

VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

Date of Issue: September 13, 2023

Review/Revise Date:

JOINT HEALTH & SAFETY COMMITTEE WORKPLACE INSPECTIONS

PURPOSE

The purpose of this procedure is to protect the staff, workers, and visitors of Victoria University by proactively looking for potential and actual hazards through consistent JHSC workplace inspections and to ensure corrective action is taken before potential or actual hazards can cause harm.

SCOPE

This procedure applies to all physical locations at the University. This procedure applies to workplace inspections performed by JHSC. This procedure does not address other internal inspections of the workplace, including supervisor inspections, or pre-use equipment inspections.

STANDARDS/PROCEDURES

Planning

- JHSC will establish an annual inspection schedule for the University, ensuring that the entire campus is inspected at least annually. The schedule will outline:
 - Areas to be inspected each month
 - JHSC worker member responsible to inspect each area
- The schedule will be posted on communication boards

Preparation

- Prior to the inspection, the inspector will review health and safety records relevant to the inspection. Records may include:
 - Walkthrough Inspection Instructions
 - Floor plan if available
 - Inspection Checklist
 - Inspection Worksheet
 - Prior inspection records
 - Recent incident reports

- MLITSD orders etc.

Inspecting

- Wearing required PPE, the worker member of the JHSC will inspect interior and exterior of the designated work area.
- Inspections will include observation and examination of all workplace operations and locations with consideration of the work environment, materials, equipment, tools, processes and people.
- Observations will be recorded on the Inspection Checklist. Attention will be paid to any hazard identified on a previous inspection in order to confirm resolution implementation and on-going effectiveness.
- Hazards including those resolved during the inspection, will be identified on the Inspection Checklist. The Inspection Checklist will be completed even when no hazards are identified in order to create a record that the inspection occurred.
- During the inspection, where the JHSC inspector informally assesses an identified hazard as high risk (A- Major Hazard, likely to cause death and critical injury), the inspector shall immediately inform the area supervisor of the hazard recommending immediate actions to mitigate the potential hazardous outcome. This action shall be recorded on the workplace inspection form outlining, who was spoken to and action that was planned to be taken.
- Hazards that are resolved during the inspection will also be recorded on the Inspection Checklist.

Reporting and Recommendations

- Upon conclusion of the inspection, the Inspector will complete the workplace inspection form including listing all hazards identified.
- The Inspector will assess the risk associated with each identified hazard as either A, B or C as per the inspection worksheet.
- The Inspector will make a recommendation for resolution of each identified hazard on the Inspection Report.

Distribution of Report and Resolution of Hazards

- Inspector will provide completed Inspection Report and Checklist to the I&S Administrative Manager.
- I&S Administrative Manager will provide an electronic copy of Inspection Report to applicable Managers and once feedback is given provide a copy to the Recording Secretary of the JHSC and will post a copy of the Inspection Report on the HS Bulletin Board, replacing the report from the prior month.
- Department Managers will:
 - Review Inspection Report once and consider hazards identified in their responsibility area and related recommendations.
 - May seek further clarity from Inspector regarding any particular hazard or recommendation without delay.

- Will implement corrective actions to the identified hazards. Risk associated with each hazard will be considered in the determination of actions for hazard resolution and timing of implemented with high-risk hazards given greater resolution priority.
- Corrective actions both implemented or planned will be communicated to the I&S Administrative Manager by email, with 48 hours of receipt of the Inspection Report with the following details:
 - Planned Actions
 - Responsibilities
 - Target Dates

Follow-Up

- The JHSC will review the Inspection Report and findings at the next JHSC meeting.
- The JHSC will consider the hazard(s) and resolutions and will make formal recommendations to management where resolutions are deemed to be inadequate or where a more appropriate resolution is identified.
- Unresolved hazards will remain open and will be re-inspected on the next months workplace inspection using the Workplace Inspection Follow-Up Form.
- JHSC and applicable Manager will consider identified hazards and update hazard inventory as appropriate in accordance with the Hazard Identification and Control Procedure.

RESPONSIBILITIES

It is the responsibility of all workers, management and the Joint Health and Safety Committee to ensure compliance to the inspection standards/procedures.

COMMUNICATION

The inspection process and its importance will be introduced during orientation and reviewed annually with all staff.

TRAINING

All members of the Joint Health and Safety Committee Members attend Workplace Inspection training within three months of assuming their position.

This training will address the following items;

- Why inspect the workplace.
- The principles of an effective inspection.

- How to identify hazards.
- How to prepare and conduct an inspection, how to follow up, make recommendations and facilitate resolution (where possible) of identified hazard/risk.

EVALUATION

The Joint Health and Safety Committee will also review and evaluate the compliance, effectiveness and status of unresolved identified hazards of the planned inspections on an on-going and annual basis.

RELATED PROCEDURES

- Preventive Maintenance Procedure
- Joint Health and Safety Procedure
- Hazard Identification and Control Procedure

REFERENCE MATERIALS

- Occupational Health and Safety Act, Section 9
- Guide for Health and Safety Committees and Representatives ([Guide for health and safety committees and representatives | ontario.ca](#))

FORMS

- Workplace Inspection Record Form
- Workplace Specific Inspection Checklist