



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: WORKPLACE INSPECTIONS

<b>Procedure No.</b>	HR-405-PR-1	<b>Division</b>	Human Resources
<b>Related Policy</b>	HR-405	<b>Board Policy Ref.</b>	GP-GR-805
<b>Related Procedure</b>	HR-405-PR-2	<b>Effective Date</b>	November 4, 2016 (R1)

## PROCEDURES

### 1.0 Legislative Requirements

Newfoundland and Labrador Occupational Health & Safety Act and its regulations, specifically Section 18 (1) (2) (3) of the regulations.

### 2.0 Standard

This standard sets the College of the North Atlantic's expectation for workplace inspections.

### 3.0 Purpose

Workplace inspections ensure that safe working conditions are maintained and that unsafe conditions found as a result of the inspection are remedied without delay.

### 4.0 Application & Scope

This procedure applies to all departments and faculties at College of the North Atlantic, except those in the state of Qatar, and supersedes previous workplace inspection documents.

## 5.0 Definitions

Act & Regulations	Newfoundland & Labrador Occupational Health & Safety Act & Regulations (OHSA), latest edition.
Critical Parts or Items	The individual parts of machinery, equipment, materials, structures, or other parts that are more likely than other components to result in a major problem or loss upon failure, when worn, damaged, abused, misused, or improperly applied.
Act & Regulations: Basic (Root) Cause	The basic or root causes of an incident are the deeper, more fundamental causes that allow the immediate causes to exist. These are the reasons why the substandard acts and conditions occur.
Critical parts or items – Engineering Controls	Control measures that eliminate or reduce exposure (to acceptable levels) to toxic substances physical agents, mechanical hazards and other types of hazards.
Hazard	The potential of a machine, equipment, process, material or physical factor in the environment to cause harm to people, equipment, materials or the environment.
Immediate cause(s)	The immediate causes of incidents are the circumstances immediately preceding the accident/incident. They are the things that can be detected by your senses.
Incident	An incident is an unplanned/undesired event that results, or has the potential to result in an injury, illness, or property damage. Incident replaces the traditional term “Accident.” Incidents also include commonly called “near misses.”
Inspection	An inspection is an examination of the workplace and observation of work to identify deficiencies that might cause injury, illness, or property damage.
Formal Inspection	Formal workplace inspections are regularly scheduled examinations that are formally documented with the use of a checklist and a report that includes recommendations for corrective actions.

Informal Inspection	Informal workplace inspections are routine checks of the workplace or equipment usually carried out on a daily basis to prevent injury, illness and property damage. Examples may include a supervisor's walk-through or a worker's daily equipment check. Informal workplace inspections are usually not scheduled and may not require a checklist. However, they are an important means of recognizing hazards.
Physical Conditions	Physical conditions refers to general workplace conditions, facilities, materials, equipment, hazard controls, emergency systems, personal protective equipment, compliance, etc.
Standard	A standard is an established criterion for effective performance; a measure against which desired performance is checked.
Substandard Act	Substandard Act is any hazard created because of human error or behavior.
Substandard Condition	Substandard condition is any physical hazard related to equipment, materials, structures or other physical elements of the workplace.
WHSCC	Workplace Health Safety & Compensation Commission of Newfoundland & Labrador

## 6.0 Responsibility

### 6.1 Deans, Campus Directors / Managers, and Management

Each department/section is required to determine requirements for their specific workplace inspections based on the hazard recognition and evaluation and control process and to establish the type, schedule and frequency of the inspections.

### 6.2 Supervisors/Instructors

Supervisors and instructors are responsible for carrying out workplace inspections as required in their respective workplace.

**6.3 OHS Committee**

The OHS Committee is responsible for carrying out workplace inspections required in their workplace.

**6.4 Human Resources**

The Human Resources Department will maintain a liaison with all parties responsible for managing and coordinating this procedure. Human resources will work with management and Campus Administrators to help them in their workplace inspection activities.

**6.5 OHS Manager**

The OHS Manager is responsible for assisting and/or providing direction as needed for the development and/or implementation of corrective measures. The OHS Manager reserves the right to audit workplace inspections without notice.

**6.6 Employees/Students**

Employees and students are responsible for cooperating and engaging with the inspection process in their respective areas.

**7.0 Types of Workplace Inspections**

- Informal inspections
- Planned inspections
- Critical parts/equipment/items/materials inspections
- Housekeeping inspections
- Health & safety committee inspections
- Equipment pre-use
- Specialized systems and insurance required inspections
- Preventative maintenance inspections
- Regulatory

**8.0 Inspection Preparation**

- 1) Determine the inspection area and review floor plans to determine the best route to use.
- 2) Review the previous inspection reports for outstanding items.
- 3) Review any prior incident/injury reports and the preventative action taken.

- 4) Review the inventory of equipment and hazardous materials.
- 5) Review any safety-related complaints.
- 6) Choose / prepare a customized checklist for the type of inspection conducted.

### **9.0 Tips to Make your Inspection Successful**

- 1) Complete the inspection checklist. Describe each hazard and the location in detail.
- 2) Engage co-workers in the inspection to get their viewpoints. Fresh perspectives are useful.
- 3) Observe staff/students while operating equipment and make sure not to disrupt them while equipment is in operation.
- 4) Carefully examine each process, task, machine or workstation by looking up, down, behind, around, inside, and outside.
- 5) Categorize the hazard, as required, as per 13.0.
- 6) Look for health and safety hazards, such as poor ergonomic design, poor housekeeping, patterns in health and illness symptoms, or fumes.
- 7) Use sight, hearing, touch, and smell when looking for hazards. Noise levels and airborne chemicals may require special monitoring to determine excess levels of physical or chemical exposure.

### **10.0 Inspections**

- 1) The OHS committee shall establish an annual inspection schedule, in consultation with the applicable managers or supervisors, for all areas being inspected.
- 2) Each campus/location will have an inspection team made of at least one management and one non-management staff member.
- 3) Inspection teams will carry out workplace inspections as per the schedule and will contact workers and supervisors prior to the inspection to assist in identifying workplace hazards.
- 4) Wherever possible, the local supervisor should accompany the inspection team on the inspection of their area or department.

## 11.0 Inspection Team – Documenting Inspections

- 1) Record anything significant and/or that prompts a question. Be detailed and specific in recording the findings.
- 2) Complete the inspection checklist and note any recommendations for corrective actions.
- 3) Identify problems or hazards that may require immediate attention.
- 4) Stop any immediate danger to health or safety and remedy immediately, if able.
- 5) Determine if a substandard act or condition exists, and complete the proper form.
- 6) Report improper performance to the appropriate manager/supervisor.
- 7) For each hazard identified, suggest a corrective action and completion date or engage the manager/supervisor to establish a corrective action plan and completion date.
- 8) Follow the *Hazard Recognition Evaluation and Control* process prior to implementing any corrective action.
- 9) Implement temporary measures where appropriate.
- 10) Record all actions taken.
- 11) The inspection team will forward the completed inspection reports to the supervisor of the area inspected as soon as possible. (If no deficiencies are noted, complete report by noting “no deficiencies observed”).
- 12) Managers/Supervisors will review and initial the inspection report and respond to the recommendations within 30 days of the report, per legislative requirements. Upon completion of items, the manager/supervisor will update the report and forward a copy to the inspection team.
- 13) The inspection team will forward a copy of the monthly Workplace Inspection to the campus Health & Safety Committee and maintain the original for College records.

## 12.0 Inspection Follow-up

- 1) Managers/supervisors are responsible for ensuring a follow-up is carried out and that all required actions have been completed and recorded. Deficiencies will require action before the inspection report can be closed.
- 2) The OHS Committee will review the inspection reports for their areas to ensure items are addressed, and make any further recommendations as may be required.
- 3) The OHS Committee will keep copies of all closed workplace inspection reports for a period of 2 years.
- 4) Unresolved, complex issues will be forwarded to the Occupational Health & Safety Manager.

## 13.0 Hazard Rating

### 13.1 Type "A" Hazard (Extreme Risk Category)

A type "A" condition or practice is one where there is a potential fatality, serious injury, damage to equipment, materials, environment or property greater than \$100,000.

### 13.2 Type "B" Hazard (High Risk Category)

A type "B" condition or practice is one where there is a potential lost-time injury requiring medical aid treatment, damage to equipment, materials, environment or property greater than \$10,000 but less than \$100,000.

### 13.3 Type "C" Hazard (Medium Risk Category)

A type "C" condition or practice is one where there is a potential for medical treatment injuries not resulting in lost time, damage to equipment, materials, environment or property greater than \$1,000.00 but less than \$10,000.00.

### 13.4 Type "D" Hazard (Low Risk Category)

A type "D" condition or practice is one where there is a potential for first aid cases where the incident would not cause a more serious injury or accident, and there is limited probability of the aforementioned or damage to equipment, materials, environment or property less than \$1,000.00.

#### 14.0 Communication & Training

Training and communication of these procedures will be carried out by the OHS Manager using informational sessions.

Approval History	
Approved by President	October 5, 2010
Revision 1	November 4, 2016