



Inspection Procedure

Office of Administrative Responsibility	Agri-Food Discovery Place
Approver	Executive Director
Scope	Compliance with this procedure extends to all employees, faculty, students, researchers, clients, contractors and sub-contractors at Agri-Food Discovery Place

Overview

Health and Safety is an integral part of all our business and research activities at Agri-Food Discovery Place, and we are continually working towards making measureable improvements in the health and safety aspects of our workplace on an ongoing basis.

Workplace inspections are planned, systematic evaluation or examination of an operation, activity or workplace that checks or tests against established standards to identify hazards and to recommend corrective measures. Workplace inspections focus on prevention, that is, identifying hazardous conditions and behaviors that could lead to and injury, illness, property damage or other loss.

Purpose

Occupational health and safety inspections are designed to:

- Identify hazards and implement corrective measures needed before incidents or illnesses occur
- Monitor the effectiveness of control measures to ensure safe work practices and manufacturer’s specifications are followed consistently throughout the work site
- Maintain or improve safe work practices
- Promote the Occupational Health and Safety Management Program amongst employees
- Demonstrate management’s commitment to providing a safe work environment

Responsibilities

Executive Director

- Provide support and resources to ensure workplace inspections occur on a regular basis
- Participate in inspections as required by the terms of this policy and procedure.
- Review and sign off on all completed inspection reports.

Manager

- Develop equipment and site specific checklists for operations and workplaces at Agri-Food Discovery Place that become the record of the inspection, document inspection observations and document corrective measures implemented.
- Develop inspection schedules based on the frequencies noted in the procedure
- Verify that inspections are completed and documented
- Prioritize and immediately implement corrective measures for identified substandard conditions and defective equipment
- Verify that all corrective measures have been implemented before signing completed inspection checklists
- Sign the inspection checklist
- Provide the Workplace Health and Safety Committee with copies of signed inspection checklists



Supervisor

- Advise the inspection team of the known hazards of the operations and present at the workplace
Provide personal protective equipment to the inspection team and monitor its use
Immediately implement corrective measures to mitigate hazards associated with substandard conditions and defective equipment as per Equipment Maintenance
Assign employees to revise the Hazard Assessment and Control Report where substandard conditions or defective equipment have been noted through inspections
Implement identified corrective measures
Inform employees of revised Hazard Assessment and Control Reports, noting newly identified hazards and corrective measures implemented.
Maintain copies of all completed inspection checklists for three years

Inspection Team Responsibilities

- Prepare for the inspection by becoming familiar with the operations and workplace, best practices and applicable legislation
Organize the inspection team and conduct inspections
Ask the equipment operator at the workplace for a demonstration of equipment, if required
Review the results of the inspection with the manager
Complete the inspection checklist and present it to the manager within 14 days of the inspection
Attend a Government of Alberta approved inspection course
Complete an ergonomics course if involved in office inspections or ergonomic assessments.

Procedure

Selecting the Inspection Team

Inspection team members are selected based on their

- Familiarity with the hazards of the operations and workplace
Ability and skills to assess situations requiring corrective action
Knowledge of the organization’s operations
Knowledge of related legislation, standards and best practices for the operation and workplace being inspected
Knowledge of control measures required for operations being inspected

Scheduling the Inspection

Managers are to develop inspection schedules for the year with their supervisors based on the following frequency requirements:

Table with 2 columns: Location (Laboratories, Offices, Warehouses, Workshops) and Frequency (1 per month, 1 per year, 4 per year, 1 per month)



Preparing for the Inspection

Prior to the inspection, the inspection team and the supervisor/manager for the area review the following information:

- Known hazards and implemented control measures
- Emergency response plans
- Layout of the work area
- Work occurring in the area
- The type and location of equipment, hazardous materials and storage facilities
- The number of employees and shifts.

The supervisor/manager is present during the inspection to answer questions regarding the operation and conditions of equipment that require immediate attention.

The inspection team may also need to become familiar with the following:

- Workplace Performance History
 - Previous inspections and corrective actions implemented
 - Summaries of incident investigation reports
 - Workplace health and safety committee minutes
 - Workplace health and safety orders
- Performance Requirements
 - Government of Alberta and University of Alberta standards
 - Applicable legislation
 - Department policies and procedures
 - Manufacturer's specifications and equipment operator manuals
 - Chemical hazards, controls and emergency procedures from material safety data sheets
 - Safe (standard) operating procedures and safe work practices
 - Guidelines
 - Best practices

Conducting the Inspection

The inspection team and supervisor/manager discuss the planned inspection route before undertaking the inspection; they review what they are looking for and personal protective equipment to be worn.

Observe the workplace elements, the environment, equipment, facility, employees and work

- The environment includes such hazards as noise, vibration, lighting, temperature and ventilation
- Equipment includes, materials, tools, machinery and vehicles for producing a product or delivering a service

Identification of Hazards

- Identify hazards. Look up, down, around and inside. Be methodical and thorough.
 - Physical Hazards
 - Slipping, tripping, struck by or against, falling pinch points, caught in, under or between, repetitive motion, improper work positions, lifting, heat, cold, noise, vibration.



- Chemical Hazards
 - Toxins or agents that have immediate (acute) or long-term (chronic) health effects and can be inhaled, absorbed, ingested or injected (e.g. liquids, dusts, mists, fumes, vapours and fibres).
- Biological Hazards
 - Viruses, bacteria, fungi, moulds, parasites, contaminated body fluids, sewage, etc.
- Pay particular attention to items most likely to develop unsafe or unhealthy conditions
- Discuss as a group whether you foresee any potential hazards, problems of incidents when looking at the equipment, the process or the environment.
- Determine what corrections or controls are appropriate
- Inspect the entire workplace each time
- Include areas where no work is done regularly, such as the parking lot, roof top, office storage areas, and locker rooms
- Ask questions, but be sensitive of disrupting work activities
- Describe clearly each hazard noted and its exact location, make a sketch if necessary.

Completing the Inspection Checklist

- Document findings and comments on the workplace-specific checklist
 - Record the name of the area being inspected, the date and the inspection team members
 - List all concerns and note remedial action taken on items during the inspection
 - Describe what has been observed and accurately identify its location
 - Specify the recommended corrective action and establish a timeframe for completion
- Workplace Health and Safety Committees may number items on the checklist or items that require correction in order to discuss, track and record their completion during future meetings.
- All inspection reports are to be signed off by the Inspection Team Leader, the supervisor/manager and the Executive Director.

Follow Up and Monitoring

Before leaving the workplace, the inspection team summarizes items that were corrected during the inspection, as well as any outstanding issues. On straightforward and less complex inspections, the investigation team will

- Discuss questionable areas
- Discuss the inspection results and recommendations made on a checklist with the manager
- Take a copy of the completed checklist for future Workplace Health and Safety Committee meetings and leave the completed checklist with the manager or designate that accompanies the inspection team.
- Post a signed copy of the inspection on the Health and Safety Board.



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DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use

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Approval:



 Executive Director

Nov. 16, 2010
 Date



 Chair WHSC

Nov 25/10
 Date