

**CORPORATION OF THE TOWNSHIP
OF SOUTH ALGONQUIN**

SUBJECT:	WORKPLACE INSPECTIONS			
TYPE:	HEALTH AND SAFETY		POLICY NO. HS-005-00	
DATE:	REVIEW DATE:	FREQUENCY:	REL. BY-LAW:	PAGE #:
June 25, 2008		As Required	08-320	1 of 5
Revisions				
June 25, 2008 New Policy				

I. Purpose:

To assess the quality of workplace conditions, equipment and methods, and the quality and adequacy of controls for hazards in the workplace.

II. Responsibility

The employer is responsible for ensuring the proper application of this policy.

III. Standards/Procedure

A. General

1. The workplace inspections will be conducted on a monthly basis.
2. Inspections will be conducted prior to the first regular Council meeting of the month, preferably one week in advance, so that observations and recommendations can be discussed by Council.
3. A schedule of workplace inspections for the year is to be developed, published and posted by the Clerk-Treasurer, at the beginning of each year, listing the date and time of each inspection.

B. Inspection

1. Workplace inspections will be completed by the health and safety representative using the **“Workplace Inspection Checklist”** (see sample Appendix A). The completed monthly **“Workplace Inspection Checklist”** will be distributed as follows: the original retained by the health and safety inspector and a copy forwarded to the Clerk-Treasurer.

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2. All substandard or unsatisfactory conditions will be recorded on the “**Workplace Inspection Report**” (see sample Appendix B). Complaint areas should be noted as well.
3. The health and safety inspectors will record any suggestions in the “Recommended Actions” section and report the findings to the employer.
4. Copies of the “**Workplace Inspection Report**” will be:
 - Posted on the respective work area bulletin boards
 - Circulated to the department heads
 - Circulated to each health and safety representative in the workplace.

C. Analysis and Follow-up

1. The employer is responsible for reviewing the “**Workplace Inspection Report**” and initiating the appropriate corrective action, in order of its priority.
2. The “**Workplace Inspection Report**” shall be completed within one week, with the following information:
 - The action taken or planned to be taken
 - The completion date
3. Subsequent workplace inspections will review the items from previous inspections to ensure the remedial action has resolved the concern. Items will remain on the “**Workplace Inspection Report**” until they are issued with a “Completed Date”.

I. FORMS

1. Workplace Inspection Checklist
2. Workplace Inspection Report

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Appendix A
WORKPLACE INSPECTION CHECKLIST

Inspection Location:	Date of Inspection
Department/Area:	Time of Inspection

WALKING SURFACES	PROTECTIVE CLOTHING/EQUIPMENT
Walkways free of obstacles	Equipment/clothing provided where required (including safety kits and cellular phones/radios)
Cords anchored or covered	Equipment/clothing used where required
Floor Coverings in good condition	Equipment/clothing in good condition
No slip/trip hazards present	Employees trained in usage of equipment/clothing
Warnings posted when floors are wet	Work areas have appropriate signage
	Visiting employees wearing proper PPE where required
	Contractors wearing proper PPE where required
FURNITURE/OFFICE EQUIPMENT	
Appropriate for work being done	
In good mechanical condition	FIRE PREVENTION
Properly assembled	Extinguishers available & accessible
Properly adjusted	Extinguishers/hose cabinets dated monthly
Secure from tipping	Pull stations accessible
Free from sharp edges/corners	Electric cords/outlets in good condition
Dangerous parts properly guarded	Electrical outlets not overloaded
Electrical cords at workstations secured	Fire exits clear of obstruction
	Fire doors closed
	Fire exit signs lit
BOOKCASE/SHELVES/CABINETS	
Secured from tipping	
In good condition	MACHINERY/EQUIPMENT/TOOLS
Drawers/doors closed when not in use	Log books with safety checks current
One drawer open at a time	In good working order
Material safely stored/stacked/piled	Safety inspections current
Heavier or commonly accessed items between knuckle and shoulder height	Preventative maintenance program established for equipment & tools is current (not yet established)
Step stools available if required	Employees instructed on safe/proper use
	Dangerous parts properly guarded
	Appropriate for work being done
FIRST AID	
First aid kit available at First Aid Station	
First aid kit checked monthly (initialed)	POSTED INFORMATION
WSIB poster 82 beside the kit	OH&S Act & OHS Policy
Certificates of first aiders current & posted	First Aider names

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First aid log sheet available and in use	Workplace Inspection Report

ENVIRONMENT	TRAINING
Light levels adequate	Employees aware of safe working procedures
Air quality adequate	Employees provided information and instruction on Health and Safety
Air/temperature units unobstructed	
Hazardous materials properly labeled	
Hazardous materials properly stored	OTHER INSPECTED AREAS/CONDITIONS
Current MSDSs are available (within 3 years)	Contractors working in safe manner (i.e. safe use of ladder, etc.)
Housekeeping satisfactory	
No construction hazards present	

Health and Safety Inspector Name:	Health and Safety Inspector Signature:
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Copy: Clerk-Treasurer

Appendix B
WORKPLACE INSPECTION REPORT

Inspection Location:	Date of Inspection
Department/Area:	Page _____ of _____ Time of Inspection

Item (and location of item)	Hazard Observed	Hazard Class *	Repeat Item		Recommended Action	By		Date Action Taken	Completed Date	Authorized Signature
			Yes	No		Who	When			

Classification of Hazardous Practices or Conditions

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

Class B: 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: Likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.

Health and Safety Inspector Name:	Health and Safety Inspector Signature:
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Copies to: Department Head
 Clerk-Treasurer
 Workplace Inspectors