

**THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS
REPORT**

TO: Mayor Peake and Council
FROM: Joint Health & Safety Committee Representative
DATE: May 6, 2008
SUBJECT: Workplace Inspection Procedures

Recommendation:

Be it resolved that the Council of the Corporation of the Township of Lake of Bays hereby adopt the attached Workplace Inspections Procedures Policy.

Origin: Joint Health & Safety Committee

Background:

Upon review of the existing Health & Safety policies and procedures it was determined that the Township of Lake of Bays procedures for workplace inspections of municipal buildings and facilities and workplace equipment required updating.

As it is essential for the safety and well being of Council and staff to have standard procedures for the inspection of municipal buildings and facilities the attached Workplace Inspections Procedures were developed by the Joint Health & Safety Committee.

The Joint Health & Safety Committee will review the Workplace Inspection Procedures annually and make required updates as necessary.

Respectfully submitted,

Joint Health & Safety Committee

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1 PURPOSE:

- 1.01 To establish standards for inspections of the workplace and its equipment to ensure that:
- Hazards are recognized and eliminated or controlled.
 - Equipment is maintained to ensure its safe operation.
 - Training needs are identified.
 - Changes in the workplace are identified.
 - Health and safety awareness in the workplace is increased.

2 POLICY:

- 2.01 All employees will follow the standards and participate in the workplace inspection program. All employees have roles and responsibilities in the Workplace Inspection Program.

2.02 PROCEDURES

Pre-Use Inspections

Workplace Equipment:

1. Prior to using any equipment, a visual inspection should be completed to check for any abnormalities.
2. Report any malfunctions or unusual conditions that occur during use of the equipment immediately.
3. If you are unfamiliar with a piece of equipment contact your supervisor for further instruction.

Company Vehicles:

1. Company vehicles will be inspected according to Ministry of Transportation standards.
2. Workers will perform inspection of vehicles as assigned by their supervisor or as required by standards.
3. Regular mechanical inspections of company vehicles, as recommended by the manufacturer, will be monitored by the appropriate department supervisor.

Personal Protective Equipment:

1. Personal protective equipment will be inspected prior to each use.
2. Report any defects and/or deficiencies of the equipment to your supervisor.
3. The supervisor shall provide replacement equipment in a reasonable time frame.

New Equipment:

1. All new equipment brought into the workplace will be inspected prior to use.
2. The Supervisor and the workers that will use the equipment shall conduct the inspection.
3. The pre-use inspection will be documented and maintained in the equipment file.
4. A schedule for regular maintenance inspections shall be determined in consultation with the manufacturer's directions and added to this program.

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Assessments of the Workplace:

Inspections by Employees:

1. Township of Lake of Bays employees shall assess their work area **daily**.
2. The purpose of the assessment is to identify health and safety hazards, equipment maintenance issues, hazard control effectiveness and housekeeping problems.
3. All assessment issues shall be reported in writing to the worker's supervisor.
4. Suggestions for improvements shall be reported in writing to the worker's supervisor.

Inspections by the Supervisor:

1. The Supervisor will complete an assessment upon receiving a report in writing from the employee to identify health and safety hazards, equipment maintenance issues, hazard control effectiveness and housekeeping problems.
2. Record any issues found and the remedial action taken in Supervisors' notebook.
3. The Supervisor may accompany the Worker Health and Safety Representative while completing the **monthly** workplace. See procedures for "Inspections by the Worker Health and Safety Representative" for inspection details and requirement.

Inspections by the Worker Health and Safety Representative:

1. The worker health and safety representative will schedule **monthly** workplace inspections.
2. The purpose of the inspection is to identify health and safety hazards, equipment maintenance issues, completion of previous issues noted on past inspection forms, hazard control effectiveness, training needs and housekeeping issues.
3. The inspection schedule shall be completed in December for the following year.
4. Inspections to be completed on a monthly basis.
5. Prepare for inspection by reviewing previous reports.
6. Be familiar with the work processes and work areas.
7. Review workplace requirements as necessary (e.g. standard procedures, training records, etc).
8. Wear the required personal protective equipment.
9. Use the Monthly Workplace Inspection Checklist (Appendix A) as a guide to ensure a thorough inspection.
10. All substandard or unsatisfactory conditions to be documented using the Workplace Inspection Report (Appendix B).
11. Check to see if previous actions are complete.
12. Recognition of good practices and adherence to procedures should also be noted.
13. Suggestion for resolving items noted on the inspection to be documented on the workplace Inspection Report (Appendix B).
14. Take corrective action immediately when possible/necessary.
15. Workplace Inspection Report (Appendix B) must be submitted to the Employer once the inspection is complete.
16. Copies of the completed workplace Inspection Report will be:
 - Posted on the Health and Safety Board,
 - Maintained on file by the Employer,
 - Maintained on file by the Worker Health and Safety Representative, and
 - Maintained on file by the Joint Health and Safety Committee.

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2.03 Communication:

- This inspection program will be communicated to all employees at staff training sessions and during orientation for new workers.
- Any changes to the inspection program will communicate to employees through circulation of an employee acknowledgement form.

2.04 Training:

- Employees will be provided with appropriate training to allow their participation in the workplace inspection program.
- If an employee feels that they require further training, the employee will notify their supervisor.
- Training records will be completed during the training sessions and kept on file by the Joint Health and Safety Committee and by the Employer.

2.05 Evaluation:

- Employees are encouraged to provide feedback on an ongoing basis to assist with improvements to this inspection program.

3 ADMINISTRATION:

3.01 All employees, supervisors and employers shall follow this policy.

4 ATTACHMENTS:

Appendix A – Monthly Inspection Checklist

Appendix B – Workplace Inspection Recording form

Appendix "A"

WORKPLACE INSPECTION FORM

LOCATION: _____ DATE: _____

HOUSEKEEPING

- Work Surfaces
- Stairs, Aisles, Floors
- Storage & Piling of Materials
- Furnace Rooms
- Wash & Locker Rooms
- Access/Exit Routes
- Garbage Disposal

MACHINERY & TOOLS

- Guards
- Belts, Gears & Pulleys
- Safety Signs
- Ladders & Scaffolds
- Lockout Procedures
- Maintenance
- Proper Tools in Use

MISCELLANEOUS

- New Processes/Chemicals
- New Employees/Training
- Inspections Records
- Regs/Directives Posted
- Other

SECURITY

- Compound Security (Locks, etc.)
- Mobile Equipment Security
- Restricted Areas

MATERIAL HANDLING & STORAGE

- Power or Hand Trucks
- Elevators
- Cranes & Hoists
- Conveyors
- Cables, Ropes, Chains
- Chemical Storage
- Equipment Storage
- Hazard Signs
- Waste Storage
- Flammable Liquid Storage
- Equipment Maintenance

ADDITIONAL ITEMS FOR SPECIAL CONSIDERATION

GENERAL

- Flagging Procedures
- Signing
- Personal Protective Equipment
- Communications

FIRE PROTECTION

- Fire Extinguishers
- Exit Lights, Stairs, Emergency Lights
- Fire Exits (Signs & Access)

VEHICLES

- 1st Aid Kits
- Fire Extinguishers
- Fuses
- Gasoline/Chemical Storage
- Equipment Secured
- Seat Belts
- Buckets & Mechanisms
- Access Assists

FIRST AID

- Form 82 posted
- First Aid Kits & Room
- Emerg. Showers/Eye Wash
- Stretchers & Blankets
- 1st Aid Certificates Posted

COMPRESSORS

- Mainline Filter, Pre-filter
- Gauges Operational
- Pressure Relief Valve
- Hearing Protection Signs
- Certificates Posted
- Guards

PERSONAL PROTECTION

- Safety Hats
- Goggles & Face Shields
- Hearing Protection
- Wearing of Equipment
- General Safety signs
- Vests, Gloves, Coveralls
- Respirator
- Life jackets
- Hazard Signs
- Eye Wash Stations
- Work Practices (Lifting etc.)
- Maintenance
- Training

ELECTRICAL

- Fuse/Breaker Panels
- Tripping Hazards
- Generators (Condition)
- Extension Cords
- Hand Tools (Proper Ground)
- Lockout Procedures

ENVIRONMENTAL HAZARDS

- Lighting
- Ventilation
- Noise
- Air Quality

GAS/FUEL

PUMPS/PROPANE

- Cylinder Storage
- Operating Condition/Leaks
- Venting
- Hazard Signs
- Fuel Storage & Fuel Cans (Above Ground)

HAZARDOUS SUBSTANCES

- Labeling
- M.S.D.S.
- Training (use & hazards)
- Personal Protective Equipment
- Ventilation (General & Local)

Signature of Inspector

Appendix "B"

Township of Lake of Bays

Workplace Inspection Recording Form

Inspection Location(s): _____ Time of Inspection: _____

Department/Area: _____ Date of Inspection: _____

Item (and location of item)	Hazard Observed	Hazard Class	Repeat Item		Recommended Action	By		Action Taken	Completed	Authorized Signature
			Yes	No		Whom	When			
			FOR FOLLOW UP							

Hazard Classification

Class A: A condition or practice likely to cause permanent disability or loss of life or body part, and/or extensive loss of structure, equipment or material.

Class B: A condition or practice likely to cause serious injury or illness (resulting in temporary disability) or property damage that is disruptive, but less severe than Class "A".

Class C: A condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.

Copies To: _____ Inspection Completed By: _____