



Section 3

Workplace Inspections



Occupational Health &
Safety Manual 2020

WORKPLACE INSPECTIONS

A workplace inspection is a physical tour of the worksite that helps determine if hazard controls are in place and working and identifies any new hazards that may have been introduced to the worksite.

Planned inspections do not replace informal daily inspections and the hazard reporting process that should already be in place at the worksite. Inspections need to occur on a regular basis and are most effective when they involve all the staff. We are all responsible for conducting informal inspections of our work areas on a daily basis as well as participating in formal inspections.

Formal inspections of all areas of the worksite must occur at least once a year and higher risk locations such as science, CTS and mechanical areas should occur at least twice annually. Templates are available to assist in the formal workplace inspections practice (see appendices for templates). Training is provided in workplace inspections by each school Occupational Health and Safety representative and/or the district Occupational Health and Safety Coordinator.

Ongoing inspections of the workplace provide important information about unsafe conditions or potential hazards that have not been identified before. These planned inspections help verify that controls to eliminate or reduce risks of known hazards are in place and working. A good inspection program is an opportunity to find and fix small problems before they become larger ones. Regular worksite inspections along with a system for reporting hazards or unsafe conditions can improve employee communication and morale reduce accidents and incidents and demonstrate Buffalo Trail Public School Division's commitment to the health and safety program.

An inspection is not the same as a workplace hazard assessment, but the two processes are complimentary. A hazard assessment is a process that documents potential hazards that may exist at a worksite while an inspection involves the physical tour of the worksite to document whether hazards identified are being controlled and if any new hazards not previously identified have been made aware of. Reviewing workplace hazard assessments can be helpful in preparing staff for a workplace inspection.

Planned inspections supplement the less formal spot inspections (e.g. field level hazard assessments) that are conducted by staff on a day to day basis as part of their general OHS responsibilities, for example facilities and maintenance where the job tasks change on a day to day basis. Both formal and informal inspections do not replace existing hazard notification system. Hazards must be reported as soon as they are identified. A staff member may be able to correct the hazard immediately (e.g. remove items blocking a fire exit) or additional resources may need to be obtained (e.g. repair of a water leak).

It is essential that school administrators and supervisors participate in the formal inspection process in some way at least twice a year. This is another way to demonstrate the commitment

that East Central Catholic School Division has towards health and safety and as well to motivate staff. Health and safety auditors will look for evidence that this is being done.

This can be achieved by accompanying staff during a formal inspection or just by casually observing the health and safety conditions while doing a worksite walk through.

The hazard rankings of the worksite inspections are categorized as follows:

Immediate Action – An imminent danger situation or conditions/practice that could cause serious injury, permanent disability, loss of life, and/or extensive loss of property or equipment. E.g. guard missing on a table saw, working on the edge of a roof without fall protection, spill of a flammable liquid.

Planned or Scheduled Action – A condition/practice that could cause minor injury or illness, temporary disability and/or property damage that is disruptive but not extensive. E.g. Use of scented products in a classroom, lifting a heavy object without help, using chemicals without proper gloves, MSDS out of date.

When completing formal inspections positive actions will be documented as well. For each corrective action necessary, ensure that someone is assigned to implement the action and a target date is identified. Forward completed checklist to the DU administrator for review and maintain copies in the OHS Documentation Binder at the worksite for at least 3 years.

Protocol for workplace inspections refer to the Safe Work Guideline for Workplace Inspections.

East
Central
Catholic
Schools

School Inspection Form

School Click here to enter text.		Inspected by Click here to enter text.		Date Click here to enter text.		Time of inspection	
Classrooms		Science Labs		Shop/Food Studies			
1	Floors/Carpet clean, free of debris and tripping hazards	40	Chemicals /Flammables stored securely	79	PPE Available and in good condition		
2	Filing cabinets secure/ in good repair	41	MSDS book up-to-date and available	80	Ventilation system in working condition dust build up		
3	Book shelves secured to the wall	42	Fume hoods clean, working order	81	Tripping hazards		
4	Book shelves neat/ organized	43	PPE Available	82	Storage areas organized		
5	Heavy items stored on lower shelves	44	Emergency spill kits available	83	Paint, flammables stored correctly		
6	Electrical cords secured	45	Eye Wash station	84	Emergency procedures posted		
7	Projector-T.V- overhead items secured to ceiling-	46	Lab supplies in good condition	85	Emergency stops in working order		
8	Work areas free of unnecessary clutter	47	Emergency exits unobstructed	86	Guards in place		
9	Exits unobstructed	48	Aisles are unobstructed	87	Emergency supplies available- first-aid, eye wash		
10	Outlets not overloaded	49	Bio hazardous materials labeled/ stored correctly	88	Hazardous waste stored correctly		
11	Walk ways are unobstructed	50	Tools in good condition	89	Scrap materials properly stored		
12	Shelves in good repair	51	Gas fixtures are in good condition	90	Walk ways unobstructed		
13	Hallways clear of obstructions	52	Glass instruments are in good condition	91	Tools properly maintained		
Fire Prevention		Custodial Rooms		Mechanical Rooms			
14	Evacuation plans posted	53	MSDS /WHMIS Information available/ up-to-date	92	No standing water/leaks		
15	Last Fire drill completed:	54	Cleaning supplies stored properly	93	Chemicals stored properly		
16	Last lock down completed:	55	Tools stored properly	94	Materials are kept away from electrical panels/ machinery		
17	First aid personnel list up to date	56	Cleaning carts are in good condition	95	Guards are in place, in good condition		
18	Emergency exits free of obstacles	57	Emergency procedures, supplies available & up-to-date	96	Pipes/ Equipment clearly labeled		
19	Fire extinguishers checked	58	Electrical cords, hoses etc. rolled up when not in use	97	Emergency procedures, supplies available & up-to-date		
First aid/ Emergency Supplies		59		98	Room is kept clean/ organized		
20	First aid kits stocked	60	Emergency exits unobstructed	99	Emergency exits are unobstructed		
21	Eye Wash station clean/ working	61	Ladders in good condition/ stored correctly	100	Eye wash stations in working order		
22	Emergency contacts posted/ up-to-date	Outdoor		101	Storage of unauthorized materials		
23	Infirmary clean/ organized	62	Walkways unobstructed	102	Shelves are secured to wall		
24	Emergency exits unobstructed	63	Emergency exits unobstructed	103	Shelves are neat/ organized		
25	First-aid list posted/ up-to-date	64	Playground in good condition	104	Emergency contacts are posted		
26	Storage/ handling procedures for bio hazardous materials	65	Sidewalks in good repair	105	Confined spaces are identified/ labeled		
27	Stretcher in good condition/ clean	66	Lawn, landscaping, Fence in good condition	106	Emergency lighting in working ordered		
Art room		67	Building damage	Offices			
28	Art supplies stored properly	Gym		107	Filing cabinets secure/ in good repair		
29	Flammables stored properly	68	Storage rooms organized	108	Ergonomics		
30	Walk ways unobstructed	69	Weight room clean/ organised	109	Shelves secured		
31	Projects are stored properly	70	Lighting	110	Storage neat/ organized		
32	Tools are stored properly	71	Overhead hazards	111	Files are secure		
33	Art machinery(Clay wheels etc.) in good repair	72	Stage area neat/ organized	112	Staff room clean/ organized		
Storage room		73	Shelved are secure	113	Emergency procedures posted/ up-to-date		
34	Shelves are organized	74	Sporting equipment in good repair	114	Emergencies are posted/ up-to-date		
35	Heavy objects are stored on lower levels	75	Exits are unobstructed	115	Walkways are unobstructed		
36	Exits are unobstructed	76	Mats are in good condition	116	Lighting		
37	Tripping hazards	77	Nets in good condition	117	AED Inspected		
38	Walkways are unobstructed	78	Equipment storage in good repair	118	Security		
39	Ladder available to reach high items						

Summary of Inspection

A-	Hazardous or condition has the potential to result in loss of life, body part, and/or loss of equipment or materials. Immediate action must be taken to correct situation
B-	Hazard or condition has the potential for causing a serious injury, injury, illness or property damage. Take action as soon as possible.
C-	Hazard or condition has potential for causing non-disabling injury or non-disruptive damage. Priority is not urgent but hazard should be eliminated as soon as reasonably practicable

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Maintenance Shop Inspection Form

Shop Click here to enter	Inspected by Click here to enter text.	Date Click here to enter text.	Time Click here to enter
Offices		Work Area	Storage Area
Overhead hazards		Hand tools stored properly	Shelving neat/organized
Tripping hazards		Power tools have guards in place	Aisles are free of obstructions
Desks neat/ organized		No build-up of waste materials	Overhead hazards
Filing cabinets in good repair		No build-up of sawdust	Flammables stored properly
Shelving in good repair		Emergency supplies available	Chemicals stored properly
Heavy objects stored on lower levels		Emergency contacts posted	Lighting
Floors clean, free of tripping hazards		MSDS available/ up-to-date	Tools stored properly
Furniture is in good repair		PPE available/ in good repair	Tripping hazards
Ergonomics		Working alone procedures in place	Floor clean
Fire Prevention		Lighting	Outside
Fire Extinguishers		Vehicles/Landscaping	Stairs in good condition
Fire alarms working		Inspection sheets complete	Doors in good condition
Evacuation plans posted		Trailers in good repair	Building free of damage
First-aid/ emergency preparedness		Vehicles clean/ good repair	Windows in good condition
First-aid kit stocked		Log book completed	Sidewalks in good condition
Eye wash station clean/ filled		Fuels stored properly	Landscaping
First-aider list posted		Lawn mowers in good repair/ clean	Driveways

Summary of Inspection

Ratings

- | | |
|----|---|
| A- | Hazardous or condition has the potential to result in loss of life, body part, and/or loss of equipment or materials. Immediate action must be taken to correct situation |
| B- | Hazard or condition has the potential for causing a serious injury, injury, illness or property damage. Take action as soon as possible. |
| C- | Hazard or condition has potential for causing non-disabling injury or non-disruptive damage. Priority is not urgent but hazard should be eliminated as soon as reasonably practicable |

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