# Safety Inspection Policy and Procedure

## Purpose

The purpose of this policy is to control losses of human and material resources by identifying and correcting unsafe acts and conditions.

Section 3.5 of the Occupational Health and Safety Regulation specifies the following:

“Every employer must ensure that regular inspections are made of all workplaces, including buildings, structures, grounds, excavations, tools, equipment, machinery and work methods and practices, at intervals that will prevent the development of unsafe working conditions.”

## Policy

The company will maintain a comprehensive program of safety inspections at all facilities and job sites. Observations will be documented and problems corrected. Follow-up inspections will be conducted to ensure problems have been corrected.

The inspection process at the worksite is not to be limited to formalized inspections conducted by the supervisor. The expectation is that other active inspection processes will be in place.

*Informal inspections* will be conducted by supervisors and workers on an ongoing basis in their areas of responsibilities.

*Formal safety inspections* will be conducted daily and documented by the supervisor or designate on the job site.

**[Company Name]** will also conduct a yearly (internal) Certificate of Recognition Audit and schedule an external audit (once every three years) to maintain the company’s COR status and help us measure our progress (as required).

## Responsibilities

**Company managers** are responsible for the overall operation of the program. The Health and Safety Coordinator under the direction of management will conduct site inspections weekly.

**Supervisors** are responsible for conducting ongoing informal inspections of areas where their staff is working.

**Workers** are responsible for participating in and contributing to the inspection program.

All completed inspections should be sent to the **Safety Coordinator** for review and follow-up of any required items.

## Inspection Programs

The purpose of the safety inspection program is to detect and address safety-related hazards and risks before the issues cause injury, property damage or environmental impact. Safety inspections at **[Company name]** should consist of six separate programs:

* Senior management safety walks
* Supervisors’ formal weekly inspections of their own work area
* Supervisors’ ongoing observations of their work area
* Supervisors’ and workers’ weekly formal mini-audits
* Safety committee’s formal monthly inspections
* Equipment-specific inspections at frequencies specified by legal, insurance or manufacturer’s requirements or as indicated by best practices.

A related program of contractor safety inspections co-exists with the main safety inspection program. For each contract, the safety inspection frequency by the contractor is defined in writing and communicated to the supervisors of the areas where the contract work is occurring. The contractor-performed inspection report is copied to the applicable supervisor who forwards it to the safety committee for inclusion in monthly meeting business tracking.

Where there is an incident investigation, a specific inspection of the equipment in question will be performed. That inspection protocol is covered in the “Investigations” section.

Any employee may request that a safety committee member examine an issue of interest. This is not considered an inspection for the purposes of this protocol.

The safety committee participates in all of the programs either directly or by data review, meeting WorkSafeBC requirements.

### Senior management safety walks

Senior management each performs at least three safety walks of different areas of the site per month. Observations include safety and non-safety items. Safety-related deficiencies are forwarded to appropriate corrective individuals and copied to the safety committee. The safety committee tracks the number of senior management tours as a business item in its meetings.

### Supervisor informal and formal inspections

In addition to the ongoing observations provided by the practice of spending the majority of their time on the floor area, supervisors also perform formal weekly safety inspections of their work area and forward deficiencies to appropriate individuals for corrective action. If there are contractors in the work area, the supervisor includes an overview of their work in his inspection. For each contractor in the supervisor’s area, the contractor orientation will have defined the contractor’s safety inspection frequency. The supervisor is to review the contractor’s records to ensure that the agreed frequency is being met, and as an audit of the type and quality of safety items compared to the supervisor’s observations. The supervisor’s review of the contractor inspections occurs at the same frequency as the contractor inspections, not necessarily weekly. The supervisor’s inspection report form is sent to his or her superintendent for review on the day of inspection, as well as to the safety committee within three working days. The safety committee tracks completion and timeliness of weekly inspection by area as a business item in its meetings. Where contractor inspection information in included in supervisor reports, it is tracked separately in safety committee business.

### Mini-audits

Formal mini-audits to review the working practices and procedures of workers in their area are performed by supervisors and workers on a weekly basis. A key focus of this component of the inspection protocol is ergonomics. Deficiencies are forwarded to the appropriate individuals for corrective action. The report form is reviewed within a working day by the applicable supervisor and forwarded to the safety committee within three working days. The safety committee tracks completion and timeliness of mini audits by area and type as a business item in its meetings.

### Monthly safety committee inspections

*Inspectors and Inspection Areas*

The safety committee performs formal monthly safety tours. Each tour is performed by a pair of committee members, one worker and one manager. The manager committee member may be replaced by a supervisor. The facility is divided into six inspection areas on a marked site map:

* Area 1
* Area 2
* Area 3
* Area 4
* Area 5
* Area 6

**Note:** This is only an example. Companies should modify this based on individual circumstances.

Note that the above names are titles of the areas, not necessarily complete descriptions. Each area is inspected monthly. Each of those areas has a detailed equipment (fixed and mobile) inventory provided for inspection.

Each member of the committee performs two consecutive inspections in each area, with the hourly members changing areas downwards on the list on even numbered months and the salaried members changing areas upwards on the list on odd numbered months. This rotation is intended to allow continuity of inspectors and to help bring fresh eyes into each area. For further continuity, a printed copy of the previous inspection is carried by the inspection team. Relief due to absences of hourly members is arranged by Human Resources. Relief due to absences of salaried members is arranged by senior management. Wherever practical, a supervisor should not be inspecting his or her own work area as part of the safety committee tour, as they are performing this function elsewhere and are not providing fresh eyes. The inspection schedule is set annually, at least six months in advance. For maximum efficiency of labour, the safety committee tours are scheduled on the same day as the monthly safety committee meeting, occurring before that meeting.

## Tour Contents

The tour uses an inspection checklist. See Appendix 4.5 “Workplace Inspection Checklist” as an example. The checklist focuses on high risk safety items in each specific area. Where formal risk assessments have been performed, that data is used to define high risk. When formal assessments have not yet been completed, the best guesses of the inspection team are used. Inspection items include observation of safe working procedures, work practices, safe working conditions of the premises, buildings, equipment and tools as well as worker interviews.

An objective of the tour is to observe and talk with every worker encountered in the tour area to gain their safety input on issues, both positive and negative. For each area, one safe work procedure and associated risk assessment are audited, with the inspection team comparing the documented practice to the observed practice with the goal of improving the documentation and the actual practice.

The safety committee also selects a key item of interest for the month, such as ladder safety, housekeeping, or safety policy knowledge to promote topical safety to employees. This topic may or may not be communicated to employees in advance.

## Actionable Items

Items found on the safety tour are prioritized by risk for assignment of corrective action time frames. While items with a low risk score may be considered trivial (”fix-it” or “nuisance” items), they should still be included in safety reports with a corresponding low priority assigned to their correction, because they are still deficiencies. When the monthly tour is being performed many of these lower priority items should be addressed immediately by the persons performing the inspection. In addition, any high priority item that posed an immediate threat to worker safety must be addressed immediately.

## Data Flow

The inspection team takes notes while on the tour and then personally transcribes them into an expanded final version immediately after the tour. The tour report form is forwarded to the applicable supervisor or manager within one working day. The supervisor posts a copy of the inspection report for viewing by all workers and keeps at least the last three inspection reports posted. People responsible for correcting deficiencies are informed of their assignments within one working day. For worker-generated issues, the hourly safety committee member will inform the worker of the applicable corrective action plan and time frame for completion within one working day of the plan’s being created. The completed reports are attached to the next safety committee meeting agenda for review at that meeting. Completion by area is tracked as a business item in the meetings, as are the volume of non-trivial items found, the number and fraction of overdue items and the average time to close an item by area.

### Equipment-Specific Inspections

Equipment-specific inspections are performed by authorized and trained workers and/or contractors. Examples of equipment-specific inspections include mobile equipment use inspections, weekly fire extinguisher inspections, annual fire safety equipment inspections, monthly emergency light checks, annual life safety equipment inspections, annual boiler inspections and weekly first aid equipment inventories. The completed report forms are forwarded to applicable supervisors for deficiency correction and kept on file for at least one year or five inspections, whichever is greater (unless a greater time frame is required by regulation or insurance). Safety committee tours include a documentation spot check of at least two random inspectable pieces of equipment per tour. The results of that spot check are included as a written observation on the safety committee tour and included in its monthly meeting business items.

## Corrective Action Tracking

Data from all types of safety inspection programs is input into the Corrective Action Log for tracking. A risk score is assigned if not already done during the inspection process.

By including all inspection data, including worker issues, into the safety committee minutes, feedback is given to the workers that their issues are being addressed.

## Training

Inspections should be done by employees who are familiar with the work process and the areas they are inspecting. They must be given instruction/training in the inspection system and be made aware of the standards that have been established in the areas they are inspecting. This training must be documented and kept on file.