



**Saskatchewan
Health Authority**

Policy

Saskatoon & Area - Occupational Health & Safety

Number: 30-004

Title: Occupational Health Committee:
Conducting Workplace Inspection

Saskatchewan Employment Act:

OHS Regulation: 3-17(1), 3-18 to 3-20

Date: January 1, 2017

Date Revised/Reaffirmed: October 20, 2021

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Purpose

The purpose of this policy is to ensure effective inspections are conducted and followed up on to meet legislative requirements of both the OHC and the leadership of SHA

Principle

- Allows OHC to identify hazards in the workplace, communicate with workers and help the employer to correct problems
- Effective inspection programs can prevent incidents and improve all workers and employers understanding of their role in a safe work place
- Effective inspection programs can assess if the workplace meets the requirements of OHS Legislation

OHC Inspections:

- **Regularly planned inspections of the workplace** (OHS Reg 3-17(1) each department should be inspected at least once per year by the OHC inspection team.
- **Special inspections:** special inspections are necessary when: an accident or near accident occurs (OHS Reg 3-18, 3-19, 3-20. As required in OHS Reg 3-18 an accident that causes or may cause the death of a worker or requires a worker to be admitted to a hospital as an inpatient for a period of 72 hours or more. Dangerous occurrences must also be investigated as listed in OHS Reg 2-3(1) (See section SHA OHS Policy 15-004 for more information)
- **Other special inspections as required:** a hazard or concern is reported; new tools, materials, equipment, or work processes are introduced; renovations or new construction are in progress; new hires begin work. The co-chairs or their designate(s) will be involved in these special inspections.

Committee inspections complement the other inspections performed by managers, supervisors, and workers

Benefits of Inspections:

- Identify hazards
- Talk with workers about concerns
- Identify defective equipment
- Identify substandard conditions and work practices
- Monitor the effect of changes in the workplace
- Assists the employer to comply with legislation
- Check the effectiveness of hazard controls and corrective action
- Identify topics to discuss at meetings
- Demonstrate commitment to Occupational Health & Safety

Examples of why hazards may arise may be:

- Defective tools, machinery, equipment, and/or parts are defective
- Safeguards are not used
- Work procedures are not followed, have not been developed or have not been put in place
- Materials and tools are not safely stored
- Safe working loads are exceeded
- New hires do not receive an adequate orientation
- Workers and supervisors do not know safety standards
- Hazards are accepted
- Regulations are not followed
- Inadequate communication on the unit

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:

January 1, 2017

March 26, 2018

October 20, 2021