Act and all its regulations are complied with. They also have the duty to take every precaution reasonable in the circumstances to protect workers. Therefore, they must ensure the safety of everyone and implement necessary mechanisms to assess, control, and monitor hazards or potential hazards. The committee inspection does not replace the employer's responsibilities and obligations but brings an additional review of the workplace safety.

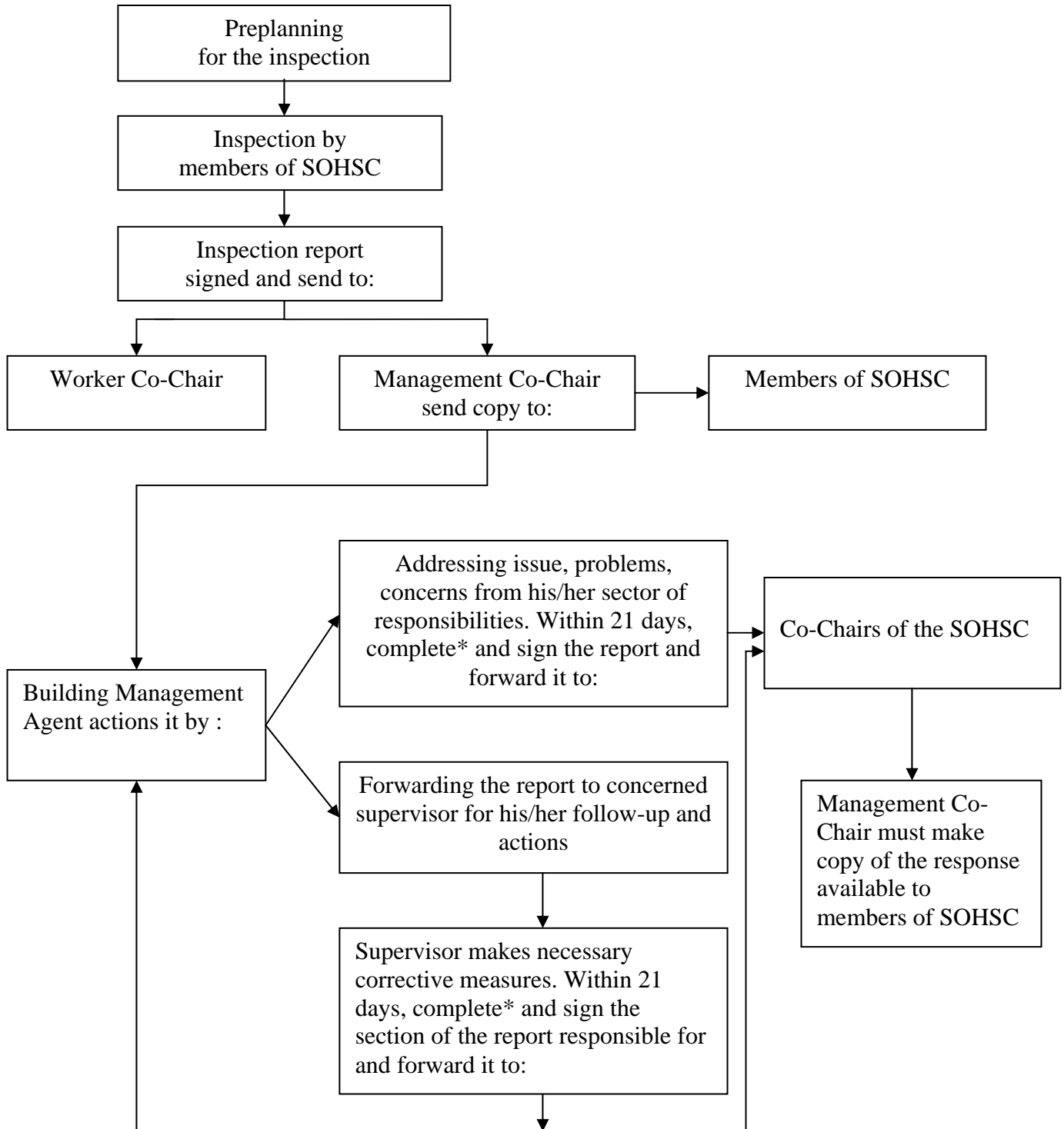
### **Who receives the inspection's report?**

The completed workplace inspection report shall be forwarded to the two chairs of the relevant SOHSC. The management co-chair shall, without undue delay, distribute copies to members of the SOHSC and to the appropriate building management agent (*see section 1.4 of the University of Ottawa Joint Health and Safety Terms of reference*).

### **Who is responsible to follow-up?**

Every employer's representative or supervisor or every building management agent (BMA) to whom problems have been reported on workplace inspection forms must take necessary actions, sign the written report, and indicate the status of problems reported and forwarded to the BMA and the two chairs of the relevant SOHSC. Such reports shall be provided within 21 days following receipt of a workplace inspection form [section 9(21) of the OH&S Act]. The response shall either contain a timetable to implement the recommendation that the recipient agrees with or give reasons for the recipient's disagreement with any recommendations.

# Workplace Inspection Process Chart



\* The response shall contain a timetable for implementing the recommendation and give reasons for those in disagreement with or not accepted.



## INSPECTION-LIST REMINDER FOR OFFICE SPACE TYPE SETTINGS

SUBJECT	ADDITIONAL INFORMATION
University Theme of the Year	
Committee Theme of the Year	
Tripping Hazards	Space to circulate, uniform surface Floor and steps clear, free of obstacles, non-slippery, no debris Objects stored below knee level create no hazards
Ergonomic Design	Neutral working position
Falling Hazards	Shelf or filing cabinet secured and well balanced Objects stored safely
Electrical Hazards	Outlets not overcharged, no missing outlets Location of electrical cord appropriate Extension cord for temporary use only Electrical panel free of obstacle for at least one metre Seal of approval
First-Aid Kit	Inspected every three months In charge of a first-aider
Exit	Must not be obstructed
General Comments	State or general conditions of the room Employees or supervisor preoccupation or concerns

**Note**

*This is a tool only. No checklist can be complete enough to evaluate a workplace for all hazards. The focus of the inspection should be on outstanding or newly created hazards and unsafe work procedures.*



**INSPECTION-LIST REMINDER  
FOR INDUSTRIAL SPACE TYPE SETTINGS**

SUBJECT	ADDITIONAL INFORMATION
University Theme of the Year	
Committee Theme of the Year	
Tripping Hazards	Space to circulate, uniform surface Floor and steps clear, free of obstacles, non-slippery, no debris Objects stored below knee level creates no hazards
Ergonomic Design	Neutral working position
Falling Hazards	Shelf or filing cabinet secured and well balanced Objects stored safely
Electrical Hazards	Outlets not overcharged, no missing outlets Location of electrical cord appropriate Extension cord for temporary use only Electrical panel free of obstacle for at least one metre Seal of approval
First-Aid Kit	Inspected every three months In charge of a first-aider
Exit	Must not be obstructed
Guarding/Safety Device	Installed and used (no pinch points) Protect workers and public
Equipment Inspection and Maintenance	Equipment regularly inspected and maintained (forklift, cart, lifting devices, etc.) Documentation to support it Hand and portable tool in good working condition, etc.
Training/Instruction	Employee received proper training and instructions for type of work Employees work safely and according to proper procedures
Personal Protective Equipment	Appropriate for the task, maintained, and used Appropriate clothing for task
General Comments	State or general conditions of the room Employees or supervisors/preoccupation or concerns

**Note**

*This is a tool only. No checklist can be complete enough to evaluate a workplace for all hazards. The focus of the inspection should be on outstanding or newly created hazards and unsafe work procedures.*



**INSPECTION-LIST REMINDER  
FOR WET LABORATORY SPACE TYPE SETTINGS**

SUBJECT	ADDITIONAL INFORMATION
University Theme of the Year	
Committee Theme of the Year	
Tripping Hazards	Space to circulate, uniform surface Floor and steps clear, free of obstacles, non-slippery, no debris Objects stored below knee level create no hazards
Falling Hazards	Shelf or filing cabinet secured and well balanced Objects stored safely
Electrical Hazards	Outlets not overcharged, no missing outlets Location of electrical cord appropriate Extension cord for temporary use only Electrical panel free of obstacle for at least one metre Seal of approval
First-Aid Kit	Inspected every three months In charge of a first-aider
Exit	Must not be obstructed
Guarding/Safety Device	Installed and used (interlocking device for centrifuge installed, no pinch points, available, etc.) Protect workers and public
Equipment Inspection and Maintenance	Equipment regularly inspected and maintained (eyewash and emergency showers, centrifuge, etc) Documentation to support it
WHMIS	Generally, are chemical products properly labelled, stored, disposed of?
Chemical Safety	Chemicals sensitive to degradation properly managed (date of opening indicated) Flammable product stored appropriately and amount allowed respected No food or drink for personal purposes to be stored or consumed in the lab
Biological products	Biomedical waste containers (autoclave bags, sharp containers) not overfilled or tipping over Erlenmeyer flask containing liquid secure, not overfilled, secondary container.
Training/Instruction	Employee received proper training and instructions for type of work Employees work safely and according to proper procedures
Personal Protective Equipment	Appropriate for the task, maintained and used Appropriate clothing for task
General Comments	State or general conditions of the room Employees or supervisor/preoccupation or concerns

**Note**

*This is a tool only. No checklist can be complete enough to evaluate a workplace for all hazards. The focus of the inspection should be on outstanding or newly created hazards and unsafe work procedures.*



**Rapport d'inspection du comité sectoriel de santé et de sécurité au travail  
Inspection Report of the Sectoral Occupational Health and Safety Committee**

Secteur - Sector : \_\_\_\_\_ Édifice inspecté / Building Inspected : \_\_\_\_\_ Date de l'inspection/ Date of inspection \_\_\_\_\_

Agent responsable d'édifice (ARE) / Building Management Agent (BMA): \_\_\_\_\_ Date envoyée à l'ARE/ Date sent to BMA \_\_\_\_\_

Pièce/ Room	Problèmes/ Problems	Mesures Correctives/ Corrective Measures	Priorité**/ Priority**	Intervention effectuée*/ Action Taken*	Date	SDI/ PRS	
						Métier/ Trade	No. B.T.

**\* Instructions aux superviseurs et aux agents responsables d'édifice/ Instructions to Supervisors and Building Management Agents**  
 Une fois cette section remplie et signée, veuillez faire parvenir le rapport aux coprésidents du Comité sectoriel de santé et de sécurité au travail (et à l'agent responsable d'édifice si vous êtes le superviseur), dans un délai de 21 jours suivants sa réception. Dans votre réponse, vous devez fixer un délai de mise en oeuvre des recommandations que vous acceptées et justifier votre refus dans le cas des recommandations que vous n'acceptez pas.  
*After completing this section and signing this report, please return completed report to the Co-chairs of the Sectoral Health and Safety Committee (and the Building Management Agent if you are the supervisor) within 21 days of the date you received this report. The response shall contain a timetable for implementing the recommendation and give reasons for those not accepted or in disagreement with.*

**Signature du superviseur/ Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature de l'agent responsable d'édifice/ Building Management Agent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\* Priorité pour apporter des mesures correctives / Priority to implement corrective measures**  
**0** - Urgent (immédiatement)/ Urgent (immediately)      **1** - Urgent (même journée)/ Urgent (same day)      **2** - Dans les 7 jours/ Next 7 days  
**3** - Dans les 21 jours/ Next 21 days      **4** - Autres, précisez / other, specify

**SDI / PRS**  
 Espace réservée au Service des immeubles / Box spaces reserved for Physical Resources Service

**Inspecté par/ Inspected by :** \_\_\_\_\_

**Date / Date:** \_\_\_\_\_

