



Vancouver Island West School District 84
OCCUPATIONAL HEALTH & SAFETY PROGRAM

SECTION I

INSPECTIONS

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INTRODUCTION

The Vancouver Island West School District 84 workplace inspection program is implemented for the detection and control of workplace hazards. Inspections of all worksites (e.g. buildings, structures, grounds, excavations), tools, equipment and machinery (e.g. ladders, power circular saw and scaffolding), and work methods and practices (e.g. proper lifting procedures and hand and power tool maintenance procedures) used in the District shall be inspected as directed in this program.

RESPONSIBILITIES

Site Supervisor's Responsibilities

- Follow up the monitoring and record keeping of inspection reports;
- To initiate prompt corrective action in response to valid concerns of workers;
- To act upon Inspection reports to increase the level of safety for all employees;
- To consult with the employees and the OH&S Committee on safety related issues.

Employees' Responsibilities

- To cooperate with inspection teams during inspections;
- To communicate any safety related concerns to the inspection teams;
- To report unsafe conditions to their immediate Supervisor.

Site Health & Safety Committee/Rep Responsibilities

- To participate in inspections as required;
- To ensure that items from inspections are followed up on;
- To consult with employees and the employer on recommendations.

TYPES OF INSPECTIONS

Work Specific Inspections

Work Specific Inspections are conducted on a daily or work shift basis and are an informal type of visual inspection, some of which will require documentation. These types of inspections include equipment start-up, vehicle walk-around/pre-trip (bus requires documentation) and work station maintenance.

Schools/ Facilities Inspections

Schools/Facilities Inspections are conducted by employees and supervisors on a daily basis. Everyone should constantly watch for unsafe acts and conditions. In many cases, a problem can be corrected by discussing the act or condition before an incident occurs. Situations that require additional corrective action must be recorded by the Supervisor for follow-up.

Supervisors should encourage workers to bring forward their observation of unsafe acts or conditions on an ongoing basis ("**Find a Hazard**"). In fact, this is a worker's right and responsibility under the Occupational Health and Safety Regulations. It is the responsibility of management to initiate prompt corrective action in response to valid concerns of workers.

Regular Inspections

Regular Inspections are scheduled events. They are to be conducted by the Supervisor of that site and a member of the Joint Occupational Health & Safety Committee or the Safety Representative.

Special Inspections

A special inspection must be made when required by equipment malfunction or a serious accident. A member of the Joint Occupational Health & Safety Committee should be included in all Special Inspections.

INSPECTION PROCESS

Planning

Inspections require planning. A plan should be set forth by the Site Supervisor that will schedule inspection(s) for their respective area. Responsibility and accountability must be assigned, identifying who the inspectors are and when inspections will be done. The primary focus of the program is incident prevention, through the maintenance of safe working conditions and the adherence to proper procedures including removal of any potential hazards that arise in the workplace.

The inspection program will identify the items to be inspected and set standards to be maintained in the workplace by supervisor(s) and workers. The program includes a system to record completed inspections and ensure that any problems identified are corrected. A follow-up system, through management, is employed to ensure that all items are followed up and corrected.

Recording Hazards

It is necessary to record any unsafe actions and conditions observed during an inspection tour. The inspection report will establish the location of the condition or action observed. It is to be given a hazard rating, and then some guideline(s) regarding action taken by the inspector or inspection team is to be provided. It is then the responsibility of the Supervisor to assign corrective actions and accountability and ensure the action is taken by a certain date.

Follow Up

Corrective action will be completed as soon as practicable on any deficiencies that are noted in the inspection. Feedback on this action is to be conveyed to the inspection team or the inspector. Copies of inspection reports must be sent to:

- Site Supervisor;
- Joint OH&S Committee/Safety Representative;
- Human Resources Administrator.

Monitoring

The Site Supervisor will review the information obtained from the inspection reports and once all the corrective action is completed, this data will become part of Records and Statistics. This information can be used to assist in identifying any trends that may be developing in the workplace. A proper analysis of these records may over time reveal:

- a need for training in certain areas;
- why incidents are occurring in certain areas;
- the need to improve safe work practices;
- improved enforcement of regulations;
- problem areas that may require more hazard analysis.