



## Policy

Saskatoon & Area - Occupational Health & Safety

**Number:** 40-001

**Title:** General Policy: Inspections

**Saskatchewan Employment Act:**

**OHS Regulation:** 3-12, 3-17 to 3-20

**Date:** January 1, 2017

**Date Revised/Reaffirmed:** November 9, 2021

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### Purpose

To identify and control hazards at the workplace by conducting planned and unplanned inspections

### Roles and Responsibilities

Employer must ensure:

- That regular inspections of all workspaces are conducted
- That as soon as can be done all unsafe conditions will be corrected and steps will be taken to protect the health and safety of the workers until the condition is corrected
- That members of the Occupational Health Committee (OHC) are part of the inspection process
- That they inform the OHC in writing of the action's that they have or will take to correct the unsafe conditions
- That they inform in writing why no action has or will be taken to correct the unsafe conditions

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- Education and training is provided to workers

Worker must ensure:

- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses involving hazards that are noticed during inspections

### Orientation & Training

- OHC members will have Level 1 and 2 Training

**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

April 3, 2018

November 9, 2021