WORKPLACE INSPECTIONS/AUDITS

I. PURPOSE:

To outline methods used 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.

II. SCOPE AND RESPONSIBILITY:

This procedure applies to all City of Hamilton Joint Health and Safety Committees, departments and workplaces.

Also refer to procedure - SAFETY COMMITTEES (COH-RQ-WI-017); REPORTING HAZARDS/RESOLUTION (COH-RQ-WI-004)

Corporate Workplace Safety Section:

Provide information and assistance regarding available regulations and acceptable industrial safety practices to allow line departments to initiate and maintain proper procedures, thereby ensuring worker health and safety and compliance with applicable legislation.

Department:

The Department Management and the Joint Health & Safety Committee is responsible for ensuring the proper application of this procedure.

III. PROCEDURE:

A. General: (Also refer to JHSC Terms of Reference Document, if available.)

1. Workplace inspections will be conducted on a monthly basis by the applicable Joint Health and Safety Committees.

2. If it is not practical for the Joint Health and Safety Committee to inspect the entire workplace once per month, due to the size or complexity of the workplace then a monthly inspection of, at least part of the workplace shall be conducted, in such a manner that the entire workplace
will be inspected throughout the course of the year. (Consult with your Department Health and Safety Specialist or a representative of the Workplace Safety Section prior to making such a determination.)

3. Inspections should be conducted prior to the regularly scheduled H&S meeting, preferably one week in advance. This allows for any observations and recommendations identified on the inspection report to be discussed by the entire committee.

4. A schedule of workplace inspections for the year is to be developed, published and posted by the JH&S Committee, at the beginning of each year, listing the dates and times. This information shall be included as an appendix to the Terms of Reference document.

B. Inspection:

1. Workplace inspections will be conducted by at least 2 members of the JH&S Committee, (if possible by one management and one worker member, trained in proper workplace inspection techniques) who will be assigned this duty at the preceding H&S meeting.

2. The "WORKPLACE INSPECTION CHECKLIST", found on the reverse side of the Workplace Inspection Record form, may be used as a guide and all observed unsatisfactory conditions shall be recorded on the "WORKPLACE INSPECTION RECORD" form.

3. The H&S Committee inspectors will record any suggestions in the 'Recommended Actions' section and assign responsibility for correction to the area supervisor.

4. Copies of the "WORKPLACE INSPECTION RECORD" will be:
   (a) Posted on the H&S section of the bulletin board
   (b) Forwarded to the area supervisor and manager
   (c) Circulated to each H&S Committee Member in the workplace
   (d) Forwarded to the Corporate Workplace Safety Section, for central recording
   (e) Sent to the appropriate Union Local office

C. Analysis and Follow-up:

1. The area supervisor is responsible for reviewing the "WORKPLACE INSPECTION RECORD" and initiating the appropriate corrective action for each identified deficiency in his/her area, in order of its priority.

2. The "WORKPLACE INSPECTION RECORD" shall be completed by the area supervisor, within one week, and shall contain the following information:
   (a) The action taken or planned to be taken
   (b) The approximate completion date
   (c) If there is a dispute or disagreement, a request for clarification or additional information from the inspection team may be requested.

3. Subsequent workplace inspections will review the items from previous inspections to ensure the remedial action has resolved the concern.
NOTE:
This procedure outlines the proper process for workplace inspections/audits to be conducted by Joint Health and Safety Committees in compliance with the minimum requirements of the Occupational Health and Safety Act.

Nothing in this procedure prevents Managers/Supervisors/Foremen/Forewomen/Lead Hands from conducting regular safety related workplace inspections of workplaces under their jurisdiction to ensure continuous application of workplace safety controls, seek improvements to the City’s OHS Programs and to ensure a high level of safety/health awareness by City employees at all times.

NOTE:
Workers and their supervisors shall be held accountable for violations of health and safety rules, regulations, and procedures. Disciplinary action, where necessary, will be dictated by the City of Hamilton disciplinary procedure and will be based on the merits of the specific case.

Prior to disciplinary measures being taken, management is advised to consult with Labour Relations.