



Procedure

Saskatoon & Area - Occupational Health & Safety

Number: 40-001

Title: General Policy: Inspections

Saskatchewan Employment Act:

OHS Regulation: 23, 28-31

Date: January 1, 2017

Date Revised/Reaffirmed: April 3, 2018

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Purpose

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

Procedure

Site Manager/Site Leader:

- Conducts inspection tour as appropriate
- Enables the Occupational Health Committee (OHC) to inspect the workplace regularly
- Arranges for the regular examination of the workplace, tools and equipment to ensure safety
- Ensures managers/supervisors are performing workplace inspections as required
- Ensures education and training is provided
- Promptly follows up on any safety recommendations or deficiencies as a result of a workplace inspection
- Co-operate with persons performing workplace inspections

Managers/Supervisor:

- Ensures that all equipment is maintained and checked for safety on a regular and on-going basis
- Maintains a list of all inspections or safety checks performed in the department, indicating the equipment or process being checked, the frequency it is to be checked, why it is being checked, and the job position responsible for performing the safety check
- Identifies in writing all safety hazards and potential risk to all workers in their department. This will be documented as a Job Safety Analysis record. (see section 40-003 Job Safety Analysis procedures and forms)
- Makes regular workplace safety inspections of their departments in order to actively seek out unsafe conditions
- Promptly follows up on any safety recommendations or deficiencies as a result of a workplace inspection
- Cooperates with persons performing workplace inspections

Worker:

- Inspects the immediate work area, tools and equipment before starting work and once work has been completed
- Closes or locks out any areas or unsafe tools or equipment until the issue has been rectified
- Informs manager/supervisor of any deficiencies or safety concerns and then reports it to the Safety Alert System/Incident Reporting Line
- Co-operates with persons performing workplace inspections

- Participates in department safety inspections

Occupational Health Committee (OHC):

- Conducts regular workplace safety inspections
- Provides, in writing to the department manager and the OHS department, inspection findings or concerns, and corrective action with target date as indicated by the manager
- Monitors the effectiveness of corrective actions for the identified hazards
- Maintains a record of all inspections and periodically reviews to analyze frequency of hazards and to identify trends

Occupational Health & Safety Services (OHS):

- Provides support to departments to complete or revise Job Safety Analysis as required
- Resource to assist with level of severity of hazards
- Provides support to the Occupational Health Committee (OHC) with statistics that may assist in identifying where an inspection may need to focus

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.

Resources:

- [Frequent Sask. OHS Regulations used during Inspections](#)

Review Dates:

January 1, 2017

April 3, 2018

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