



Procedure

Saskatoon & Area - Occupational Health & Safety

Number: 30-004

Title: Occupational Health Committee:
Conducting Workplace Inspections

Saskatchewan Employment Act:

OHS Regulation: 28(1), 29-31

Date: January 1, 2017

Date Revised/Reaffirmed: May 8, 2019

Any PRINTED version of this document is only accurate up to the date of printing. Saskatchewan Health Authority (SHA), Occupational Health & Safety Services (OHS) cannot guarantee the currency or accuracy of any printed policy. Always refer to the Occupational Health & Safety internal website for the most current versions of documents in effect. This policy complies with legislation (minimum standards) at the time of this writing and/or revision. SHA OHS accepts no responsibility for use of this material by any person or organization not associated with SHA. No part of this document may be reproduced in any form for publication without permission of SHA OHS Services.

Purpose

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

Procedure

Planning

- Each department/area is to be inspected a minimum of 1x/year. Areas with higher frequency of incidents or recurrent concerns identified on inspection should be inspected at a greater frequency
- Plan the days and times you will be conducting the specified inspections and notify the manager or supervisor of that department to attend or supply a designate to accompany the inspection team. Provide the manager with an Inspection notification letter. (see appendices)
- Committee members should become familiar with the following:
 - work processes/procedures
 - maintenance schedules and technology involved
 - lay-out of the workplace and location of the Incident reports and accident investigation records
 - procedures to follow when entering each work area
- Become familiar with the Saskatchewan Employment Act & OHS Regulations
- Know where to access information regarding standards such as: building codes, fire codes, requirements by CSA, municipal regulations, federal government legislation
- Inspection teams shall review quarterly reports for departments they will be inspecting to identify the types of injuries/hazards that are occurring in each department or facility
- Review previous committee inspection reports to identify:
 - what hazards were found
 - what corrective action was taken to control hazards and how to know if the corrective action worked
 - what are you looking for in this inspection and who you should speak to

- Plan to take along an inspection kit which may include:
 - Appropriate clothing: footwear – closed toe, closed heel, with good traction
 - PPE: ask when entering departments if specific PPE is required.
 - Saskatchewan Employment Act and OHS Regulations
 - Inspection Checklist and Guides, Workplace Inspection forms
 - Floor plans and diagrams of work flow
 - Clipboard, pen, measuring tape and flashlight
- Determine the inspection route and any safety procedures required during the inspection

Conducting the inspection

- Meet with the manager/designate on the specified date and time as prearranged
- During the inspection the following should be reviewed and observed:
 - work processes/procedures and training records
 - maintenance schedules and equipment involved
 - lay-out of the workplace and location of the incident investigation records
 - procedures to follow when entering each work area
- Identify hazards or unsafe work practices and document them clearly and legibly on a Workplace Inspection Recording Form/Inspection Checklist or a blank piece of paper form if none available
- As required in OHS Reg. 28(2) the manager/supervisor or designate completes the corrective action section, sets a target date, and completes the online form so the committee can review
- The manager/supervisor must make a copy of the completed form and keep a copy in the department/site as a record of the inspection, the hazards identified and the corrective actions taken

Follow-up to the Inspection

- The committee members shall review the completed copy of the workplace inspection recording form to determine if the hazards identified have been resolved
- If a completed copy has not been received from the dept. an OHC committee member should be designated to provide an initial follow up with the dept. manager/supervisor to determine the further action plan to address the hazards identified during the inspection
- On follow up inspections the committee can review the inspection form to see if the hazards identified have been addressed or require further action

Escalation Process

- If the corrective action has not been received by the date specified on the Workplace Inspection recording form/online program, an escalation process will begin using the Request for Completion of OHC Workplace Inspection Report. (see appendices)
 - **Reminder # 1** - completed and sent to the manager
 - **Reminder # 2** – completed and sent to the director and cc'd manager
 - **Reminder # 3** –completed and sent to the site leader or vice-president, and cc'd director and manager
- A copy of the workplace inspection recording form that initiated the notice of escalation should be attached to the Request for completion of OHC workplace inspection report
- For complete instructions on timelines see the bottom notation on the Request for Completion Form

Appendices

- Inspection Notification to Manager Letter/sample – page 3
- OHC Inspection Process Escalation letter template/sample – page 5
- Completing an OHC Inspection and Online Form Standard Work – page 6
- OHC Inspection Escalation Process for Online Inspection Form – page 9

Non-Compliance/Breach:

Non-compliance with this procedure 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 Act.

References

- Saskatchewan Association of Safe Workplaces in Health: OHC Resources:
<http://www.saswh.ca/index.php/resources/ohc-resources>

Review Dates:

January 1, 2017

March 26, 2018

Date:

Dear **Manager Name**,

This is to advise you that members of the Site Occupational Health Committee will be performing a workplace inspection in your respective work areas (**list areas**) on the following date:

Date
Time

Please find an attached sheet for staff members to record any OHS concerns they may have.

If you are unable to accompany us on the inspection, please designate someone to assist us.

Thank you,

Name & Name
Occupational Health Committee Members

Department to be inspected: _____

Date: _____

Time: _____

On the above stated date and time, members of the Occupational Health Committee will be conducting an annual inspection of your area. Please have your concerns ready for them. If you wish, you may list your concerns below. Thank you.

Occupational Health Committee

OHC INSPECTION ESCALATION PROCESS

Reminder Message #1

TO: Manager: Sample Manager

Date: June 14, 2017

Attached is a link to your OHC Workplace Inspection Form which was completed for your Department:

Sample Department on May 14, 2017.

<http://infolnet.sktnhr.ca/peopleandpartnerships/applications/ohc/Pages/ManagerFormsList.aspx>

To date, we have not received your reply which was due on **May 30, 2017**. Please indicate your plan to correct the hazards and complete the form indicating corrective action and target dates by **June 22, 2017**.

**Please note: we understand you may not be able to correct all the hazards by the due date, however, you must indicate your plan of action to have them corrected.* If you require assistance using the online form, please contact OHS by emailing OHSINTAKE@saskatoonhealthregion.ca.

Reminder Message #2

TO: Director: _____

Date: _____

Attached is a page view of the OHC Workplace Inspection Form completed on _____ (date) for _____ (department). The above reminder was sent but no response has been received to date.

This is now being forwarded to you for follow-up. Please ensure the hazards are corrected and the form is completed by _____.

C: Manager: _____

Reminder Message #3


TO: Vice President: _____

Date: _____

Attached is a page view of the OHC Workplace Inspection Form completed on _____ (date) for _____ (department). The above reminders were sent but no response has been received to date.





This is now being forwarded to you for follow-up. Please ensure the hazards are corrected and the form is completed by _____.

C: Director: _____ Manager: _____

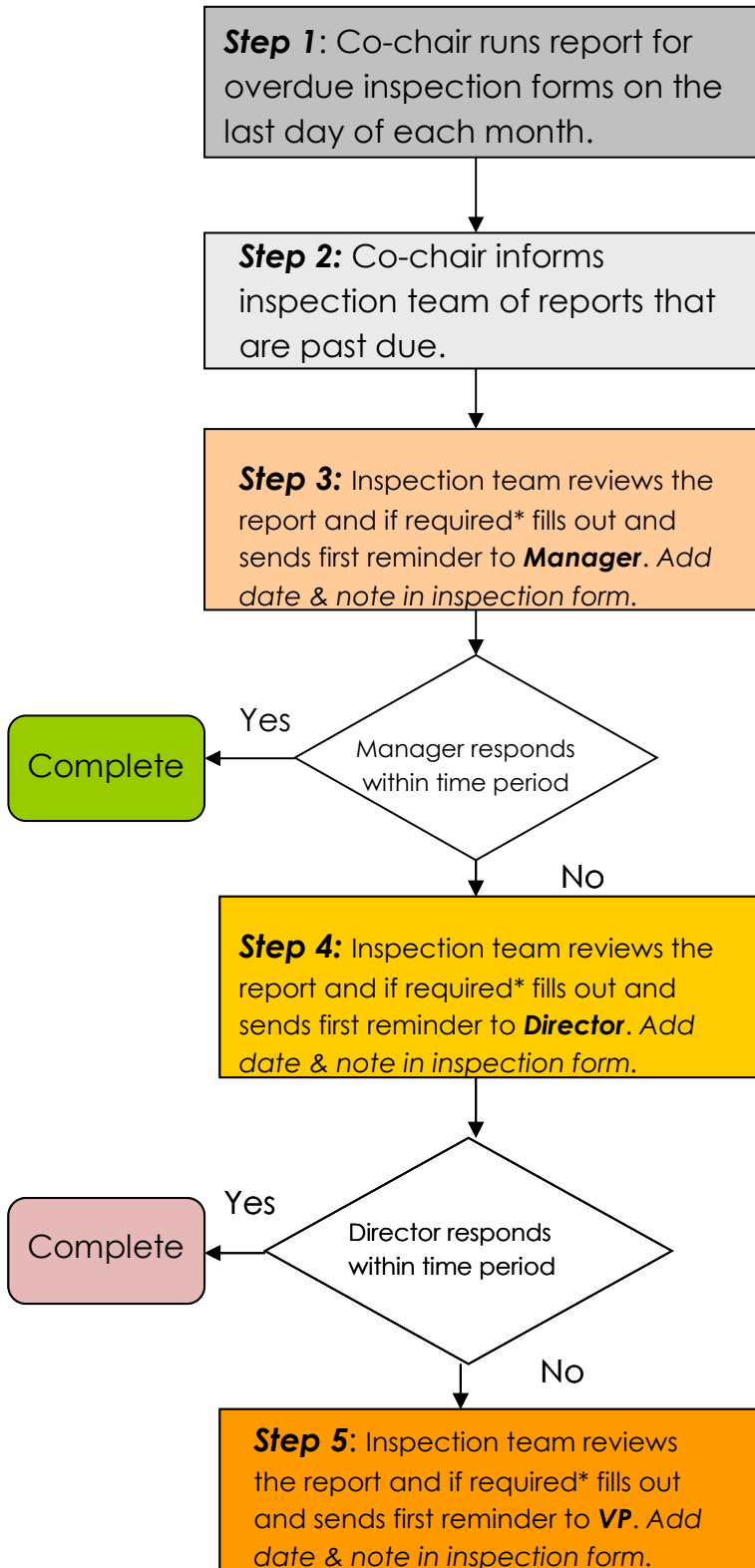
WORK STANDARD	 Saskatchewan Health Authority		Title: Completing an OHC Inspection and Online Form Role performing Activity: OHC Members
	Location: All Sites	Document Owner: Occupational Health & Safety	
	Date Prepared: April 15, 2013	Last Revision May 7, 2019	
	Related Policies/Documentation:		

Work Standard Summary:

Essential Tasks:	
1.	Preparing for and Completing the Inspection Occupational Health Committee members identify area to be inspected. Notify manager of area within one week of the inspection date and time to allow the manager to attend or delegate representation.
2.	Gather previous inspection of area and review any outstanding hazards that need correcting. See tasks 19-22 for how to access past inspections.
3.	Complete inspection of area and document on any form of paper. Identify hazards and staff concerns related to the OHS Act and Regulations. Inform the manager that they will receive a copy of the inspection via email within 24 hours.
4.	Filling out the Online OHC Inspection Form Log onto a SHA computer using your username and password. Have OHS Act and Regulations available for reference.
5.	Go to the OHS Infonet page > OHC Safety Inspection Form Located on the left hand side of the page (Save to your Favorites Toolbar for easy access)
6.	Click on New Form
7.	Populate the fields using the drop down boxes and calendars
8.	Populate the manager by clicking on the address book icon and entering in the last three letters of the manager's name and press Search. Select the appropriate manager
9.	Select the date to respond to the inspection two weeks out from the date you inspected. The manager may not have the items corrected, but they must respond with what they will do to correct the hazard.
10.	Change the Inspected By field to the committee members who completed it
11.	Press Next , Press OK
12.	Begin filling out the form by entering in each hazard (Number the items as you go. Do NOT put a period after the number. The system will not accept it.)

13.	If you did not find any hazards, select No hazards Identified from the OHS regulation drop down list and go to Task 17
14.	Select a related OHS regulation from the drop down list. If you do not see the one you are referring to, select Blank, and write in the Regulation number and name on the second line.
15.	Select the priority setting: <ul style="list-style-type: none"> • A = Immediate (within 24 hours) • B = Short Term (within 1 month) • C = Long Term (within 2-6 months)
16.	Select the completion target date that relates to the priority rating you gave the hazard
17.	Press Add Item . The page will refresh and you can continue with Tasks 12-17 until you have entered in all hazards identified. You must press Add Item after each entry. (if you press Finish before pressing Add Item, the last entry you put in will not show up on the form)
18.	Press Finish . Your form is sent to the manager via email
19.	Viewing Past Inspections and Filtering OHC Inspection Form To view past inspections, select Editors from the left hand side of the page
20.	In the Filter box, filter to refine your search (ie. Site and Area/Dept covered)
21.	Press Filter
22.	Select the inspection from the table. View any outstanding hazards to be corrected and make note of them. <ul style="list-style-type: none">  = Inspection completed by manager  = Manager has time to complete the inspection report  = Manager has reviewed and set items in progress  = Manager has not viewed or set items in progress (overdue)
23.	To view overdue inspections only: In the Filter box, filter to refine your search (ie. Site and Area/Dept covered). And then check the box that says Show only overdue forms.
24.	Press Filter
25.	Editing the completed Inspection Form Follow tasks 19-22 to find the inspection you want to edit or add a new item to
26.	Select Add New Item and follow tasks 12-18. You will press Submit at the end of these entries.
27.	To add to a specific hazard in the inspection, select the hazard from the inspection report. (when you roll over the hazard with your mouse, it turns blue)
28.	Press Edit
29.	Add your changes or additions to the OHC Recommendations section
30.	Press Submit Changes only. Do not press Start Progress or Complete
31.	Press Cancel at any time to take you back to the previous page

OHC Inspection Escalation Process for Online Inspection Form



How to Run the Reports

1. Go to the Online Inspection Form via the Infonet
2. Click **Editors** tab
3. Filter to **Site** and **Show Overdue Forms Only**
4. Send a message to the inspection teams. They have 48 hours to send the first notice.
5. For the director and VP reminders, a pdf version of the inspection is to be sent as they would not be able to see the inspection form.

*If required= the manager has **not started the progress** of correcting the hazard