# Workplace Inspection Program

*This template has been developed as a starting point and must be customized with company-specific information. Ensure wording reflects the intent and commitment to implement what is described.*

Regular workplace inspections and hazard reporting are effective ways to identify and address workplace hazards that have the potential of causing injury or illness.

[COMPANY] is committed to ensuring that all equipment and plants are thoroughly inspected to identify hazards and ensure corrective actions are completed to prevent possible injury or illness.

The following will be inspected on a regular basis:

* Production equipment
* The general facility, including its office areas
* Mobile equipment
* Storage racking

Both management and employees are involved in conducting and reviewing inspections, as well as the Worker Health and Safety Representative, who follows-up on corrective action items.

This program is in accordance with the following sections of the Occupational Health and Safety Regulation:

* Section 4.3 – Safe machinery and equipment
* Section 4.9 – Inspection and maintenance records
* Section 16.34 – Start of shift inspection (mobile equipment)
* Section 4.43.1 (8) – Storage racks

## Roles and Responsibilities

The **Employer** is responsible for:

* Ensuring that all inspections are being conducted on schedule by the assigned inspector(s)
* Ensuring that resources are made available to the inspectors (i.e. available time, tools, etc.)

**Inspectors** are those employees who have been trained, instructed and deemed competent in the company’s inspection procedures. They are responsible for:

* Conducting their assigned inspections
* Using additional available resources to aid in the inspection process
* Completing the respective inspection report and signing/initialling it
* Filing the inspection report with the appropriate person
* Exercising professional judgment, fairness and objectivity at all times

**Managers/Supervisors** are responsible for:

* Ensuring their workers are aware of their responsibility to report workplace hazards
* Completing corrective actions without undue delay
* Providing updates when corrective actions have been completed
* Ensuring the investigation report forms are accessible in electronic and/or paper form
* Thoroughly reviewing and signing-off completed inspection reports
* Keeping equipment inspection reports for the life of the equipment inspected
* Promptly communicating the results of all inspection findings to their workers

The **Worker Health and Safety Representative** is responsible for:

* Monitoring the completion of all types of inspections
* Providing updates when corrective actions have been completed

**All employees** and **contractors** are responsible for:

* Immediately reporting all workplace hazards to their supervisor/manager
* Cooperating with inspectors during the inspection process
* Completing corrective action, if assigned to do so

## Inspection Process

In general, all safety inspections at [COMPANY] follow a simple inspections process: walk through observation, recording of hazards and deficiencies, assignment of corrective actions, communication of inspection findings, and follow-up on corrective actions. Inspections must be conducted by the assigned inspectors, with the appropriate inspection form, at the pre-determined frequency, and reviewed by the Owner/senior manager.

## Types of Inspection

The following types of documented inspections are conducted at [COMPANY]:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| INSPECTION TYPE | WHO INSPECTS | INSPECTION FORM USED | INSPECTION  FREQUENCY | REVIEWED BY |
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## Corrective Action and Follow-up

Selecting appropriate corrective action should involve the use of the hierarchy of controls to control the hazards: elimination, substitution, engineering controls, administrative controls and use of personal protective equipment.

When corrective action is assigned to a worker, the expected completion date and recommended action should be clearly communicated to them. Information relating to corrective actions is recorded in the respective inspection form and/or corrective action log. When a corrective action is completed, the inspection form must be updated.

[COMPANY] will ensure all inspection reports are made available to the Worker Health and Safety Representative for review and follow-up.

## Training and Communication

All workers at [COMPANY] will be made aware of this program, however, only those workers who are assigned to conduct inspections will be trained and made competent in conducting workplace inspections.

The employer may use any combination of the following communication methods to ensure the results and findings are communicated to the workers:

* Inspection reports posted on the safety bulletin board
* One-on-one meetings with workers
* Crew talks/toolbox talks
* (Any other tools regularly used for internal communication)

## Recordkeeping

Completed inspection forms/reports and training records will be maintained by the Owner/senior manager as part of due diligence.

## Program Review

This program will be reviewed by both the Owner/senior manager and the Worker Health and Safety Representative every year. It may also be reviewed at any time if:

* There are changes to the regulations that affect the program,
* If new hazards have been identified in the process that were not previously considered,
* If there is a major change in operations (i.e., new equipment, processes, materials),
* An incident or serious near miss occurs, or
* The program is not working effectively.

## Document History

|  |  |  |  |
| --- | --- | --- | --- |
| Version No. | Revision Date | Revision completed by | Reason for Revision |
| 1 |  |  | New Program |
| 2 |  |  |  |

|  |  |
| --- | --- |
| Date approved: | Approved by: |
| [DATE] | [NAME], [TITLE] |