



SCHOOL DISTRICT NO. 22 (VERNON)

Health and Safety

Inspections

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1. Statement of Standard

Safety Inspections will be used to check for compliance with established safe work practices, corporate standards, safety rules, and for any new hazards not found during the initial Hazard Assessment.

2. Objective

The purpose of this standard is to define how work sites will be inspected and monitored in order to improve work practices, identify new hazards and recommend appropriate control measures, such as:

- Eliminating or isolating hazards;
- Performing maintenance on equipment and vehicles;
- Marking hazards with signs, flags, lights, alarms, or barricades;
- Providing additional personal protective or other safety equipment to workers;
- Informing workers of the hazards;
- Implementing administrative controls and procedures; and
- Identifying safety program violations.

3. Scope

All District work sites will be subject to inspections on a frequency and in a manner appropriate for the particular work in progress.



4. Types of Inspections

4.1. Planned (Formal) Inspections

As the name suggests, planned inspections are structured events. They are usually conducted by an inspection team that includes both supervisors and workers.

Planned inspections will be conducted on a regularly scheduled basis.

The basic procedure for conducting a planned inspection is:

1. Identify the inspector or the inspection team;
2. Locate and review reports of previous inspections;
3. Obtain an inspection report form drafted to appropriately reflect the type of hazards that may exist in the particular workplace;
4. Proceed with the inspection tour;
5. During the tour, get off the “beaten path” and look over, under, around, behind, inside, etc.;
6. Take the time to observe the activities of selected personnel;
7. Take immediate corrective action where there is imminent danger;
8. Record all unsafe acts and conditions, such as:
 - a. Unsafe acts (e.g., improper use of machinery or not wearing PPE);
 - b. Unsafe conditions (e.g., poor lighting, cluttered work area, or tripping hazards); and
 - c. Hazards to health of workers (e.g., exposure to fumes, noise, or hazardous waste);
9. Rank the unsafe acts/conditions on completion of the tour;
10. Identify corrective action required for each unsafe act/condition;
11. Assign a person to be responsible for each corrective action and assign a date/time for completion;



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12. Follow up to ensure corrective action is completed

Work site inspections will focus on:

- Physical layout and conditions of the work site including location, terrain, season, and weather;
- Hazards associated with the materials handled;
- Condition and compliant usage of safety and personal protective equipment;
- Work practices and behaviour of people at the work site;
- Conformance and compliance issues; and
- Level and quality of supervision provided to workers.

Inspections will include, but not be limited to:

- Slipping, tripping, and falling hazards;
- Safety devices and monitoring systems;
- Storage of controlled products;
- Faulty or missing emergency response equipment (e.g., fire extinguishers, hoses, and first aid kits);
- Improper or missing warning/hazards notification signs;
- Housekeeping activities;
- Condition of equipment and vehicles.



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4.2. Unplanned (Informal) Inspections

Unplanned inspections will be done at prescribed intervals by Supervisors. At times this kind of inspection may have no specific area of interest, and at times it may have a particular area to be observed, such as housekeeping, job procedures, safety guards, lighting, or PPE compliance.

A daily log book entry is sufficient documentation.

4.3. Pre- and Post-Operating Inspections

Vehicles, equipment, and machinery may require daily pre- and post- operational inspections.

4.4. Third Party Inspections

Often, specialized equipment is inspected on a contracted basis by third parties. Examples of equipment that may fall into this category are fire extinguishers, alarm systems, first aid equipment, self-contained breathing apparatus, heavy equipment, and technical equipment requiring sophisticated calibration.

5. Inspection Training

Managers, supervisors, and employees, who are asked to participate in conducting inspections, will be provided with appropriate training.



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6. References

- British Columbia Occupational Health and Safety Regulation Part 2: Compliance, Section 2.5 Inspection Reports.
<http://www2.worksafebc.com/Publications/OHSRegulation/Home.asp>.
- CCOHS Effective Workplace Inspections.
<http://www.ccohs.ca/oshanswers/prevention/effectiv.html>.
- WorkSafe BC, Workplace Inspections.
http://www.worksafebc.com/employers_and_small_business/improving_health_and_safety_at_work/workplace_inspection/default.asp.