

Element 7

Formal Workplace Inspections





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Formal Workplace Inspections Program

Purpose

The purpose of workplace inspections is to control loss, both human and material, assess the quality of workplace conditions and equipment, evaluate the success or need for safety program initiatives, and assess the quality and adequacy of controls from hazards in the workplace.

A formal inspection is an opportunity to check if the existing hazard controls are working well and identify new or missed hazards. An inspection can also be an opportunity for the management team to speak with workers and learn more about their concerns.

Formal inspections go beyond identifying weaknesses; the process identifies and recognizes positive actions, e.g., recognition for improved practices, such as housekeeping procedures.

Legislation

Commercial vehicles registered with a Provincial Hours of Service Fitness Certificate will follow the applicable Alberta Transportation regulations and legislation regarding the safe operation, inspection, maintenance, registration, and hours of service requirements.

The Alberta Occupational Health and Safety Act, Part 3, Section 25 Inspection of work site with an Officer requires that an Officer may request the joint work site health and safety committee co-chair or designates or a health and safety representative to be present during the Officer's inspection.

The Alberta Occupational Health and Safety Act, Part 8, Section 51 An officer may at any reasonable hour and without a warrant, enter into or on any work site and inspect that work site, except for premises used as a private dwelling.

The National Fire Protection Association, NFPA, 10 Standard for Portable Fire Extinguishers requires fire extinguishers are to be monthly checked at least once every month and an annual check is to be conducted by a qualified third-party inspection facility.

Formal Worksite Inspection Directive Statement

The Town of Sexsmith will maintain a regular and comprehensive program of safety inspections at all facilities and job sites to help safeguard managers, supervisors, workers, volunteers, contractors, and all other worksite parties and control material losses through identifying and correcting unsafe acts and conditions.

Formal inspections verify the hazard controls identified on formal hazard assessment reports and confirm implementation is effective and used. Formal and informal inspections are a proactive approach to correct deficiencies before an incident or loss.

Managers, supervisors, and workers from each workplace are to conduct formal workplace inspections, and where possible, participate on a rotational basis.

Minimum frequencies identify each facility, emergency equipment, and tools and fire extinguishers, first aid kits, and minimum participation from managers, supervisors, and workers. Minimum inspection



frequencies must be met, as outlined in the Inspection Frequency Schedules for all facilities and positions identified.

Management should also use positive reinforcement when they witness employees conducting themselves healthily and safely.

The formal workplace inspections will be completed using the Formal Workplace Inspection Form for each facility.

Managers are responsible for reviewing formal inspection reports, signing off and ensuring that corrective actions implemented in a timely fashion.

The CAO and managers will ensure all corrective actions are carried out within the recommended timeframe, and the inspection forms completed.

Informal inspections may not have a planned schedule. It is the practice of observing the worksite for unsafe conditions or substandard acts and visual inspections of non-commercial vehicle pre-use inspection.

A communication book may be used to record informal inspections when corrective actions need completing.

Responsibilities

CAO

- Have overall accountability for the scheduling, completing and correcting deficiencies from formal worksite inspections.
- CAO may wish to delegate the task of scheduling, completing, and correcting deficiencies with managers, supervisors, or workers.
- At a minimum, the CAO is to participate in one formal facility inspection per year.
- CAO is to include a documented observation of work behaviours and include comments on the overall health and safety conditions in the workplace and recommendations for improvements and provide positive feedback.
- The CAO may review all formal workplace inspection forms when requested.

Managers

- Responsible for inspections are scheduled and completed for their worksites and whenever possible use a team approach or rotate workers in the inspection process.
- At a minimum, managers are to complete quarterly formal inspections of their worksites.
- Managers are to include a documented observation of work behaviours and an overall health and safety conditions in the workplace when conducting a worksite inspection.
- When deficiencies are identified, ensure corrective actions are implemented in a timely manner and setting a priority based on the hazard risk.
- When new hazards are identified through inspections, ensure the review of the formal hazard assessment report, updated when necessary, and the formal hazard assessment report is reviewed with affected staff and signed off.



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- Ensure lockouts and tag outs are used when defective tools, equipment and vehicles and remove from service any tools, equipment, or vehicle when the defects are not repairable.

Supervisors

- Participate in the formal worksite inspections when asked or scheduled.
- Ensure any defective equipment, tool, or a vehicle is locked out or tagged out and communicate to workers the equipment, tool or vehicle is out of service.
- Assist training workers in identifying hazards when completing formal and informal inspections.
- At a minimum, supervisors are to complete quarterly worksite inspections of their worksites.

Workers

- Conduct worksite formal and in-formal inspections when assigned to do so.
- Participate and contribute to the inspection program.
- Compete and document pre-use and post-use inspections for commercial vehicles.

Health and Safety Committee Members/Representatives

- May conduct inspections on departments they work in or other departments where a manager invites them to participate.
- Health and safety committee members, at minimum, complete quarterly worksite inspections on a rotational basis.
- Health and safety representatives are to participate in formal worksite inspections, when needed through an investigation follow up or when new hazards identified, and corrective actions need assessing.

Facility and Building Inspection Schedules

At a minimum, all facilities and permanent and remote facility worksites shall be monthly inspected, such as, but not limited to; water/wastewater treatment plants, pools, arenas, and any unoccupied buildings.

Complete a monthly inspection of all permanent buildings and facilities, such as offices and shops, pools, rinks and arenas and any building that is occupied and under the ownership or control of the municipality.

Office inspections should include, at minimum, all fire extinguishers, fire equipment, first aid kits, eye wash stations and check for overall housekeeping, HVAC and security measures and confirm hazard control processes are in place, as identified from the formal hazard assessments.

Shop inspections may also include the specific inspection requirements, as identified from regulatory requirements or manufacturer requirements for equipment, tools, commercial vehicles, and specified processes and confirm hazard control processes are in place, as identified from the formal hazard assessments.



Specific formal facility inspection checklists are to be used to assess the control processes identified from formal hazard assessments and check first aid, emergency facilities and equipment, general housekeeping, HVAC, and other specified operational processes.

Inspections for arenas and facilities, such as rinks, arenas, aquatic centres, water, and wastewater facilities may require additional inspections on equipment, tools, HVAC, and processes as defined through regulations or manufacturer's standards.

Facilities and shops are to follow the regulatory requirements or manufacturer's inspection requirements for identified equipment, tools, vehicles, chemical processes, water, and wastewater processes or any other operational equipment or processes identified.

Emergency and Fire Equipment Inspection Frequency

Fire extinguishers are to be monthly inspected and annually inspected by qualified and certified third-party inspection service, as required by the Fire Safety Code.

First aid kits, eye wash stations, and any first aid rooms or facilities are to be monthly inspected or a frequency specified from Pool Safety legislation or any other regulatory board.

Formal Worksite Inspection Process

A review of the previous month's issues should be completed before the inspection.

Deficiencies need to identify a target date for completion; serious issues need immediate attention and corrected immediately.

Deficiencies identified are assigned a worker, manager, or supervisor to complete, a target date and a completion date. The person assigned the corrective action task updates the completion date on the inspection report and informs the manager or supervisor.

Deficiencies not completed are included on the following month's inspection sheet and depending upon the hazard and risk, may require a higher level of priority.

When new hazards identified through either the informal or formal inspection process, then the formal hazard assessment reports are reviewed and updated. Managers and supervisors are then to review the updated formal hazard assessment reports with affected staff.

Inspection Teams

- Use a team approach, whenever possible, involve managers, supervisors, workers, and if available the health and safety representative.
- Reference the previous inspection reports and confirm the completion of prior deficiencies.
- Use the developed checklist for the area.
- Take a thorough review of controls, procedures, and PPE and confirm all in place.
- Check each facility, worksite, and buildings, all temporary and seasonal work sites, e.g., campgrounds, museum/tourist booth during the open season.



Record on the Inspection Form

- Identify positive findings and recognize improvements from previous inspections.
- Document overall behaviour and health and safety conditions in the areas inspected.
- Check the entire area for defects and positive findings.
- Suggest areas for improvement and identify specific deficiencies.
- When identifying deficiencies, be specific to location, what was missing, and recommendations.
- Take immediate action if there is a hazard that could cause immediate harm to oneself, others, or the environment.

Recommendations on Inspection Reports

Inspection reports will identify hazards and recommend appropriate control measures such as;

- Performing maintenance on equipment and vehicles.
- Marking hazards with signs, flags, lights, alarms, or barricades.
- Providing additional personal protective or other safety equipment to workers.
- Informing workers of the hazards.

Wherever possible recommendations identify means to eliminate the hazards, if elimination is not possible, recommend additional controls to reduce risk and exposure to a low as reasonable, such as developing specific operational procedures or recommend appropriate PPE.

Step by Step Inspection Process

1. Review previous inspections to ensure corrective actions completed and managers, supervisors, and inspection teams signed off.
2. Make a plan to identify where you are going, and who is going with you. There must be at least one person on the team who has formal inspection training. Please be aware inspection team members may need to don applicable PPE for specific areas.
3. Inspection training may comprise of lead inspectors reviewing the formal workplace inspection process, roles and responsibilities and minimum participation inspection. Training completions may also include a new worker being coached from an experienced person conducting the inspections. Training may also be a formal course or informal coaching and training for the lead workplace inspectors.
4. Review what you observed with the inspection group and ensure all comments are explicit and have the appropriate persons responsible identified in the assignment of the task area.
5. Each person who completed the inspection shall sign and date the document.
6. The lead inspector will contact the appropriate site manager or supervisor and review the corrective actions and outstanding corrective actions.
7. The inspection form goes to the Department Manager to review and sign.



- Managers or supervisors will sign off the inspection form when all corrective actions are completed and implemented.

8. The manager or supervisor will file the completed inspection report.

Vehicles Pre-Use Inspections

Commercial Vehicles

All commercial vehicles must be inspected pre and post trip at minimum and document the inspection on the commercial vehicle inspection report.

The operator is to visually inspect the vehicle and load on an on-going basis and after the cargo or equipment is loaded or unloaded.

A vehicle with a major defect must not be operated on public roadways.

Report defects immediately to the manager or supervisor.

The manager is to ensure lock-outs or tag outs are placed on the vehicle and ensure the defects identified are repaired before the vehicle is operated.

Drivers must monitor the condition of the vehicle they are driving; if a defect is identified, it must be documented on the inspection form.

- A driver may continue to drive a commercial motor vehicle if the commercial motor vehicle or trailer has a minor defect.
- Identify minor defects on the daily inspection report; it is a legislative transportation requirement.
- Duplicate copies of the inspection report must be sent to the shop to ensure the defects are repaired.

One copy of the inspections record must be kept in the vehicle.

The completed inspection records must be forwarded to the manager for filing within 20 calendar days of the completion of the report.

The manager retains the inspection reports and certifications of repairs and maintenance and annual 3rd party CVIP inspections for a minimum of 6 months from the date the report was prepared.

Non- Commercial Vehicle Inspections

Visually inspect all municipal owned non-commercial vehicles and employee owned vehicles used for work activities before operating the vehicle.

Pre-use documented inspections use the Vehicle Inspection sheet for municipal owned non-commercial vehicles.

Operators of the municipal owned non-commercial vehicle are to visually inspect the vehicle on and load securement on an on-going basis and after the cargo or equipment is loaded or unloaded.



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Managers are to keep all inspection records, 3rd party inspection records for all vehicles for the life of the asset.

Equipment, Tool, and PPE Pre-use Inspections

Workers assigned to equipment, tools, and PPE will conduct a pre-use inspection before using the equipment, tool, or PPE.

Deficiencies will be reported to the manager or supervisor and recorded on work orders or maintenance records.

Follow the manufacturer's minimum inspection recommendations for all equipment, tools, and PPE.

Managers are to keep all inspection records, 3rd party inspection records for all equipment, tools, PPE, etc. for the life of the asset.

Fire Department Post-use and Pre-use Inspections

Fire departments document and inspect the commercial fire fighting vehicles and non-commercial fire department vehicles, tools, equipment, turn-out gear, etc. under the following conditions;

- As part of their post-call inspections of equipment, tools and vehicles.
- Pre-use inspections completed prior to a parade.
- On a monthly basis a detailed inspection on all commercial vehicles and non-commercial vehicles are inspected and documented.

Lockout and Tagout Procedures

Managers or supervisors will follow up on identified deficiencies in inspection reports.

Serious deficiencies must be reported immediately to the manager or supervisor.

The equipment, vehicle, or tool will be locked out and taken out of service until repaired or adequately disposed or recycled, when available.



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Element 7 – Forms & Checklists