OHC TRAINING
LEVEL 2

MISSION: ZERO

Workplace Inspections Guide

www.worksafesask.ca

Work to live.
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**Please note**

This publication does not replace the legislation. Please use the original legislation to find out exactly what requirements apply to your business.

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Glossary

Accident: See incident.

Contractor: A person who, or partnership or group of persons that, directs the activities of one or more employers or self-employed persons, or retains an employer or self-employed person to perform work at a place of employment, and knows or ought reasonably know the provisions of the SEA and regulations applying to the workplace at the time of retaining the person.

Controlled product: A controlled product within the meaning of the Hazardous Products Act (Canada).

Direct cause: What directly led to the incident, such as an unsafe work practice or an equipment failure.

Due diligence: A person has a legal duty to take every precaution reasonable given the circumstances to avoid both harm and an offence against the law. It is a very high standard to take reasonable care. In context of the OHS legislation, the following principles encompass due diligence:

General duties: The SEA imposes a duty on everyone in the workplace to take reasonable care of their health and safety and that of others, to the degree that they have the authority and ability to do so. This general duty is in addition to and goes far beyond complying with the law.

Regulatory compliance: If someone is charged with contravening the legislation, they cannot defend themselves successfully by claiming that they did not intend to break the law or comply. To defend themselves adequately, a person must be able to show that they took every reasonable practicable action to ensure compliance.

Reasonably practicable: A person must show that they took every possible precaution, unless they can show the benefits of taking the precaution are greatly exceeded by the cost in time, trouble and money. The greater the risk, the greater the health and safety measures required.

Proactive: Due diligence requires a proactive and systematic approach to health and safety. Implement a health and safety program that:

- Identifies hazards;
- Assess the risks associated with those hazards;
- Implements measures to eliminate or minimize those risks; and
- Monitors each part of the program to ensure it is adequate and efficient.

Employers must develop and implement this plan in consultation with their workers. Workers
must comply with the program to the extent that they have the knowledge, authority and ability to do so.

Employer: A person, firm, association or body that has one or more workers in connection with the operation of a place of employment.

Employees: Managers, supervisors and workers.

Equipment: Any mechanical or non-mechanical article or device, including any machine, tool, appliance, apparatus, implement, service or utility. It does not include the personal property owned by an individual unless that property is used in the occupation.

Hazard: Any activity, situation or substance that could harm a worker. Occupational hazards are divided into two broad categories: health hazards and safety hazards. Generally, health hazards cause occupation illnesses, such as noise induced hearing loss (NIHL). Safety hazards cause immediate physical harm, such as cuts and broken bones. Hazards exist in all workplaces.

Hazardous: Likely to cause harm or injury in certain circumstances.

Incident: Any unplanned, unwanted event that may or may not cause injury, illness or damage. The terms accident and incident are often used interchangeably, but the preferred term is incident. It is Mission: Zero’s campaign that all incidents are predictable and as such preventable. Therefore, there is no such thing as accidents, only incidents.

Indirect causes: The working conditions that set the stage for an incident, such as inadequate training or detailed procedures.

Inspection: An examination of a workplace, selected work area or particular hazards, machinery, tools, equipment and work practices. Findings are compared to applicable standards and best practices.

Occupational health and safety representative: (Representative) Occupational health and safety representative designated pursuant to SEA 3-24.

Occupational health committee: (OHC or committee) Occupational health committee established pursuant to SEA 3-22, 3-23 or the regulations.

Occupational health officer: (OHO) A person appointed as an occupational health officer pursuant to SEA 3-6.

Owner: A trustee, receiver, mortgagee in possession, tenant, lessee or occupier of any lands or premises used or to be used as a place of employer. An person who acts as an agent or delegate for or on behalf of one of these people is considered an owner.

Plant: Any premises, site, land, mine, water, structure, fixture or equipment employed or used in the carrying on of an occupation.

Regulations: The Occupational Health and Safety Regulations, 1996 (regulations or regs).
Root causes: The fundamental flaws that created the working conditions leading to an incident (like inadequate training) that may indicate defects in the employer’s health and safety management system.

SDS: Safety data sheet.


Self-employed person: Someone who is engaged in an occupation but is not an employee. Examples: Self-employed trades people and consultants under contract.

Supervisor: An individual who is authorized by an employer to oversee or direct the work of workers.

Supplier: Someone who supplies, sells, leases, distributes or installs any plant, biological or chemical substance used at the place of employment.

Train: To give information and explanation to a worker in a particular subject matter and require a practical demonstration that the worker has acquired knowledge or skill related to the subject-matter.

WCB: The Saskatchewan Workers’ Compensation Board

WHMIS: Workplace hazardous materials information system
Inspections are important

- Costs associated with workplace incidents and illnesses
- The injured pay the highest price
- Effective inspections help prevent injuries

Introduction

Incidents and illnesses are not random acts of nature. They are preventable. Investigations find problems in management systems, tools, equipment, machinery and work practices that existed long before any incident. Witnesses to a mishap often report that they could see it coming. Subsequent investigations often find hazards that workers and the employer have become used to and no longer recognize. In most cases, an effective inspection system could prevent these types of mishaps.

An inspection is a well thought out, purposeful examination that identifies and helps correct threats to the health and safety of workers. Workplaces with effective inspection systems are more likely to avoid mishaps than other workplaces. Employers who encourage effective inspections (by OHCs, representatives, workers, supervisors and managers) often make their workplaces safer, healthier and happier. These employers also avoid many of the costs associated with a failure to detect health and safety problems.

Costs associated with workplace incidents and illnesses

Costs are traditionally divided into two groups: direct and indirect. Direct costs, such as medical care and rehabilitation for injured workers, are covered by the WCB. Indirect costs are not covered by the WCB. They represent economic loss to the employer, injured worker and community.

Direct costs

Every year in Saskatchewan:

- Approximately 34 workers die in industrial incidents.¹
- Over 700 workers suffer some form of permanent disability. That works out to more than two permanent disability injury every day.²

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¹ According to the Canadian Centre for Health and Safety in Agriculture (CCHSA), 14 people are killed on average each year and many others are injured on Saskatchewan farms in incidents that could have been prevented. Since most farmers are not covered by the WCB, most farm incidents do not appear on WCB statistics. Many farm incidents involve children and seniors.

² Saskatchewan Workers’ Compensation Board 2013 Statistical Supplement.
• Approximately 10,000 workers suffer lost time injuries. That works out to about 28 such injuries daily.\(^3\)

• Approximately 200 million dollars are spent on compensation, medical charges and vocational rehabilitation. That is approximately $548,000 every day.\(^4\)

**Indirect costs**

Indirect costs can be higher than direct costs.

• Property damage
  - Building and work area damage
  - Tool, equipment and machinery damage
  - Product and material damage
  - Used emergency and first-aid supplies
  - Repair or replacement costs

• Lost time
  - Incident investigation time
  - Supervisory and managerial time
  - Overtime to replace lost production and make repairs
  - Clerical time

• Hiring, training and supervising replacement workers

• Production
  - Lost or reduced production of distracted workers during and after the incident
  - Lost or reduced production of the injured worker(s) while away and on return to work

• Lost business and goodwill

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\(^3\) Saskatchewan Workers’ Compensation Board 2013 Annual Report.

\(^4\) Saskatchewan Workers’ Compensation Board 2013 Annual Report.
The injured pay highest price

Money can’t measure all the harm done by incident and illnesses. Workers die, lose their health, income, careers, dreams and futures. The families of injured workers are also hurt, economically and emotionally. Here are three examples to think about:

1. A worker mixes incompatible cleaning chemicals. The chemicals react violently and splash the worker’s face. The worker was disfigured and lost three senses (sight, smell and taste). The inspection program failed to identify deficiencies in worker training about incompatible chemicals and the workplace hazardous materials information system (WHMIS).

2. A worker welds on a tank containing explosive vapours. The tank blows up, killing the worker and destroying the workplace. The tank should have been adequately inspected and cleaned before welding began.

3. A worker uses a crane to lift a grain bin under a live powerline. The crane contacts the line, and the worker is electrocuted in front of a farm family. The worker leaves behind a spouse and young children. The work area should be have been inspected for hazards before work began.

Effective inspections help prevent injuries

Inspections are one of the most effective tools for preventing injuries and illness. Good inspection systems gradually review all operations with special attention to the concerns of workers, high-hazard activities and work processes. Inspections also identify and encourage good health and safety practices.

Saskatchewan health and safety legislation encourages employers, OHCs and worker health and safety representatives to conduct inspections regularly.

Summary

Inspections can prevent occupational incidents and illnesses (and avoid the associated costs). Employers with effective inspection systems often provide healthier, safer and happier places to work.
Introduction

OHCs and representatives have several roles, including:

- Checking the effectiveness of the employer’s health and safety systems (such as policies, procedures, plans and programs);
- Holding regular meetings to discuss health and safety concerns and preparing recommendations for corrective action to send to the employer (representatives meet with the employer);
- Assisting employees to get their health and safety concerns addressed;
- Investigating mishaps (OHCs also investigate refusals to work under SEA 3-31);
- Helping the employer to promote health and safety; and
- Inspecting the workplace.

Inspections

Inspections are conducted everyday:

- Workers inspect their tools, equipment, machinery, supplies and personal protective equipment.
- Supervisors inspect work areas and work practices.
- Managers review the effectiveness of their supervisors’ health and safety activities.
- OHCs and representatives check and help maintain the effectiveness of the inspections conducted by workers, supervisors and managers.

Purpose of this guide

This guide is not a detailed description of the legislation. It is to help OHCs, representatives and employers understand their responsibilities for conducting effective workplace inspections.

The guide focuses on inspections conducted by OHCs, but many of the principles will assist representatives and anyone else who has inspection responsibilities. OHCs and representatives should use this material to help check the effectiveness of the employer’s health and safety systems.

If you are an employer, ultimately you are responsible for implementing an effective inspection system. Use this guide to help.
Being effective inspectors

Serving as an OHC member or representative can seem like a challenge. However, you aren’t the employer’s safety officer. Your role is to hold a mirror to your workplace’s safety systems and show the employer how things are going. One of the best ways to do this is by conducting inspections and discussing concerns.

Effective inspectors are:

Curious
Good inspectors look in out-of-the-way places, inquire about the hazards associated with tools, equipment and materials, and talk to people about their concerns.

Diplomatic
Good inspectors make allies. They see both sides of an issue and are not afraid to be firm when required.

Persistent
Good inspectors don’t give up until they have all the answers.

Resourceful
Good inspectors know where to look for answers. They can find information and people when they need to, including OHOs.

Knowledgeable
Good inspectors are familiar with the hazards that they may encounter. They make an effort to learn applicable legislation, work procedures and standards.

To be an effective inspector be:

• Impartial, objective and fair-minded;
• Concerned and conscientious about your duties; and
• Accurate in what you report and describe.

Give your inspections the same attention as you give your best work. This way you will strengthen your self-confidence and gain the trust of workers and supervisors.

Information is one of the most valuable tools you have

Spend time at OHC meetings reviewing standards, such as applicable legislation, the employer’s rule books, emergency plans, material from suppliers, safety associations, etc. Take a few minutes at each meeting to review parts of WorkSafe Saskatchewan’s Level 1 - Occupational Health
Committee Manual. This will give you ideas about what to focus on during inspections.

**Sometimes you wear two hats**

Workers and managers/supervisors sit on OHCs. Sometimes the employer or owner is the employer co-chair.

OHC members have many roles. As members, they work together to identify and help resolve health and safety concerns. They identify defects in equipment, tools, machinery, work practices and work area design. They discuss possible corrective action and make recommendations to the employer.

However, the managers on the OHC are often the ones responsible for taking the proposed corrective action. Workers on the OHC may be responsible for actually making the recommended repairs or modifications.

Read this book with these points in mind:

- Consider the hats you wear on and off the OHC.
- Think about how you are going to make the material here work for you. What is practical? What is realistic?
- What ideas can you use to help make your workplace healthier and safer?

**How to use this guide**

You will benefit if you read the guide more than once.

**Steps in the inspection model**

1. Set the stage.

   If your organization wants the inspections conducted by the OHC or representative to be effective, then the employer must set up a system to support them.

2. Plan your inspection.

   To plan an inspection properly, you need to do more than simply make a list of things to inspect. You need to think about the bigger picture.

3. Conduct your inspection.

   1. Hold a short meeting to agree on who will inspect what.
   2. Conduct your inspection.

4. Meet to discuss what you found and prepare an inspection report.

4. Take action.

Once you’ve conducted your inspection, you need to meet to discuss what you’ve found, set priorities and prepare recommendations for corrective action to send to the employer. Describe each concern you find and suggest hazard controls that might solve the problem (i.e., control at the source, along the path and at the worker). The employer is responsible for preparing and implementing detailed hazard control plans.

5. Improve inspection system.

Successful organizations monitor their inspection systems, just like they monitor their sales and quality control programs. The employer decides how to monitor and improve the inspection system. You provide advice and help the employer check the system.
Introduction

We will now discuss how you can help your employer develop an effective inspection system. There are different types of inspections that employers, OHCs and representatives are involved in.

The employer develops the inspection system and keeps it running. The OHC or representative provides input and checks the effectiveness of the system.

Types of inspections

Generally, there are two types of inspections — informal and planned.

Informal inspections

Informal inspections monitor hazards and hazard controls. Example: Checking the condition of tools, equipment, machinery and PPE at the start of each shift. Workers, supervisors and managers conduct informal inspections everyday. While important, informal inspections will not catch every workplace problem. That is why you also need formal, planned inspections.

Planned inspections

A formal inspection is a planned walk through or examination of a workplace, selected work area or particular hazards, machinery, tools, equipment and work practices. In smaller organizations, a great deal of formal planning may not be needed.

In larger organizations, formal inspections are usually regularly scheduled and based on systematically developed checklists and inspection recording forms. They are a regular activity in the workplace and carried out often enough to demonstrate the commitment of the employer to health and safety.

Daily activities create hazards. People, materials, equipment and the environment constantly change. Some changes in the work environment remove hazards. Other changes create hazards. Planned inspections help identify and resolve problems caused by change.
Formal inspections complement informal inspections by reviewing the effectiveness of the workplace’s health and safety program, management systems, policies, procedures and work practices.

**Inspections performed by the employer**

OHS legislation requires the employer to maintain a healthy and safe workplace, including:

- The provision and maintenance of plant, systems of work and working environments that ensure, as far as is reasonably practicable, the health, safety and welfare of workers at work;
- Arrangements for the use, handling, storage and transport of articles and substances in a manner that protects the health and safety of workers;
- The provision of any information, instruction, training and supervision that is necessary to protect the health and safety of workers at work; and
- The provision and maintenance of a safe means of entrance to and exit from the workplace, all worksites and work-related areas at the workplace.

Inspections can check the effectiveness of each of these systems. Legislation requires employers to conduct general inspections of:

- Plant;
- Systems of work;
- The working environment; and
- Specific items such as mobile equipment, tools, scaffolds and cranes.

### Examples of inspections the employer must perform

<table>
<thead>
<tr>
<th>Reg</th>
<th>Description</th>
<th>Type of inspection</th>
</tr>
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<tbody>
<tr>
<td>23</td>
<td>General inspection of workplace</td>
<td>Examination of plan</td>
</tr>
<tr>
<td>28</td>
<td>Duty to support OHC and representative inspections</td>
<td>Inspection of place of employment</td>
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<tr>
<td>89</td>
<td>Duty to ensure safety of respirators</td>
<td>Inspection of respiratory protective devices</td>
</tr>
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<td>107</td>
<td>Work at height</td>
<td>Inspection of safety belts, etc.</td>
</tr>
<tr>
<td>155</td>
<td>Mobile equipment</td>
<td>Visual inspection</td>
</tr>
<tr>
<td>156</td>
<td>Mobile equipment</td>
<td>Inspection and maintenance</td>
</tr>
<tr>
<td>193</td>
<td>Scaffolds, etc.</td>
<td>Maintenance and inspection</td>
</tr>
<tr>
<td>216</td>
<td>Cranes</td>
<td>Inspection</td>
</tr>
<tr>
<td>229</td>
<td>Rigging</td>
<td>Inspection</td>
</tr>
<tr>
<td>Part XXII</td>
<td>WHMIS</td>
<td>List of chemical and biological substances</td>
</tr>
</tbody>
</table>
Workers, operators, supervisors, maintenance personnel, safety professionals and others can carry out these types of inspections. OHCs and representatives can check the effectiveness of these inspections.

**Inspections performed by OHCs and representatives**

OHCs and representatives carry out regular, planned inspections of the workplace, inspections with OHOs and special inspections. Inspections should:

- Check the effectiveness of the employer’s health and safety systems;
- Identify problems inspections conducted by the employer, supervisors and workers have missed; and
- Discuss concerns with workers and supervisors.

The employer corrects problems and ensures the workplace complies with the legislation.

**Regular, planned inspections**

Regulation 28 requires the employer to enable the OHC or representative to inspect the place of employment at reasonable intervals. The OHC or representative works out the inspection schedule with the employer. Managers, supervisors and workers must cooperate. However, publicizing inspections may encourage people to act safer than they normally would.

The OHC or representative reviews records, logs and books that the employer must keep (regulation 48). Examples: First-aid registers, maintenance logs, crane logs, and lists of chemical and biological substances. However, the OHC or representative may not access personal medical information (regulation 10).

**Inspections with an OHO**

An OHO may visit the workplace. The worker co-chairperson, the representative or a designate has a right to accompany the officer (regulation 20). The employer can demonstrate commitment to health and safety by helping the worker co-chairperson or representative to discuss concerns with workers and the officer.

**Special inspections**

OHCs and representatives can conduct special inspections when conditions warrant. Examples: Incidents, dangerous occurrences, workers’ concerns and complex equipment installations may require special inspections.
Scheduling inspections

We recommend that the OHC inspect the workplace, or parts of the workplace, before each regularly scheduled meeting and add inspection items to the agenda. Holding an OHC meeting shortly after an inspection facilitates discussion of both new concerns and the effectiveness of corrective action taken on past issues by the employer while memories are still fresh.

Representatives can inspect the workplace shortly before meeting with the employer.

How the employer supports inspections

Inspections, like sales and production, need a system to support them. Ultimately, the employer is accountable for setting up and maintaining an effective system. This accountability cannot be delegated to the OHC or representative. However, everyone in the workplace has a role:

- Managers ensure that the supervisors conduct health and safety inspections and have the resources and support to carry out their responsibilities;
- Supervisors inspect their work areas (tools, equipment, machinery, substances and work practices) and take corrective action; and
- Workers inspect tools, PPE and machinery. They report hazards that they do not have the authority, training, resources and ability to correct.

Where do you fit in?
# Step 1: Set the stage

<table>
<thead>
<tr>
<th>Who</th>
<th>Role in the workplace inspection system</th>
</tr>
</thead>
</table>
| **Employers**        | • Identify what to inspect and when. Decide who will do each inspection. Establish authority, accountability, clear standards and responsibilities.  
                        • Manage inspection system(s). Put appropriate people in charge of various types of workplace inspections. Provide with authority to review inspection reports, address concerns, follow up on corrective action and provide information to everyone involved.  
                        • Ensure that OHCs and representatives understand their inspection rights, duties and responsibilities.  
                        • Provide the resources (information, training, tools, equipment, time) needed to carry out inspections.  
                        • Encourage employees to cooperate.  
                        • Deal with concerns reported by the OHC or representative. Tell OHC or representative on corrective action taken and when.  
                        • Ensure compliance with workplace requirements. |
| **Supervisors and managers** | • Help plan and schedule inspections.  
                        • Help develop inspection checklists and reporting forms.  
                        • Conduct work area inspections, commend good performance and correct defects.  
                        • Encourage workers to inspect tools, equipment and PPE at the start of each shift.  
                        • Identify and communicate information about hazards to workers.  
                        • Encourage workers to report concerns and hazards.  
                        • Ensure compliance with workplace health and safety requirements.  
                        • Train and coach workers. |
| **Workers**          | • Inspect tools, equipment and PPE at the start of each shift.  
                        • Identify and report hazards and concerns.  
                        • Follow safe work procedures and comply with workplace requirements.  
                        • Support employer’s inspection system. |
| **OHCs and representatives** | • Check effectiveness of the organization’s health and safety systems.  
                        • Support inspections conducted by supervisors, workers and others.  
                        • Plan and schedule inspections in cooperation with employer.  
                        • Develop checklists, reporting forms, etc.  
                        • Analyze inspection reports.  
                        • Identify and report hazards found during inspections and other activities.  
                        • Help set hazard control priorities.  
                        • Recommend controls to prevent hazards.  
                        • Discuss concerns with workers, supervisors and managers.  
                        • Recommend corrective action and follow up to ensure effectiveness. |
| **OHS Division (OHOs)** | • Audit effectiveness of employer’s health and safety systems.  
                        • Support OHC or representative.  
                        • Provide assistance and advice.  
                        • Administer OHS legislation. |
### Examples of OHC/representative and employer roles during inspections

<table>
<thead>
<tr>
<th>Inspection</th>
<th>OHC/Representative</th>
<th>Employer</th>
</tr>
</thead>
</table>
| **Check vehicles, tools, machinery, equipment and PPE before use or after repair by trained workers and supervisors** | • Check to see that these inspections are effective  
• Ask workers and supervisors about their concerns |                                                                                                          |
| **Regular preventive maintenance inspections**                           | • Review maintenance schedules and check to see they are up to date  
• Observe work practices and ask workers and supervisors about their concerns | • Arrange for development of inventories of critical parts and items  
• Identify hazardous conditions, work procedures, etc., to inspect  
• Assign responsibilities to keep inventories current  
• Organize inspections, assign responsibilities, accountabilities and resources  
• Manage and maintain inspection system(s)  
• May participate in inspections  
• Discuss concerns with workers and OHC/representative and correct defects |
| **Hazard inspections of critical parts, materials and hazardous conditions** | • Help employer identify critical parts and items, (including chemicals and biological substances) and hazardous conditions  
• Prepare inventories  
• Check to see inventories and work procedures are current |                                                                                                          |
| **Housekeeping inspections**                                              | • Check to see that inspections are effective  
• Ask workers and supervisors about their concerns | • Prevents many incidents  
• Should be performed frequently by workers, maintenance personnel and supervisors  
• Focus on cleanliness and orderliness of each workplace area |
| **Planned general inspections of the workplace**                          | • Check to see that inspections are effective  
• Ask workers and supervisors about their concerns  
• Carry out regulation 28 inspections, report concerns and recommend corrective action  
• Follow up to ensure corrective action is effective  
• Identify hazards and advise employer about concerns  
• Example: OHC/representative can monitor effectiveness of WHMIS training, availability and adequacy of SDSs, supplier labels, etc. |                                                                                                          |
Examples of OHC/representative and employer roles during inspections

<table>
<thead>
<tr>
<th>Inspection</th>
<th>OHC/Representative</th>
<th>Employer</th>
</tr>
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<tbody>
<tr>
<td>Senior management inspections</td>
<td>• Reinforce importance of good health and safety practices, and keep senior management in touch with workplace health and safety issues</td>
<td>• Help workers to communicate their concerns to employer</td>
</tr>
<tr>
<td></td>
<td>• Not comprehensive - they are tours of work areas specifically designed to focus on particular health and safety issues</td>
<td>• Recommend corrective action</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Follow up to ensure corrective action is effective</td>
</tr>
</tbody>
</table>

Provide information and training

Providing information and training to the OHC or representative is one of the most effective methods that the employer has of supporting its inspections. General training requirements for OHC members and representatives are discussed in WorkSafe Saskatchewan’s Level 1 - Occupational Health Committee Manual.

Specific training requirements depend on the workplace. The employer:

- Provides information required by the legislation;
- Provides general training; and
- Provides workplace-specific training.

OHCs and representatives should use this information to plan inspections, prepare checklists and check workplace programs, plans, policies and procedures.

Provide information required by the legislation

The employer provides this information to the OHC or representative.

SEA 3-16, Duty to provide information

(1) In this section, “required information”:

(a) means any information that an employer, contractor, owner, or supplier knows or may reasonably be expected to know and that:

(ii) may affect the health or safety of any person who works at a place of employment;

or

(iii) is necessary to identify and control any existing or potential hazards with respect to
any plant or any process, procedure, biological substance or chemical substance used at a place of employment; and

(d) includes any prescribed information.

The employer must provide information about:

- Hazards in the workplace;
- The risks that those hazards may harm workers; and
- Existing controls.

**Regulation 15, Duty of employer or contractor to provide information**

An employer or contractor shall:

(a) make readily available for reference by workers a copy of:

(i) the Act;

(ii) any regulations made pursuant to the Act that apply to the place of employment or to any work done there; and

(iii) any standards adopted in the regulations that address work practices or procedures and that apply to the place of employment or to any work done there;

**Other information**

The employer must also provide OHC members and representatives with information about:

- The general results of work environment monitoring or biological monitoring, excluding confidential personal medical information (regulation 10);
- Reports from consultants that impact on the health and safety of workers;
- Incident and dangerous occurrence notifications and investigation reports;
- Publications and hazard control information sent to OHCs and representatives from OHS Division; and
- Records, logs and books that the employer must keep under the regulations, such as first-aid registers, crane logs and lists of chemical substances (regulation 48).
Step 1: Set the stage

Provide general training

To conduct an inspection properly, the team will have to know how to:

- Identify hazards;
- Assess the risk of those hazards harming workers; and
- Assess the effectiveness of hazard controls.

General training includes:

- Workplace training and information provided to workers so that they will work safely;
- Applicable PPE and its limitations;
- How to identify hazardous chemicals and biological substances;
- How to find not so obvious hazards, such as chemical contamination, work environment and ergonomic problems;
- How to use the recommendations of suppliers of chemicals, biological substances, equipment, machinery and tools;
- How to use health and safety standards;
- How to categorize and prioritize hazards, and find the root causes of defects in health and safety systems;
- How to identify, select and develop hazard controls, and assess the effectiveness of existing engineering and other hazard controls;
- How to develop recommendations and gain support for them;
- How to follow up on corrective action taken by the employer; and
- How to communicate with workers and supervisors about inspections and corrective action.

OHCs and representatives are not expected to be hazard control experts. Their job is to find problems and recommend corrective action. The employer develops and implements hazard control plans.

Provide workplace-specific information and training

1. Safety of the inspection team

   Take safety precautions during the inspection. Example: Do you know what hazards are in each work area, what safety rules must be followed and what PPE must be used in your workplace?
2. The purpose of inspections

Do you know what your inspections should accomplish and what is expected of the inspection team?

3. Inspection planning

Answer where, when, what, who and how. Examples of what to consider:

- What will be inspected (e.g., programs, policies, plans, procedures, buildings, work areas, tools, machinery, equipment)?
- Who is on the inspection team and who will conduct each inspection?
- When will the team conduct an inspection?
- How to perform each inspection.

Tell the team about problems to review, such as:

- Incidents, first-aid injuries and maintenance problems;
- Unresolved concerns; and
- Concerns noted by OHOs on officer reports or notices of contravention.

4. Standards

Does the inspection team know what is acceptable and what is unacceptable? Set standards and provide information on the following:

- Task procedures and safe work practices;
- Manufacturers’ specifications and suppliers’ recommendations
- Emergency procedures and fire evacuation plans;
- Applicable health and safety standards; and
- Saskatchewan legislation and guidelines.
Summary

Generally, there are two types of inspections — informal and formal (planned). An informal inspection monitoring hazards and hazard controls. A formal inspection is a planned walk through or examination of a workplace, selected work area or particular hazards, machinery, tools, equipment and work practices.

Saskatchewan legislation requires employers to conduct general inspections of the workplace, including the tools and technologies of production.

OHCs and representatives carry out regular, planned inspections of the workplace, inspections with OHOs and special inspections. These inspections should:

- Check the effectiveness of the employer’s health and safety systems;
- Identify problems that inspections conducted by the employer; supervisors and workers have missed; and
- Discuss concerns with workers and supervisors.

The employer corrects problems and ensures the workplace complies with the legislation.

OHCs should inspect the workplace, or parts of the workplace, before each regularly scheduled meeting and add inspection items to the agenda.

The employer is responsible for setting up and maintaining an effective inspection system. They must allocate adequate resources and ensure that all employees support the system.

Training the OHC or representative to carry out inspections properly is one of the best ways for the employer to check the effectiveness of the system.
Step 2: Plan your inspection

- Prepare inventories of critical parts, items, substances and hazardous conditions
- Identify potential exposures to hazards
- Evaluate the risk of harm from each potential exposure
- Prepare standards to evaluate workplace conditions
- Decide what to inspect
- Prepare checklists and inspection recording forms
- Decide when to inspect

Introduction

Step 1 explained how to develop an inspection system. Step 2 covers how to plan an actual inspection to identify hazards and reduce the risks of those hazards hurting someone.

To plan an inspection properly, familiarize yourself with what needs inspecting. The employer can ask questions like:

- What hazards are workers exposed to?
- How great is the risk that these hazards will actually hurt someone?
- What is the possible severity of the harm that might result?
- How can risks be controlled?

Steps to take to answer these questions:

1. Identify items, materials, substances and hazardous conditions in the workplace that potentially could harm workers. Develop inventories of critical items, parts, substances and hazardous conditions for each work area.

2. Provide the OHC or representative with an opportunity for input. The OHC or representative uses the material to check the effectiveness of the employer’s inspections, policies, procedures, programs, etc.

3. Identify how, where and when workers could be exposed to the identified hazards.

4. Evaluate the risk of each exposure. Consider how serious the harm from contact with a hazard could be. This step will help the OHC or representative decide what needs the closest attention during inspections.
5. Identify and prepare standards to evaluate the conditions. Develop standards by reviewing operator’s manuals, legislation, industry best practices, etc. The OHC or representative can use this information to review the employer’s inspection checklists.

6. Use the previous steps to decide what to inspect and what to look for. Consider what to inspect frequently and what to inspect at regular intervals over a longer period.

7. Develop inspection checklists and recording forms. The OHC or representative can use these documents during inspections to compare conditions against standards and identify items that need work.

8. Help the OHC or representative to develop an inspection schedule. Ensure the inspection team has the required resources and appropriate managers and supervisors will support it.

The steps don’t have to be done in this order. Realistically, most steps are performed together. Adapt the material to suit your needs.

The OHC or representative can provide input and use information collected by the employer to check the effectiveness of the employer’s health and safety systems.

Prepare inventories of critical parts, items, substances and hazardous conditions

To decide what to inspect, review the tools and technologies of production and decide what needs attention. In small workplaces, the employer may simply write lists. In larger and more complex workplaces, inventories of critical parts, items, materials and hazardous conditions or jobs may be needed. Inventories can be organized by hazard, by technology or by work area.

Since workers sometimes grow used to a hazard, the employer may want someone with a fresh pair of eyes to help prepare inventories.

The OHC or representative can check the effectiveness of these inventories and help the employer keep them current.

Critical parts, items and materials

These are the components of tools, machinery, production processes, etc., that are most likely to cause harm if something goes wrong. Critical parts are in service. Critical items and materials are in storage.

Critical substances

These are chemicals, biological substances and other materials that could harm workers if not adequately controlled.
### Example: Inventory of critical parts, items, substances and hazardous conditions

<table>
<thead>
<tr>
<th>Item: (identify machine, tool, equipment, material, work area, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General high-hazard items - Main wood working shop and mezzanines</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department: __________________________</th>
<th>Location: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inventoried by: ______________________</td>
<td>Approved by: ________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Component</th>
<th>Reason for critical classification</th>
<th>Critical?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Critical parts (shop)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Safety shut off/on press</td>
<td>Could cause serious injury to operator if it malfunctions</td>
<td>✓</td>
</tr>
<tr>
<td>2. Guard on radial arm saw</td>
<td>Could allow wood to eject from saw and strike operator</td>
<td>✓</td>
</tr>
</tbody>
</table>
| 3. Local ventilation system for wood sanding | • High-risk allergic reactions from wood dust  
• Risk of occupational illness (cancer) from oak and cedar dusts | ✓ |
| **Critical items** | | |
| 4. Rough lumber in storage | Stock could fall on workers if not stored properly | ✓ |
| 5. Spare blades for saw | Could injure operator if fitted to wrong saw or damaged in storage | ✓ |
| **Critical substances** | | |
| 6. Paint remover | Flammable | ✓ |
| 7. Janitorial supplies | • Only handled by employees of contract cleaning firm  
• Not stored on site | ✓ |
| **Hazardous conditions** | | |
| 8. Guard rails on mezzanines | Risk of fatal falls | ✓ |
| 9. Cutting cedar planks | Risk of serious cuts | ✓ |

**Hazardous conditions and jobs**

Hazardous conditions and jobs include dangerous work, hazardous situations (e.g., asbestos surfaces, slippery floors, mine tunnel roofs) and unusual conditions, such as performing work during unexpected blizzards.

See the Appendix for more information on how to develop inventories, diagrams and checklists.
Identify potential exposures to hazards

Next, review the inventories to determine potential hazard exposures. The OHC or representative can provide input.

To identify potential exposures to hazards:

• Know what a hazard is;
• Prepare standards for evaluating conditions;
• Prepare inventories of critical parts, items, substances and hazardous conditions;
• Prepare checklists and inspection recording forms
• Decide what areas and conditions to inspect;
• Plan how to check procedures, policies, programs and plans;
• Decide when to conduct inspections; and
• Decide what resources inspectors need.

Types of hazards

A hazard is any activity, situation or substance that can cause harm. Hazards exist in all workplaces. Occupational hazards are divided into two broad categories: health hazards and safety hazards. Train workers to recognize hazards, and use safe work practices and appropriate PPE.

Health hazards

A health hazard is any agent, situation or condition that can cause an occupational illness. There are five types:

1. Chemical hazards, such as battery acid and solvents.
2. Biological hazards, such as bacteria, viruses, dusts and moulds. Biological hazards are often called biohazards.
3. Physical agents (energy) strong enough to cause harm, such as electrical currents, heat, light, vibration, noise and radiation.
4. Work design (ergonomic) hazards.
5. Workplace stress\(^1\).

A health hazard may produce serious and immediate (acute) affects, or cause long-term (chronic) problems. All or part of the body may be affected. Someone with an occupational illness may not

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1 In this guide, workplace stress is restricted to harassment as defined in SEA 3(1)(l).
recognize the symptoms immediately. Example: Noise-induced hearing loss is often difficult for victims to detect until it is advanced.

Occupational illnesses result from exposure to a chemical or biological substance, a physical agent (an energy source such as noise) or other stressors (such as harassment and work demands) capable of causing harm. The time that it takes an illness to develop after exposure is called the latency period.

**Safety hazards**

A safety hazard is anything that could cause an injury. An injury caused by a safety hazard (such as a cut or fracture) is usually obvious. Safety hazards cause harm when workplace controls are not adequate. Identify hazards

---

**Workplace Inspections Guide**
List examples of health hazards in your workplace.

<table>
<thead>
<tr>
<th>Health hazards</th>
<th>Examples in your workplace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical hazards</td>
<td></td>
</tr>
<tr>
<td>Biological hazards</td>
<td></td>
</tr>
<tr>
<td>Physical agents</td>
<td></td>
</tr>
<tr>
<td>Ergonomic hazards</td>
<td></td>
</tr>
<tr>
<td>Workplace stress</td>
<td></td>
</tr>
</tbody>
</table>
List examples of safety hazards in your workplace.

<table>
<thead>
<tr>
<th>Types of safety hazards</th>
<th>Examples in your workplace</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Slipping/tripping hazards (e.g., electrical cords across the floor)</td>
<td></td>
</tr>
<tr>
<td>2. Fire and explosion hazards</td>
<td></td>
</tr>
<tr>
<td>3. Moving parts of machinery, tools and equipment</td>
<td></td>
</tr>
<tr>
<td>4. Work at height (e.g., scaffolds or ladders)</td>
<td></td>
</tr>
<tr>
<td>5. Ejection of material (e.g., from molding operations)</td>
<td></td>
</tr>
<tr>
<td>6. Pressure systems (e.g., steam boilers and pipes)</td>
<td></td>
</tr>
<tr>
<td>7. Vehicles (e.g., forklifts and trucks)</td>
<td></td>
</tr>
<tr>
<td>8. Lifting and other manual handling operations</td>
<td></td>
</tr>
<tr>
<td>9. Materials falling from height, rolling, shifting or caving in</td>
<td></td>
</tr>
<tr>
<td>10. Unsafe use of explosives</td>
<td></td>
</tr>
<tr>
<td>11. Violence (including mental or physical abuse)</td>
<td></td>
</tr>
<tr>
<td>12. Hazards posed by working alone or in isolated workplaces</td>
<td></td>
</tr>
</tbody>
</table>
Evaluate the risk of harm from each potential exposure

To evaluate the risk of harm from each exposure:

- Consider the likelihood of harm (probability);
- Consider the possible severity of harm; and
- Assess the risk (probability x severity) of harm.

Example of a simple risk level estimator for employers

<table>
<thead>
<tr>
<th>Likelihood of harm</th>
<th>Slightly harmful</th>
<th>Harmful</th>
<th>Extremely harmful</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highly unlikely</td>
<td>Trivial risk</td>
<td>Marginal risk</td>
<td>Moderate risk</td>
</tr>
<tr>
<td>Unlikely</td>
<td>Marginal risk</td>
<td>Moderate risk</td>
<td>Substantial risk</td>
</tr>
<tr>
<td>Likely</td>
<td>Moderate risk</td>
<td>Substantial risk</td>
<td>Unacceptable risk</td>
</tr>
</tbody>
</table>

For each situation, identify the likelihood against the severity of harm.

Risk levels, actions and time scales

<table>
<thead>
<tr>
<th>Risk level</th>
<th>Action and time scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trivial risk</td>
<td>• No action required&lt;br&gt;• No need to document/record</td>
</tr>
<tr>
<td>Marginal risk</td>
<td>• No additional controls are necessary&lt;br&gt;• Workplace parties may consider a reasonably practicable solution&lt;br&gt;• Monitoring required to ensure controls are maintained</td>
</tr>
<tr>
<td>Moderate risk</td>
<td>• Make efforts to reduce risk, but carefully measure and limit the costs of prevention in time, trouble and money&lt;br&gt;• Implement risk-reduction measures within a defined time&lt;br&gt;• Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures</td>
</tr>
<tr>
<td>Substantial risk</td>
<td>• Do not start work until the risk has been reduced&lt;br&gt;• Considerable resources may have to be allocated to reduce the risk&lt;br&gt;• Where the risk involves work in progress, take urgent action</td>
</tr>
<tr>
<td>Unacceptable risk</td>
<td>• Do not start or continue work until the risk has been reduced&lt;br&gt;• If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited</td>
</tr>
</tbody>
</table>
Severity of harm

<table>
<thead>
<tr>
<th>Severity of harm</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slightly harmful</td>
<td>• Superficial injuries, minor cuts and bruises, eye irritation from dust</td>
</tr>
<tr>
<td>Harmful</td>
<td>• Lacerations, burns, concussions, serious sprains and minor fractures</td>
</tr>
<tr>
<td>Extremely harmful</td>
<td>• Amputations, major fractures, poisonings, multiple injuries, fatal injuries, occupational cancer, other severely life shortening diseases, acute fatal diseases</td>
</tr>
</tbody>
</table>

How to use the estimator

The employer sets hazard control priorities and decides what controls to use. The OHC or representative helps by researching and recommending hazard control methods and control priorities. See Step 4 for more information.

Suppose an inspection finds workers handling lumber without wearing gloves. No one has been seriously hurt from handling lumber in this way, but there have been many minor injuries. To use the estimator in this case:

1. Consider the probability (likelihood of harm). It may be highly unlikely, unlikely or likely.
   
   Since workers handle lumber all day, the risk of injury is likely.

2. Consider the severity (seriousness of harm). It may be slightly harmful, harmful or extremely harmful.
   
   In this case minor cuts and bruises are likely. The estimator would classify the severity as slightly harmful.

3. Next, assess the risk level (probability x severity) of harm to workers. In our example, we have determined that it is likely to be slightly harmful. To do this go to the top of the risk estimator, find the appropriate category in Likelihood of harm column. From the appropriate row, move to the right and match this category with the appropriate box in the Severity of harm section.
   
   The estimator would classify our example as a moderate risk. Additional controls, such as issuing protective gloves or modifying the handling process to eliminate manual handling, are needed.
Prepare standards to evaluate workplace conditions

You don’t know how well you are doing unless you have a standard to measure workplace conditions. Finding hazards, system weaknesses and the root causes for problems often depends on identifying gaps between workplace conditions and clearly defined standards. OHCs or representatives can help the employer gather standards from:

- Equipment (operator’s) manuals;
- Trade publications and industry best practices;
- Legislation (including local bylaws); and
- Suppliers and industry associations.

Pay particular attention to standards required for programs, policies, plans and procedures that the inspection system must check. Build standards into your checklists and inspection forms.

Decide what to inspect

Inspect these and other items regularly:

- Health and safety programs, policies, plans and procedures;
- People (orientation, training, work practices and supervision);
- Plant (including equipment, vehicles, tools and machinery);
- Chemicals, biological substances and materials;
- The work environment (light, heat, cold, ergonomics and ventilation);
- First-aid, fire and emergency plans; and
- Personal protective equipment (respirators, hard hats, clothing and safety shoes).

The OHC and employer should develop inspection schedules for each of these components. Advise the employer about anything else that should be inspected.

You don’t have to review the entire workplace or technology of production each time you do an inspection. Instead, inspect a different part of the workplace or technology during each inspection. This way you will inspect the entire workplace gradually.
Prepare checklists and inspection recording forms

The employer prepares these documents and provides them to supervisors and OHCs or representatives to check the employer’s health and safety systems. The OHC or representative checks their effectiveness.

A checklist tells you what to look for and what questions to ask when you inspect something. An inspection recording form gives you a chance to identify hazards not listed on the checklist and suggest priorities for control.

Use checklists and inspection recording forms to:

- Ensure planned inspections are carried out properly;
- Properly identify what was inspected (hazards, items, and areas);
- Monitor the effectiveness of the employer’s health and safety systems;
- Identify, locate, and describe concerns and defects;
- Draw attention to good health and safety practices; and
- Help track concerns and long-term problems.

Use inventories of critical parts, items and substances, as well as job safety analyses (JSAs) to help develop your checklists and inspection recording forms.¹

Some employers build checklists for each work area around the hazards there. Others build their lists around each technology (e.g., tools, machines, equipment and vehicles). To use either method effectively, the employer will have to prepare several checklists.

How to do it

OHCs and representatives can use OHS Division’s publications to prepare checklists to monitor the effectiveness of the employer’s health and safety systems:

- *Elements of an Occupational Health and Safety Program*
- *Setting up an Occupational Health and Safety Program: A Guide*

To develop checklists, the employer can:

1. Identify standards to measure workplace conditions.
2. Take each standard and make it into a question. Organize these questions by topic and record them on checklists.

¹ See the *Level 1 Occupational Health Committee Manual* for more information on JSAs.
3. Validate your checklists:
   - Review sample checklists from suppliers and industry associations;
   - Discuss the checklist with experienced, safety-conscious workers and contacts in similar organizations; and
   - Test.

For more information, see the checklist for evaluating general work areas in the Appendix.

**Checklists for the health and safety systems**

The employer develops checklists to monitor the effectiveness of workplace health and safety systems, including applicable policies, programs, plans and procedures required by the legislation. The OHC or representative can use these checklists on its inspections.

Examples of things to check include:

- Occupational health and safety program and plans;
- Procedures required to control infectious substances and other hazardous materials, equipment, tools and machinery;
- Workplace hazardous materials information system (WHMIS);
- Training requirements for certain workers, such as forklift truck operators;
- Safe work procedures required for certain industries and to control specific hazards; and
- Harassment and violence policies (harassment policies are required in all workplaces. Others, such as violence policies, depend on the workplace and the nature of the work performed).

The OHC or representative may also inspect any procedures, policies or plans developed by the organization. Ask these types of questions during your planning:

- Do procedures, policies, programs, and plans meet requirements?
- Do supervisors and workers understand what they require?
- Are supporting resources adequate (money, training, and people)?
- Are they updated as required?
- Do supervisors and workers have any concerns about them?

**WHMIS** – Be sure to check your workplace’s WHMIS programs. Use OHS Division’s publications to help you plan your WHMIS inspection.

**Subcontractors** – Check the health and safety criteria in the employer’s policies towards awarding contracts and selecting suppliers.
## Examples of checklist questions for a policy or procedure

<table>
<thead>
<tr>
<th>Name of policy or procedure:</th>
<th>Date/time/shift:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inspector (employer):</th>
<th>Inspector (worker):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
<th>Meets standard?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes  No</td>
</tr>
</tbody>
</table>

### Policy

1. Is the policy written?  
2. Is it communicated to workers?  
3. Do workers understand it?  
4. Is it posted or otherwise available?  
5. Does it specify responsibilities and accountabilities?  
6. Is it followed?  
7. Are adequate resources assigned?  
8. Has the OHC/workers been involved in development  
9. When was it last updated?  

### Safe work procedures

1. Is each health and safety requirement identified and addressed?  
2. Have hazards been identified?  
3. Have supervisors and workers been trained adequately?  
4. Has any PPE been provided?  
5. Have workers been trained on the limitations of their PPE and how to use, store and maintain it properly?  
6. Are workers supervised adequately when performing the procedure?  
7. Do workers understand the reasons for safe work procedures?
**Examples of checklist questions for a lockout policy using keys**

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
<th>Meets standard?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New equipment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Are standards for each new piece of equipment examined to see if a lockout procedure is required?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Are adequate resources assigned?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Machine or equipment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Are devices on the power sources/operating controls for the machine that allow locks to be applied?</td>
<td>Identify:</td>
<td></td>
</tr>
<tr>
<td>2. Are locks and keys secured when not in use?</td>
<td>Where:</td>
<td></td>
</tr>
<tr>
<td>3. If needed, is there a list of keys? Is each key accounted for?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Does the procedure specify who authorizes the fabrication of replacement keys?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Are written procedures in place that describe a step-by-step process for locking out all required points on the machine, getting rid of trapped energy in the mechanism and checking that the locked-out equipment can’t be operated or started inadvertently?</td>
<td>Summarize requirements:</td>
<td></td>
</tr>
<tr>
<td>6. Does the procedure include any unusual circumstances or special precautions to take for work on certain parts of the machine?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. If needed, are signs posted on or near the machine reminding workers when lockout procedures are required and who to contact for information?</td>
<td>Where:</td>
<td></td>
</tr>
<tr>
<td>8. Does the procedure specify who distributes locks, record who has each lock and maintain lock security?</td>
<td>Who:</td>
<td></td>
</tr>
<tr>
<td>9. Are workers trained to follow the procedure?</td>
<td>Last training:</td>
<td></td>
</tr>
<tr>
<td>10. Before procedure implementation, are all workers who could be affected by the machine, including those in nearby areas, informed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. During the procedure, does a competent supervisor periodically monitor the lockout procedures to ensure that workers are using the required practices?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Is coaching and refresher training given when required?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Is the lockout procedure reviewed regularly to determine its effectiveness?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Is the review process documents and corrective action taken?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Lockout means to de-energize the energy source, get rid of any residual energy stored in the mechanism and block parts that could harm workers repairing the machine. A lock is put on the power sources, switches or starting devices to protect workers who could be harmed by the machine.
### Examples of checklist questions for a policy for lifting clients

<table>
<thead>
<tr>
<th>Name of policy or procedure: ____________________________________________________________________________________</th>
<th>Date/time/shift: ____________________________________________________________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspector (employer): ___________________________ Inspector (worker): ___________________________</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
<th>Meets standard?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes  No</td>
</tr>
</tbody>
</table>

#### Program

1. Is a transferring, lifting and repositioning program in place? | Yes  No |
2. Is a copy of the program available to all workers? | Yes  No |
3. Assess patient moving/lifting policies and procedures: | Yes  No |
   - Is the correct lifting procedure identified? | Yes  No |
   - Is the required lifting equipment identified and readily available? | Yes  No |
   - Are workers trained to use the equipment and procedure? | Yes  No |
   - Does the procedure ensure that enough workers are available before each move is made? | Yes  No |

#### Program requirements

1. Does a competent person initially determine the level of assistance? | Yes  No |
2. Does a competent person determine the assigned level of assistance appropriate at the time of each move? | Yes  No |
3. Do supervisors and workers follow policies and procedures regarding: | Yes  No |
   - patient assessments? | Yes  No |
   - the correct number of persons present when operating a mechanical lift? | Yes  No |
4. Is the level of assistance required for moving a client clearly identified in writing or by other visual means? | Yes  No |
5. Are changes in the level of assistance documented? | Yes  No |
6. Are changes communicated: | Yes  No |
   - from worker to worker? | Yes  No |
   - from shift to shift? | Yes  No |
7. Does the worker know what is expected before each move? | Yes  No |
8. Observe a worker performing a lift: | Yes  No |
   - Are transfer belts used for all hands-on patient transfers? | Yes  No |
   - Are safe and effective grips used? | Yes  No |
# Examples of checklist questions for a policy for lifting clients

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
<th>Meets standard?</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Are workers working within the comfort zone, maintaining the three natural curves of the spine?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Are weight transfers used?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Do workers evaluate each moving task upon its completion?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Are evaluations completed?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Training and education requirements

1. Are workers adequately trained to carry out their tasks?          |                                            |                 |
2. Are supervisors adequately trained to carry out their duties?    |                                            |                 |
3. Is training provided prior to using all mechanical equipment?    |                                            |                 |
4. Is training provided for all other types of lifting assists?     |                                            |                 |
5. Does a competent person provide training?                        |                                            |                 |
6. Is a record kept of all training?                                |                                            |                 |

## Mechanical lifting equipment/patient lift assists

1. Is enough equipment available to support the program?             |                                            |                 |
2. Is a maintenance program in place for all equipment?             |                                            |                 |
3. Is a competent person responsible for maintenance?               |                                            |                 |
4. When a patient has been assessed as requiring lifting equipment for moves, is equipment used whenever that patient is moved? |                                            |                 |

## Injuries

1. Have workers been informed about the risk of musculoskeletal injury associated with transferring, lifting and repositioning clients? |                                            |                 |
2. Is there a reporting mechanism for injuries associated with transferring, lifting and repositioning? |                                            |                 |
3. Are workers instructed in the prevention of musculoskeletal injuries? |                                            |                 |
4. Does a competent person review all injuries associated with moving clients? |                                            |                 |
5. Are results of injury reviews communicated to workers?            |                                            |                 |
**Checklists for orientation, training and supervision**

Inspect these and other items:

- Orientation and training, including:
  - Orientation and training of new and inexperienced workers;
  - Supervisory training;
  - General health and safety training, such as WHMIS or the hazards of shift work; and
  - Specific job training; and
- Supervision. Consider how the experience of supervisors and workers could affect their safety.
Examples of checklist questions for worker orientation

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
<th>Meets standard?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes  No</td>
</tr>
<tr>
<td>General</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Is a competent person responsible for orientation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Who:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Does this person understand their responsibilities for orientation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Has this person been trained in how to provide proper orientation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Is orientation provided before the worker begins work?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Is each inexperienced workers closely supervised by a competent supervisor until they can do their job safely?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are the following topics covered?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Hazards in the workplace and in the worker’s job, and how to deal with those hazards?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• What to do and who to see if they have a health and safety concern?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Workplace requirements, including any health and safety procedures, plans, policies and programs?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Safe work procedures?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The use and limitations of PPE they must use?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Location of fire exits and extinguishers?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• What to do if there is a fire or other emergency?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Locations of first-aid stations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• What to do if they need first aid?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Any prohibited or restricted areas, tools, equipment and machinery?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• WHMIS?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Location of SDSs?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Name(s) of OHC members/representative?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The worker’s rights to know, participate and refuse?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Other:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Checklists for plant**

Plant includes vehicles, powered mobile equipment, tools and equipment. When developing these checklists, don’t forget to consider hazards faced by workers on different shifts. Here are some things to consider.

- **Powered mobile equipment.** When checking powered mobile equipment, look at:
  - Regulatory and other requirements for regular inspections of certain items such as crane slings and rigging;
  - Required professional certifications and service inspections; and
  - Modifications.
- **Machinery, tools, and equipment.** Review:
  - Production, machine-tools and related equipment;
  - Engines, electric motors and other power supplying equipment;
  - Electrical equipment, switches and circuits;
  - Hand tools and equipment, such as wrenches and power tools;
  - Personal protective equipment and clothing;
  - First-aid stations and emergency equipment, such as eye washes;
  - Fire protection and emergency response devices, such as fire extinguishers and water supplies; and
  - Elevators, hoists and lifts.
- **Installations and facilities, including other workplaces owned by the employer or worked in by employees, such as:**
  - Storage sheds and non-production areas; and
  - Walkways, ramps, docks, parking lots and roadways.
### Examples of checklist questions for a forklift truck

**Forklift identification:**

**Date/time/shift:**

**Inspector (employer):** ____________________  **Inspector (worker):** ____________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
<th>Meets standard?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operation by a competent worker</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are only competent workers allowed to operate the forklift?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Visual inspection</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Does each forklift user conduct a visual inspection before operation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Is the visual inspection completed before the machine is started?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inspection and maintenance (list dates where applicable)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Does a competent person regularly inspect the forklift to ensure it is safe to use (and according to the manufacturer's recommendations)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. When a defect is found, are workers informed and are steps taken to protect them until the forklift is fixed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Are defects fixed as soon as possible?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Are maintenance and repair logs kept up to date?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Can operators readily access these logs?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>General</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Is the horn working properly?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Are the brakes working properly?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Is the parking brake working properly?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Is the steering working properly?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Are the tires in good condition and pressurized properly?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Are fluid levels satisfactory?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Is the battery in good condition?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Is the motor work properly?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Is the transmission in good condition?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Is the bulkhead in good condition and free of cracks or other defects?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Examples of checklist questions for a forklift truck

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
<th>Meets standard?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Forklift identification:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Date/time/shift:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inspector (employer):</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inspector (worker):</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Rollover protective structure (ROPS)**

1. Is the ROPS designed, manufactured and installed to meet an approved standard?  
   - Yes  
   - No

2. Does it have a legible plate attached listing the manufacturer's name and address, the model and serial number, the make and model or series of the machines that the ROPS is designed for, and the identification of the standard to which the ROPS is manufactured?  
   - Yes  
   - No

3. Have any modifications or repairs been certified to meet the requirements of the regulations by a professional engineer?  
   - Yes  
   - No

4. Is the ROPS free of cracks or other defects?  
   - Yes  
   - No

**Backup (reverse) alarm**

- Is the backup alarm working properly  
  - Yes  
  - No

**Load rating chart and seatbelt**

1. Is a durable and legible load rating chart readily available to the operator?  
   - Yes  
   - No

2. Is the seatbelt in good condition?  
   - Yes  
   - No

3. Does the operator use the seatbelt?  
   - Yes  
   - No

**Other**

- Are passengers kept off the forklift?  
  - Yes  
  - No
# Examples of checklist questions for a computer workstation

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
<th>Meets standard?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monitor</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Is the monitor supported on a stable surface?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Is the angle of the monitor screen adjustable by the operator?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Is the screen height adjustable by the operator?</td>
<td>The most comfortable eye position is looking downward at 20 to 50 degrees. Persons using bifocals usually need the screen height to be lower than this range.</td>
<td></td>
</tr>
<tr>
<td>4. Can the operator adjust viewing distance to the screen for the most comfort?</td>
<td>A distance within a range of from 30 to at least 70 centimetres (12 to 28 inches) may be needed for a standard 14&quot; size screen. For larger screens, greater distances are usually necessary.</td>
<td></td>
</tr>
<tr>
<td>5. Does the screen design ensure:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Legibility of the image or characters?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Focus of the image or characters?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Even screen brightness?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Adequate contrast between characters and background?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• No flicker or tremor?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Font size selection that is legible and comfortable?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Screen design and construction is in accordance with OHS Division’s <em>Code of Practice for Video Display Terminals</em> (Appendix C)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Control sources of screen glare?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Is the chair comfortable and adjustable?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Is a suitable footrest available and used?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Is the work surface at an acceptable height?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Is the worker trained to use and adjust the workstation properly?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Checklists for chemicals, biological substances and materials at the workplace

Consider:

- Chemical and biological substances, including those controlled under WHMIS, that are handled, transported, stored, produced or disposed of by workers;
- The potential hazards of raw materials and products; and
- Other substances or materials of concern to workers.

### Examples of checklist questions for WHMIS degreaser

<table>
<thead>
<tr>
<th>Area checked:</th>
<th>Date/time/shift:</th>
<th>Inspector (employer):</th>
<th>Inspector (worker):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
<th>Meets standard?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Safety data sheet (SDS)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Did current SDS come with product?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Is it readily available to workers? Where?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Have workers read it?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Do workers understand it?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Is it used to orient new workers?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Container labels</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Is supplier label affixed to product containers?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Is workplace label affixed to decanted product containers?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Worker training</strong></td>
<td><strong>State who trained workers and when</strong></td>
<td></td>
</tr>
<tr>
<td>1. Do workers know the hazards of the product?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Do workers know how the product causes harm (e.g., penetrates through skin)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Do workers know what PPE to use and what safety measures must be taken?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Do workers use safe work practices?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Do workers know what to do in case of injury?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Do workers know what to do in case of emergency (e.g., spill, fire or leak)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Do workers know where to go for more information?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Checklists for the work environment

Hazards in the work environment are often hard to spot. The harmful effects from many work environment hazards, such as noise-induced hearing loss, may not show up for some time. That is why the environment should be inspected regularly.

Usually, the employer has environmental monitoring performed and provides the OHC or representative with copies of the results. Some OHCs and representatives choose to conduct monitoring to see if the employer’s results are still accurate.

The employer should make sure that the inspection team understands what hazards are in the environment and how they are monitored.

If the OHC or representative wishes to monitor noise levels, air contaminants or other environmental hazards, the employer should consider obtaining the appropriate equipment and train the team to use it. The employer should also help the inspection team to recognize common work design hazards, such as situations that could cause back or repetitive strain injuries.

When inspecting the work environment, consider:

- Light and illumination (including intensity, direction, glares and shadows);
- Dust, fumes and vapours;
- Biological organisms;
- Work area design (including ergonomics);
- Hot and cold conditions;
- Noise; and
- Housekeeping and storage.
### Examples of checklist questions for the work environment

Examples of what to look for can include vehicle exhaust, solvent contamination and welding fumes.

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
<th>Meets standard?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Confirm that equipment, ventilation systems, etc., are maintained by competent personnel.</td>
<td></td>
<td>Yes No</td>
</tr>
<tr>
<td>2. Check the ventilation system for leaks, contamination, improper adjustments, and other defects.</td>
<td></td>
<td>Yes No</td>
</tr>
<tr>
<td>3. Conduct air monitoring to look for contaminants and check the workers’ exposure levels.</td>
<td></td>
<td>Yes No</td>
</tr>
<tr>
<td>4. Compare monitoring results with regulatory exposure limits.</td>
<td></td>
<td>Yes No</td>
</tr>
<tr>
<td>5. Are there any complaints?</td>
<td></td>
<td>Yes No</td>
</tr>
<tr>
<td>6. Confirm the adequacy of safe work practices and production processes.</td>
<td></td>
<td>Yes No</td>
</tr>
<tr>
<td>7. Confirm that the work practices used by workers and supervisors meet standards.</td>
<td></td>
<td>Yes No</td>
</tr>
<tr>
<td>8. Confirm that workers and supervisors understand the need for, limitations and correct use of personal protective equipment.</td>
<td></td>
<td>Yes No</td>
</tr>
<tr>
<td>9. Confirm that workers and supervisors are using any required personal protective equipment properly.</td>
<td></td>
<td>Yes No</td>
</tr>
<tr>
<td>10. Confirm that personal protective equipment is cleaned, stored and maintained properly (such as changing filter cartridges when required).</td>
<td></td>
<td>Yes No</td>
</tr>
<tr>
<td>11. Determine if more personal protective equipment is needed and, if so, where.</td>
<td></td>
<td>Yes No</td>
</tr>
<tr>
<td>12. Determine if other measures are required (such as better personal hygiene or an engineering review of the adequacy of controls).</td>
<td></td>
<td>Yes No</td>
</tr>
<tr>
<td>13. Recommend corrective action where deviations from standards are found.</td>
<td></td>
<td>Yes No</td>
</tr>
</tbody>
</table>
Checklists for first-aid, fire and emergency plans

The employer should have a system to:

1. Identify situations (fires, explosions, spills, leaks, etc.) that will activate response plans.

2. Identify what will happen when an emergency occurs. Response plans usually include procedures and responsibilities for:
   - Declaring an emergency;
   - Evacuating workers;
   - Obtaining internal emergency resources;
   - Obtaining help from external organizations;
   - Initiating emergency rescues; and
   - Tending to casualties.

The OHC or representative can use this information to review the effectiveness of the employer’s emergency and first-aid plans.
Examples of checklist questions for first aid

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
<th>Meets standard?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area checked: ________________________________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date/time/shift: _____________________________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspector (employer): ____________________ Inspector (worker): __________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Does each worksite have (must meet OHS regulation requirements):

1. A first-aid station equipped with a first-aid box?   | Yes   | No
2. A first-aid register?                              | Yes   | No
3. An instruction manual?                            | Yes   | No
4. A trained first aider with a valid first-aid certificate (renewed every three years)? | Yes   | No
5. A suitable means of transporting injured workers to a medical facility? | Yes   | No
6. A suitable means of communication?                | Yes   | No
7. A suitable emergency and fire evacuation plan?    | Yes   | No

### Knowledge - Ask workers:

1. If they know where to go for first aid.         | Yes   | No
2. If they know what to do if there is an incident or other emergency. | Yes   | No
3. If they know where to access emergency telephone numbers or the emergency communication system. | Yes   | No
Checklists for personal protective equipment

When planning PPE inspections, the employer and OHC or representative can work together to consider:

- Types of PPE in use (such as respirators);
- Where and how PPE is used;
- Inspection, cleaning, storage and maintenance;
- Worker training; and
- Supervision

The employer can develop appropriate checklists for supervisors and the OHC or representative to use.

From time to time, review the use of PPE. Could the employer introduce more effective hazard controls so that PPE is no longer necessary?
### Examples of checklist questions for PPE

<table>
<thead>
<tr>
<th>Area checked:</th>
<th>Date/time/shift:</th>
<th>Inspector (employer):</th>
<th>Inspector (worker):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date/time/shift:</td>
<td>Inspector (employer):</td>
<td>Inspector (worker):</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
<th>Meets standard?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item</strong></td>
<td></td>
<td><strong>Yes</strong></td>
</tr>
<tr>
<td><strong>Personal protective equipment must meet OHS regulation requirements</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Is the required PPE supplied for each job?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Are workers shown how to use it?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Do workers use PPE where required?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Do supervisors enforce its use?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Is PPE maintained and stored properly?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Is damaged or worn out PPE replaced?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Is the use of PPE reviewed each time a new process, procedure or chemical is introduced?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Do workers inspect their PPE before each use?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Do workers have time to maintain and store their PPE after each use?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Is PPE maintained and stored properly after each use?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Knowledge - Ask workers:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. If they know what PPE is required for each job that they do.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. If they know the limitations of their PPE.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. If they have been shown how to use it properly (or ask for a demonstration where appropriate).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. If they have been shown how to maintain and store their PPE properly.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. If they know what to do and who to contact if their equipment is damaged or needs repair.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. If they have any concerns about the use of their PPE. List concerns.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Decide when to inspect

The work done up to this point identifies what to inspect and how often. The employer should schedule inspections frequently enough to find problems before they cause harm.

The committee or representative should arrange an inspection schedule with the employer to check the effectiveness of the employer's efforts.

When planning how often to inspect, consider:

- Incident investigations, compensation claims and first-aid reports;
- Hazards;
- Buildings, work areas (including storage rooms and travel ways), machinery, tools, equipment and production processes;
- Equipment manufacturer and supplier recommendations;
- Standards;
- Frequency of use;
- Introduction of new equipment, processes or people; and
- Concerns identified on previous inspections.

How the employer can help those conducting inspections

The employer should ensure that the committee or representative has the required training, time, tools, and equipment. Complex and hazardous technical inspections should be done by qualified workers.

Where necessary, the committee or representative should ask the employer to obtain professional advice from an engineer, hygienist, ergonomist, or other experts. If outside experts are used, the committee or representative should be consulted.

See the Appendix of this guide for a list of resources to use in inspections.

Dealing with the workers of other employers

During an inspection, the committee or representative might notice that the workers of subcontractors are creating a hazard or departing from safe work practices. When this happens, ask the employer to discuss the problem with the subcontractors and deal with it.
Planning inspections involving subcontractors

Sometimes your inspection team may notice hazards created by a self-employed person, the workers of another employer, a supplier, owner or subcontractor. Keep in mind:

1. Unless your employer has made other arrangements, (such as joint inspections with the other employer’s OHC or representative), do not enter work areas you’re your employer does not control. There may be hazards. Workers in these areas may not know that you are there and this may create hazards. As well, your OHC does not have jurisdiction over subcontractors and workers not employed by your employer.

2. Try to coordinate inspections with any self-employed person, subcontractor, owner, supplier or other employer working with your employer.

3. When you notice a hazard created by a self-employed person, subcontractor, owner, supplier or workers of another employer:
   • Note the hazard and inform your employer’s local area supervisor;
   • If the matter is serious, or could affect the health and safety of your employer’s workers, ask the local area supervisor to discuss it with the self-employed person, subcontractor, owner, supplier, or other employer immediately;
   • Bring the problem to the attention of your employer and ask them to resolve it with the self-employed person, subcontractor, owner, supplier or other employer; and
   • Look into the effectiveness of your employer’s policy with regards to awarding contracts (i.e., What health and safety criteria is used in awarding contracts?).

4. When you notice a hazard created by someone who is an employee of your employer that could harm subcontractors or others, deal with it just like you deal with any other health and safety concern.

5. Ask any self-employed person, subcontractor, owner, supplier or other employer working with the employer for suggestions on how to make your workplace healthier and safer for them.
Summary

To plan an inspection, begin by asking yourself four questions:

1. What hazards are workers exposed to?
2. What is the risk that these hazards will actually hurt someone?
3. What is the severity of the potential harm?
4. How can the risks be controlled?

To answer these questions the employer can:

- Identify all items, materials, substances, and hazardous conditions in the workplace that could harm workers.
- Identify where, when, and how workers could be exposed to these hazards.
- Evaluate the risk of harm (find out what the actual chance is that a hazard will hurt someone).
- Use standards to measure conditions against standards.
- Decide what needs to be inspected and how often.
- Develop inspection documents, such as checklists and recording forms.
- Develop an inspection schedule.

Critical parts, items and materials are those things that are the most likely to cause harm if something goes wrong.

Critical substances are chemicals, biological substances and other materials that could harm workers.

Hazardous conditions include dangerous work, hazardous situations and unusual conditions.

To identify exposures to hazards the employer can prepare inventories of critical parts, items, substances and hazardous conditions. To evaluate the risk of harm from each exposure:

- Consider the probability (i.e., likelihood of harm).
- Consider the severity (i.e., seriousness) harm.
- Assess the risk (i.e., probability x severity) of each hazard causing harm.

The employer can use operator’s manuals, trade publications, legislation and material provided by suppliers to develop standards to evaluate workplace conditions, and use this material to prepare checklists and inspection recording forms to evaluate workplace conditions during inspections.
The employer decides what must be inspected and when. Examples:

- The health and safety management system.
- People.
- Plant.
- Chemicals, biological substances, and materials.
- The work environment.
- First-aid, fire and emergency plans.
- Personal protective equipment.
- How to deal with the workers of subcontractors.

The employer can use the information collected up to this point to determine what resources those conducting the inspection will need.

The OHC or representative checks the effectiveness of the employer’s inspection system. The next chapter discusses how the OHC or representative can carry out a planned inspection of the workplace.
Step 3: Conduct your inspection

- Organize the inspection
- Inspect systematically
- Discuss concerns with employees
- Record what you find
- Meet to discuss what you found

Introduction

The last step covered how to plan inspections. This step explains how to conduct them. We suggest that OHCs inspect shortly before each regularly scheduled meeting and add inspection items to the agenda. This gives members a chance to discuss concerns while memories are fresh.

Some OHCs prefer to meet right after the inspection. Others hold a meeting a few days after the inspection to allow time to prepare an inspection report and distribute it with the agenda.

Some OHCs have the co-chairs conduct the inspections. Others involve more (or all) members.

Worker health and safety representatives can inspect the workplace before meeting with the employer to discuss concerns.

Organize the inspection

Meet before the inspection. Use these four steps to prepare:

1. Review documents

   Before the inspection, review documents that may help to identify, assess and control hazards, such as:

   - Inspection reports, minutes forms, policies, plans and procedures. These files may show degenerative trends, recurring concerns, ongoing problems and weaknesses in health and safety systems.
   - Incident reports, WCB claims and first-aid registers. These show where and how workers are harmed.
   - Equipment records and product documents. Documents for machinery, equipment, tools, and chemical and biological substances help identify hazards and suggest controls. OHS Division publications and industry literature can also help.
   - Plans and diagrams. Use work process diagrams, floor plans and activity flow charts to
identify work area design flaws, lifting hazards and potential problems. Be sure to get the latest versions of these documents. During the inspection, note any discrepancies between conditions and these documents.

Copy concerns that must be followed-up on into the inspection recording form to ensure nothing is missed or forgotten.

2. **Plan the inspection route**

Use workflow diagrams and work area floor plans to determine the route of the inspection. Identify hazards and trouble spots that need special attention. Decide what equipment, supplies, advice and personal protective equipment inspectors need for each inspection point. Consider:

- What to inspect, when and in what depth or detail;
- What to inspect within each work area (policies, procedures, processes, equipment, machinery, tools, storage areas, walk ways and exits);
- What monitoring (air, noise or observation) to perform, where and for how long;
- Process/client service work flow, start-up and end times;
- Where hazards are likely to harm workers; and
- Recent modifications to the workplace, such as new equipment purchases and renovations.

3. **Assemble resources**

Gather any tools, supplies (e.g., flashlights, cameras, clipboards, measuring tapes and rulers) and personal protective equipment.

4. **Decide who will inspect what**

Options include:

- Have the co-chairs inspect the workplace and report what they found to the OHC;
- Divide the workplace into areas and assigning each OHC member, or teams of members, an area to inspect;
- Ask each OHC member to inspect a specific item or type of technology (e.g., such as computer workstations, chemicals, machinery or tools);
- Ask the employer to involve specialists if OHC members do not know how to handle complex technical matters; and
- Have the entire OHC conduct the inspection.
Inspect systematically

**Inspect safely.** Watch for workplace hazards, follow work area rules and use appropriate personal protective equipment. Watch for unexpected hazards, such as welding outside designated areas.

**Use checklists and forms.** Use checklists, inspection recording forms and work flow diagrams to keep your inspection on track.

**Contact the supervisor.** If the employer’s policy requires it, consult the supervisor (or designate) of each work area before inspecting. The employer may also want you to review what you found with the area supervisor after the inspection. If so, be diplomatic and do not attach blame for defects, take sides, or be critical of supervisors or workers. Ask supervisors to talk about their concerns and suggest ways of resolving them.

**Minimize disruptions.** Do not disrupt work when asking workers about their concerns, inspecting items or using monitoring equipment.

**Follow up.** Ask workers about the effectiveness of corrective action taken since the last inspection. See if workers, supervisors and maintenance personnel are performing necessary inspections and carrying out other activities required by the workplace’s health and safety systems.

**Look in out-of-the-way places.** Items and places outside of normal production activities (e.g., storage areas, parking lots and junked tools) may be missed during inspections by supervisors and workers. Get a complete idea of what is in each work area. Check storage rooms, closed cabinets and non-production areas.

**Use your senses.** Many hazards can be heard, smelled, felt or seen. However, never rely on your senses alone. Monitoring equipment may be needed to detect and assess some hazards.

**Take careful notes.** Note exemplary behaviour and provide positive feedback. Note all hazards, even those corrected at once. Carefully identify and describe each hazard, the threat it poses and where it was found. Use the correct names and locations for all machinery, tools and equipment.

**Classify hazards on your recording forms**

Assess and classify the relative seriousness of each hazard to help the inspection team set priorities for corrective action. See step 4 for more information.

**Discuss concerns with employees**

Make it clear that the purpose of your inspection is to find facts and not faults. Ask questions to confirm understanding of procedures, standards, hazard controls, etc.
Ask about any patterns of illness or incidents in the work area. Are health and safety problems investigated? Is the OHC or representative involved? Is effective corrective action taken?

Check the effectiveness of worker orientation, training and instruction. Note issues that may require further investigation. Ask for ideas and suggestions on how to fix defects.

Pay attention to new and inexperienced workers. They may report hazards other workers have become used to or don’t see.

Inform workers who have raised concerns in the past of what the employer is doing to resolve their concerns.

Talk to employees about workplace health and safety issues and the activities of the OHC or representative.

**Discuss health and safety issues with supervisors**

During inspections, ask supervisors questions like.

- What inspections are required in their work areas, such as inspection intervals for equipment and machinery?
- What inspections they are performing, when and how?
- Are they speaking to workers about health and safety and asking workers to talk about their concerns?
- Are they correcting defects?
- Are they training new workers and how?
- Are they making special inspections when new equipment and workers are introduced?

Some supervisors may interpret problems found on the inspection as criticisms. Remind them that the purpose of the inspection is fact-finding, not fault-finding. Avoid arguments and maintain a firm, fair and impartial attitude.

**Role of the supervisor**

- Coach and train workers.
- Hold health and safety talks and meetings.
- Conduct job observations.
- Inspect the work area regularly.
- Monitor compliance with workplace requirements.
Step 3: Conduct your inspection

- Correct specific concerns.
- Bring concerns that cannot be dealt with on the shop floor to the next level of management.

The employer can ensure supervisors:

- Know what is expected of them during the inspection;
- Know what they should do when a problem is reported; and
- Have the authority and resources needed to take corrective action.

How to help workers resolve concerns

- Encourage workers to report all concerns to their supervisor before forwarding them to the OHC or representative.

- If the problem cannot be resolved with the supervisor (or management), encourage workers to take it to the local OHC or representative.

- If the local OHC member cannot resolve the concern, call in the co-chairs. In workplaces with a representative, the representative talks to the employer at this point.

- If the co-chairs cannot resolve the problem, bring the issue forward at the next OHC meeting. If the concern is serious, such as a refusal to work, call an emergency OHC meeting.

The OHC or representative can help the worker and employer gather information on the risks posed by each hazard and recommend possible corrective action. Keep employees who raise concerns informed of progress.

The employer is expected to act on the recommendations, or explain why they do not agree with the recommendation. The employer should advise the OHC or representative about corrective action taken to deal with other, less serious, types of concerns.

If the employer corrects a contravention of the legislation or a hazardous situation, they should send the OHC or representative a written note describing what was done. The OHC records the corrective action in the meeting minutes. Representatives do not have to keep minutes. However, we suggest that you keep some record of what was discussed. It may come in handy later.

- If the OHC or representative cannot resolve the concern with the employer, anyone may ask an OHO for help.

Compliance issues

We suggest that information from inspections not be used for discipline. The supervisor is responsible for compliance with workplace requirements, not the OHC or representative.
Protection for workers who raise concerns

Under SEA 3-35, if a worker raises a concern, they are protected from discriminatory action. This is explained in the Occupational Health Committee Manual.

When you don’t know what to do

Sometimes the OHC or representative may not know if a situation threatens workers, how to correct a hazard or what to do about a concern.

When this happens, ask the employer to investigate the situation and take appropriate corrective action. If the OHC or the employer still do not know what to do, consider asking the employer to have the problem evaluated by experts. Follow up to ensure resolution on the matter. Inform the employer about any concerns workers have about the process or the corrective action.

Remember that the employer decides how to resolve concerns and control hazards. An OHC or representative cannot impose a solution, only provide advice.

Record what you find

Complete checklists, inspection recording forms and make any necessary drawings.

Tips for using inspection documents

Be brief. Complete all checklist and recording form items, but be brief. This saves time and keeps the inspection moving. Write clearly or print.

Record. Carefully record and explain everything you think is important on your inspection recording form.

Illustrate. Make observations, drawings and take photographs. Identify and note the location of hazards. Make brief supporting observations on flowcharts, floor plans and other diagrams. If confidentiality is not necessary, identify workers and supervisors who raised concerns.

Be precise. Use precise descriptive words to describe defects like bent, twisted, broken, frayed, cracked, spilled and slippery. Avoid vague words (like unsafe) that are open to interpretation.

Make notes later. Leave space after each item when you initially record it. Use this space later to record observations and notes about possible root causes. This keeps information about each concern in one place. Write lengthy observations and recommendations on a separate page.

Number concerns. Use a numbering system to identify and separate concerns. Number, identify and date each page so they cannot be confused with the notes from other inspections.

Track corrective action. Keep copies of inspection documents to track corrective action, concerns and trends, periodically assess training needs and look for deficiencies in your inspection system.
Update. Periodically update your inspection recording forms.

**How to use your inspection recording form**

Use your inspection recording form to identify each area or item inspected. Prompt those conducting the inspection to:

- Record exemplary situations (e.g., excellent housekeeping or safe work procedures)
- Identify, classify and prioritize hazards, concerns, defects and substandard work procedures; and
- Check the progress of corrective action and follow up on concerns that have not yet been resolved.

Provide enough space for notes and observations. Use the back of the form or attached pages for drawings and notes. Adapt the example to meet your needs.
Example of an inspection recording form

<table>
<thead>
<tr>
<th>Item</th>
<th>Item detected</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Strong smell coming from cutting oil in bed of lathe #2. Noted on two previous inspections.</td>
</tr>
<tr>
<td>2</td>
<td>Housekeeping poor on last inspection. Housekeeping in shop excellent.</td>
</tr>
<tr>
<td>3</td>
<td>New hire confused over safe lifting requirements in storage area.</td>
</tr>
<tr>
<td>4</td>
<td>Defective ladder (broken rung) in shop.</td>
</tr>
<tr>
<td>5</td>
<td>A review of incident reports and WCB claims for maintenance and other areas show large number of back injuries over past year.</td>
</tr>
<tr>
<td>6</td>
<td>Workers complain of fatigue, headaches and illness in late afternoons.</td>
</tr>
<tr>
<td>7</td>
<td>Several computer workstations in main office not ergonomically correct.</td>
</tr>
</tbody>
</table>

Meet to discuss what you found

The team should meet after the inspection to:

- Discuss findings;
- Prepare the inspection report; and
- Plan a meeting to discuss the report and prepare final recommendations for corrective action for employer.

The next step covers how to prepare the inspection report and recommend corrective action.
Summary

OHS Division suggests that OHCs inspect the workplace, or parts of the workplace, before each regularly scheduled meeting. Representatives can inspect the workplace before meeting with the employer.

Meet before the inspection to assemble resources, plan the inspection route and determine who will do what. Clearly identify what to inspect and the purpose of the inspection. Plan to inspect people (e.g., activities or work practices), vehicles, tools, equipment, chemical and biological substances, and the work environment.

Review previous inspection reports, equipment records and incident files to clarify what needs attention during the inspection.

Use floor plans and work flow diagrams to plan the inspection route. Assign responsibilities for inspecting various areas, equipment and activities.

Ensure you receive any necessary work area entry approvals and that the inspection team is aware of safety and personal protective equipment requirements for each area visited.

Contact the supervisor of each area to be inspected before entry. Discuss what you are going to do and review any issues of concern to the supervisor. Make it clear to supervisors and workers that the purpose of the inspection is to find facts and not faults. Systematically inspect each item. Discuss concerns with workers.

Carefully and precisely identify, locate and describe each hazard you find during your inspection. Use this information to prepare the inspection report.

Encourage employees to bring concerns to their supervisor. If the supervisor cannot resolve the concern, encourage them to inform the OHC or representative. Keep workers informed of progress.

Follow the steps outlined on the next page.
Handling health and safety concerns

Start

Worker brings concern to supervisor

Worker cannot resolve a concern

Resolved? Yes End

Raise matter with OHC or representative

OHC member or co-chairs deal with concern

Resolved? Yes End

Representative discusses concern with employer

No OHC or representative

Report concern to employer

OHC investigates concern and meets to discuss possible solutions

Resolved? Yes End

OHC provides recommendations to employer

Employer responds and takes action

Resolved? Yes End

Would more research resolve the problem?

Yes

End

No

No

Yes

No

No

No

Yes

Would more research resolve the problem?

End

Resolved?

No

Yes

Resolved?

No

Yes

Resolved?

No

Yes

Resolved?

No

Yes

Resolved?

No

Yes

Resolved?

No

Yes

Resolved?

No

Yes

Resolved?

No

Yes

Resolved?

No

Yes

Resolved?
Step 3: Conduct your inspection

Notes
Step 4: Take action

- Write an inspection report soon after the inspection
- Meet to discuss the inspection report
- Recommend corrective action to employer
- Inform workers

Introduction

After the inspection, discuss what you found with the OHC and write a short inspection report to compile, organize and elaborate on what each inspection team member found. Decide what hazards are most likely to cause harm and need prompt attention. Add items from the inspection report to the agenda of the next OHC meeting.

At the next meeting, discuss the inspection report and send recommendations for corrective action to the employer. Worker representatives will discuss the inspection report directly with the employer.

The complexity and size of the workplace determines how extensive a report you need. Many OHCs simply incorporate inspection results in their minute forms.

Write an inspection report soon after inspection

Some inspection teams prepare a report for the full OHC to discuss at a meeting. This report identifies:

- What was inspected (work areas, materials and equipment);
- When the inspection was made (date, time and shift);
- What defects were found, where and by whom;
- Exemplary health and safety situations; and
- Who receives copies.

Meet to discuss the inspection report

OHCs schedule a meeting soon after the inspection (while memories are still fresh) to discuss the inspection team’s report, other outstanding items and develop recommendations for corrective action to send to the employer. If serious concerns are involved, hold an emergency meeting. See the Occupational Health Committee Manual for information about holding meetings and completing minutes forms.
Representatives will discuss the inspection results directly with the employer. OHS Division recommends that representatives and employers keep a record of the concerns discussed.

**Analyze concerns**

During meetings, OHCs and representatives can use problem-solving techniques to analyze concerns. One system is the RAIDERS method\(^1\) (explained below). Appendix 3 of the Occupational Health Committee Manual covers other problem-solving techniques.

You can’t help your employer correct a problem unless you can:

- **R** ecognize the problem
- **A** nalyze it
- **I** dentify possible causes
- **D** evelop possible solutions
- **E** valuate possible solutions
- **R** each a decision
- **S** timulate action

---

\(^1\) Adapted from Bird and Germain, Practical Loss Control Leadership, DNV, Loganville Georgia, 1996, page 275.
RAIDERS roles chart (examples)

<table>
<thead>
<tr>
<th>RAIDERS item</th>
<th>Role of OHC/rep</th>
<th>Role of employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognize the problem or concern</td>
<td>• Measure workplace conditions against standards and note discrepancies.</td>
<td>• Set clear standards for every aspect of organization. When you find defects, identify the immediate problem, its components and possible root cause(s).</td>
</tr>
<tr>
<td></td>
<td>• Identify and describe deviations in writing.</td>
<td>• Discuss problems with OHC or representative.</td>
</tr>
<tr>
<td>Analyze each problem</td>
<td>• Discuss problems at meetings. Consider what is known and not known about each problem. Consider when, where and why each concern was reported. Do not jump to conclusions.</td>
<td>• Consider what is known and not known about each problem to break up blind spots. Identify what to research.</td>
</tr>
<tr>
<td></td>
<td>• Review relevant legislation, standards at other workplaces, equipment manuals, SDSs, records and diagrams before making recommendations.</td>
<td>• Research each concern. Consider when each concern was recognized (i.e., timing).</td>
</tr>
<tr>
<td></td>
<td>• Consult stakeholders to get opinions and suggestions, and to build support.</td>
<td>• Find out what happened immediately before it surfaced. Example: Was a work process modified? Were new procedures, workers, materials or substances introduced?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Consider when the problem occurs. Example: Does the problem occur during a specific shift or at a specific point in a work cycle? Think about where the problem occurs (i.e., location). Are there contributing factors?</td>
</tr>
<tr>
<td>Identify possible causes</td>
<td>• Problems usually have several causes. Identify all contributing factors. Look for root problems. Be wary of obvious causes and making hasty decisions. Ask “why” until satisfied that you have all of the answers.</td>
<td>• Figure out what corrective action to take by examining causes for various problems thoroughly.</td>
</tr>
<tr>
<td></td>
<td>• Substandard conditions may range from minor to life threatening. Help employer assess risk and set priorities for controls.</td>
<td>• Look for system problems</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Look for any system defects (e.g., inadequate training, poor methods of analyzing possible hazards caused by technological change, and inadequate responsibilities and accountabilities for health and safety).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Suggest priorities for corrective action</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Ensure resources are used efficiently and quickly to protect workers. Hazards that could cause serious injury and hazards that workers are exposed frequently or for long periods should be priorities.</td>
</tr>
<tr>
<td>Develop possible solutions</td>
<td>• Help employer find root causes. Suggest general types of hazard controls or solutions to resolve specific concerns.</td>
<td>• Problems usually have several causes and potential solutions. Before making decision, list all possible solutions. This provides choice and gives everyone at meeting a chance to select most effective options. Possible solutions:</td>
</tr>
<tr>
<td></td>
<td>• Help employer research issues and develop appropriate control measures.</td>
<td>• Eliminate problem by discontinuing use of a dangerous substance, or get out of a hazardous business.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Substitute a hazardous process or substance with a safer one.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Redesign a work process so that dangers are removed. Example: Redesign an assembly procedure to remove need for manual lifting.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Adapt existing process, tool or machine to solve problem.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Simplify the issue. Example: Reduce number of steps in a work procedure or rewrite instruction manual to make it easier to follow.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Improve the underlying health and safety systems.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• See Chapter 2 in the Occupational Health Committee Manual for more information about hazard control.</td>
</tr>
</tbody>
</table>
### Step 4: Take action

#### RAIDERS roles chart (examples)

<table>
<thead>
<tr>
<th>RAIDERS item</th>
<th>Role of OHC/rep</th>
<th>Role of employer</th>
</tr>
</thead>
</table>
| Evaluate possible solutions | • Help your employer consider the positive and negative aspects of each possible solution.  
• Tell employer about any hazards the corrective action might create. Example, if you get rid of a noisy riveting process by replacing it with a welding operation, the welding process will produce fumes and arc flash. | • Examine positive and negative aspects of each possible solution, including possible side effects. For each recommendation consider:  
• The nature of the hazards involved and their risk.  
• The cost, time, required expertise and inconvenience involved in the proposed corrective action versus status quo.  
• Any new hazards that proposed corrective action might create.  
• The advantages of the proposed corrective action.  
• Final comparisons of the proposed corrective action with the status quo, including total long-term costs.  
• Compliance requirements.  
• Develop short-term measures to deal with immediate causes and long-term solutions to remove root cause. |
| Reach a decision | • Discuss proposed controls with workers and supervisors.  
• Reach consensus on which solutions will work best and what recommendations to send to employer. | • Consider several potential solutions (e.g., engineering controls, improved worker training and job procedures, better equipment and tools, better work environment controls, replacement of equipment or workplace redesign).  
• Consider consequences and costs of not implementing each proposed solution (e.g., continuing injury claims or poor product quality).  
• Select solution that gets job done with fewest adverse consequences and most chances of success. Often there will be no perfect solution.  
• Think about how to implement each decision. Consider:  
• What actions are required?  
• Who should take those actions?  
• What resources (e.g., time, money, people) are required?  
• What could get in the way or go wrong?  
• What monitoring and follow up is required?  
• What information should be provided to workers? |
| Stimulate action | • Employer takes action.  
• OHC or representative provides advice and monitors action’s effectiveness. | • Review deficiencies in workplace’s health and safety systems and take appropriate corrective action. Examples: Improve training for supervisors and workers, change job responsibilities and perform more task analyses. |
Recommend corrective action to employer

Use consensus. Use consensus and not votes, to gain agreement on recommendations. Voting may create factions.

Deal with the appropriate authority. Report concerns to the level of the organization that has the authority to act.

Be diplomatic. Put proposals and implementation schedules forward in a way that supports agreement and promotes action. Whenever feasible, provide the employer with alternative courses of action to solve each problem. Outline the advantages, disadvantages and costs of each alternative solution. Explain to the employer what could happen if corrective action is not taken.

Include schedules. Recommend an implementation schedule (e.g., who does what and by when) for each final recommendation. Refer to applicable regulations and organizational requirements when necessary. Have both co-chairs sign the final recommendations and OHC minutes.

Solve root causes. Recommend solutions for root causes rather than symptoms. Example: If the root cause of the problem is inadequate training for forklift truck operators, recommending that the employer enforce speed limits may not solve the problem.

Encourage promptness. Delays in taking corrective action may harm workers and undermine the credibility of the workplace’s health and safety system. This is why it is so important for the employer to provide supervisors and managers with the authority and resources to fix problems promptly.

Take immediate action. Recommend short-term preventive measures until permanent controls take effect.

Record actions and progress. It’s good practice to file copies of each inspection report and set of meeting minutes for the information of workers. These documents may be needed someday for Workers’ Compensation Board claims.

Inform workers. OHCs must post a copy of the minutes of the meeting in the workplace for the information of workers. This lets workers know what was found on the inspection and what the employer is doing about their concerns. Although representatives do not have to keep minutes, it is a good idea to keep records of meetings and inspections and post them in the workplace for the information of workers.
What must employer do when OHC or representative reports an unsafe condition?

Regulation 28, Inspection of place of employment

(2) On written notice by the committee or the representative of an unsafe condition or a contravention of the Act or any regulations made pursuant to the Act, the employer, contractor or owner shall:

(a) take immediate steps to protect the health and safety of any worker who may be at risk until the unsafe condition is corrected or the contravention is remedied;

(b) as soon as possible, take suitable actions to correct the unsafe condition or remedy the contravention; and

(c) inform the committee or the representative in writing of:

(i) the actions that the employer, contractor or owner has taken or will take pursuant to clause (b); or

(ii) if the employer, contractor or owner has not taken any actions pursuant to clause (b), the employer’s, contractor’s or owner’s reasons for not taking action”.

If the matter cannot be resolved, or technical advice is needed, the OHC or representative may contact OHS Division for help.

The OHC or representative should check to see that the employer carries out corrective action for each concern. Find out if the action taken by the employer has solved the problem. Inform the employer of employee concerns.

Inform workers

Make sure workers know what is happening. Use inspection reports or committee minutes to tell them about:

- The hazards found on inspection;
- What short-term controls are in place (what is being done now); and
- What will be done to remove or permanently control those hazards (i.e., long-term controls).

The employer can help by asking supervisors to provide this information to workers during tool-box talks, worker training and orientation.
Summary

The inspection report compiles and organizes material noted on inspection recording forms, checklists and diagrams. It provides information the OHC (or representative) can use to set priorities and recommend corrective action.

Some OHCs have their inspection team prepare a report for the committee to discuss. Others meet to discuss the inspection and use the committee minutes as the inspection report. Use the inspection report to prepare (or add items to) a meeting agenda. Discuss the agenda at its meeting and develop final recommendations for corrective action. The employer is responsible for taking corrective action.

Representatives meet directly with the employer to discuss the results of the inspection. Keep a record of the concerns discussed. File copies of each inspection report. Reports may be needed later for Workers’ Compensation Board claims or by OHOs. Post a summary in the workplace for workers.

If you are an employer, document what you have done. Be prepared to show that you took all reasonably practicable steps to show due diligence.

RAIDERS problem-solving summary chart²

A. Recognize the problem
   - Identify deviation from standards
   - Clarify in writing

B. Analyze the problem
   - Location
   - Timing
   - Seriousness

C. Identify possible causes
   - What is distinctive about the problem?
   - What has changed?

D. Develop possible solutions
   - Use creative and rational thinking
   - Get input from employees

E. Evaluate possible solutions
   - Advantages of each possible solution
   - Disadvantages

F. Reach a decision
   - Solution with most benefits and fewest adverse consequences
   - What could get in the way?

G. Stimulate action
   - Implement
   - Follow up

² Adapted from Bird and Germain, Practical Loss Control Leadership, DNV, Loganville Georgia, 1996, page 291.
Step 5: Improve your inspection system

• What to do
• How to do it

Introduction

Spend some time thinking about how well you are doing your inspections and how they can be improved or kept current. Examples:

• The work that your organization does may change over time. New items may have to be inspected, or different types of inspections may be required.

• Inspection procedures and documents may have to be updated to reflect changes to standards and industry best practices.

• New hazards and risks may be identified.

Evaluate your inspection program every year. Use the material in the previous chapters in this manual to develop checklists for inspection programs. Use the information and work sheets in this chapter to evaluate the big picture (like why you are performing inspections, what effect they are having, etc.).

What to do

The OHC or representative is not the employer’s compliance officer. The purpose of inspections conducted by the OHC or representative is to check the effectiveness of the employer’s inspections and health and safety program. To do this, the employer and OHC or representative should review each element of the inspection system discussed in this guide. Find out if these systems are working properly and if they can be improved in light of industry best practices and other standards.

How to do it

There are several things you can do to evaluate and improve your inspection system:

Talk about it. Discuss your inspection system with supervisors and workers. Discuss your inspections at OHC meetings (or talk to the employer if you are a representative) to see what can be improved.

Change with the times. Modify your inspection systems to reflect changes in workplace technologies, supplies, procedures, policies, chemicals, biological substances, etc.

Look for new ideas. Look for ideas and inspection standards in industry magazines, manufacturer associations, legislation, etc. Review incident and dangerous occurrence reports.
The employer can help:

- Setting standards for inspections.
- Share significant results of assessment, evaluations, inspections, etc., with the OHC or representative.
- Discuss how the OHC or representative can check the effectiveness of these activities.
- Help the OHC develop checklists to evaluate the effectiveness of the inspection system.

**Summary**

You can keep your inspection program effective by regularly evaluating it. The employer can help by managing the inspection system, just like any other aspect of the organization.

When you evaluate your inspections, think about:

- Why are you performing inspections?
- What you are looking for?
- What inputs are you using to plan and conduct your inspections?
- How do you perform inspections?
- How do you record and follow up on your inspection results?

Ideally, your inspection system should help the employer to provide a healthier and safer workplace.
### Step 5: Improve your inspection system

**Examples of checklist questions for evaluating inspection systems**

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>N/A</th>
<th>Needs work</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization</strong></td>
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<tr>
<td>1. Are inspection procedures and schedules in place?</td>
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<tr>
<td>2. Does everyone understand who is responsible and for what?</td>
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<td>3. Are adequate resources provided?</td>
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<tr>
<td><strong>Process</strong></td>
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<tr>
<td>1. Have the people who will do the various inspections been identified?</td>
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<td>2. Have they been trained adequately?</td>
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<tr>
<td>3. Does the OHC inspect before every regularly schedule meeting?</td>
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<td>4. Is a different part of the workplace inspected each month? Is the entire workplace inspected at least once every year?</td>
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<td>5. Are special inspections conducted as required?</td>
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<td>6. Are tools, equipment, machinery, etc., inspected as recommended by the manufacturers?</td>
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<td>7. Are concerns discussed with workers during inspections?</td>
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<td>8. Do inspections look at physical conditions?</td>
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<td>9. Do inspections look at work procedures, activities, etc.?</td>
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<td>10. Do inspections assess the risks of hazards and potential hazards?</td>
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<tr>
<td>11. Do inspections audit each health and safety system?</td>
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<tr>
<td><strong>Corrective action and follow up</strong></td>
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<tr>
<td>1. Are inspection reports given to supervisors and managers for corrective action?</td>
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<td>2. Are clear responsibilities and timelines for corrective action assigned?</td>
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<tr>
<td>3. Is the effectiveness of corrective action checked during subsequent inspections?</td>
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<tr>
<td><strong>Documentation</strong></td>
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<tr>
<td>1. Are report forms and checklists used as intended?</td>
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<tr>
<td>2. Do checklists and reporting forms encourage inspectors to look for the root causes of defects?</td>
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<tr>
<td>3. Are inspection reports kept on file?</td>
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<tr>
<td><strong>Evaluation of inspections</strong></td>
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<tr>
<td>1. Are checks made to ensure inspections are performed?</td>
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<tr>
<td>2. Are checklists and reporting forms reviewed and updated regularly?</td>
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<tr>
<td>3. Is the effectiveness of each type of inspection evaluated regularly?</td>
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</tbody>
</table>
Appendix

- Resources for inspections
- Preparing inventories of critical parts, items, substances and hazardous conditions
- Preparing workflow diagrams, production flowcharts and checklists
- Examples of inventories and checklists
- Inspections and audits
- Guide summary

Resources for inspections

The tools you need depend on the work you do. Most inspection teams use the following items:

- Clipboards
- Inspection forms
- Pens/Pencils
- Machinery and equipment lockout/tag out supplies
- Measuring tape/ruler
- Flashlight

The following tools may also be useful:

- Still/video camera
- Tape recorder
- Monitoring equipment (noise meters, etc.)
- Sampling containers (e.g., air monitoring)
- Special personal protective equipment

Your employer is responsible for providing the equipment and tools you need to conduct inspections. What you will need depends on the nature of your workplace.
Preparing inventories of critical parts, items, substances and hazardous conditions

The employer is not expected to develop inventories all at once. Gradually build up and update them.

Sources employer can use to develop inventories and OHCs can use to evaluate their effectiveness:

Associations. Many provide training and can recommend appropriate publications from the US. National Safety Council, the Canadian Centre for Occupational Health and Safety, etc.

Job descriptions and job safety analysis forms. Use these to identify hazards hazardous jobs, and dangerous processes.

Legislation. The regulations and related codes of practice are an excellent guide to identifying and controlling hazards. The legislation also sets standards for programs, policies, plans and procedures.

Occupational health officers. Officers can provide technical advice.

Occupational Health and Safety Division. OHS Division has a library of safety publications and videotapes. Visit www.saskatchewan.ca/work.

Suppliers and manufacturers. Equipment manuals, users’ guides, safety data sheets (SDSs), hazard warnings, product labels, etc., are a first line of defense.

Unions. Many unions provide health and safety training and information about hazards to their members.

Workers, supervisors and managers. Workers, supervisors and managers often know (or suspect) what hazards exist and where they are located.

Preparing workflow diagrams, production flowcharts and checklists

Diagrams and flowcharts

Workflow diagrams and production flowcharts provide a bird’s eye view of how work flows from area to area and where workers are likely to contact hazards. Employers, OHCs and representatives can use them to plan inspection routes and identify hazards. Mark the locations of incidents and near incidents and follow up on concerns.

Review the production flow and process from receipt of raw material to shipping of the finished product. Identify where the finished product is stored and how it is prepared for shipping.

---

1 Codes of practice are not legislation. Codes provide advice on how to comply with specific parts of the regulations. Example: OHS Division released the code Additional Protection for Fire Fighters that explains how to meet the safety requirements set out in Part XXXIII of the regulations, .
Checklists

Checklists remind you about what to inspect and record what you inspected. Once an item on the list is inspected, mark it as complete. Checklists save time and provide good records.

How much detail you need to put into each checklist depends on the circumstances. Example: Checklists for performed jobs rarely will need more detail than checklists for frequently inspected jobs.

Purchase and adapt checklists or prepare them from legislation, industry standards, equipment manuals and interviews with experienced workers. Make checklist questions as precise as possible so you know exactly what to look for. Identify and describe what to inspect in each machine, tool, piece of equipment, etc. Update questions regularly.
Example: Inventory of critical parts, items, substances and hazardous conditions

<table>
<thead>
<tr>
<th>Item: (identify machine, tool, equipment, material, work area, etc.)</th>
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<tbody>
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</table>

Department: ____________________________  Location: ____________________________

Inventoried by: ____________________________  Approved by: ____________________________

<table>
<thead>
<tr>
<th>Component</th>
<th>Reason for critical classification</th>
<th>Critical?</th>
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</table>
### Examples of checklist questions for evaluating general work areas

Work area and substance inspected: ____________________________________________

Date/Time/Shift: ____________________________________________________________

Employer inspector: ____________________________ Worker inspector: _______________

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
<th>Condition</th>
<th>Meets standard?</th>
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<tbody>
<tr>
<td><strong>Exits and entrances</strong></td>
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<tr>
<td>1. Are evacuation routes clearly marked?</td>
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<td>2. Are exit signs lit?</td>
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<td>3. Are entrances clear and unblocked?</td>
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<td>4. Are entrance stairs free of ice?</td>
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<td>5. Are entrances well lit?</td>
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<tr>
<td><strong>Floors, tiles and carpets</strong></td>
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<tr>
<td>1. Are carpets clean and secured firmly?</td>
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<tr>
<td>2. Are carpets free of glue and other odours?</td>
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<tr>
<td>3. Are carpets in good condition?</td>
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<td>4. Are floors clean and do they provide a good grip?</td>
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<td>5. Are floors and stair flashing free of obstructions and tripping hazards?</td>
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<td>6. Are slippery areas clearly marked?</td>
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<tr>
<td><strong>Stairs and aisles</strong></td>
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<tr>
<td>1. Are aisles kept free of obstructions?</td>
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<tr>
<td>2. Are stairs and aisles well lit?</td>
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<tr>
<td>3. Are markings clear and visible?</td>
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<tr>
<td>4. Are slippery areas clearly marked?</td>
<td></td>
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<tr>
<td>5. Are blind corners clearly marked?</td>
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</tbody>
</table>
Examples of checklist questions for evaluating general work areas

<table>
<thead>
<tr>
<th>Work area and substance inspected:</th>
<th>Date/Time/Shift:</th>
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<tbody>
<tr>
<td>Employer inspector:</td>
<td>Worker inspector:</td>
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</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
<th>Condition</th>
<th>Meets standard?</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Are mirrors in place at blind corners so people can see oncoming traffic?</td>
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<td>7. Are mirrors intact, clean and visible?</td>
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<tr>
<td>8. Are aisles wide enough (at least 1 metre) for traffic?</td>
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<tr>
<td>9. Are emergency lights maintained?</td>
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<tr>
<td>10. Are stair handrails in good condition and firmly attached?</td>
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<tr>
<td>11. Are stair lights in good condition?</td>
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<tr>
<td>12. Are stair exits secured after hours?</td>
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<tr>
<td><strong>Walls</strong></td>
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<tr>
<td>1. Are signs, bulletin boards and fixtures fastened firmly?</td>
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<tr>
<td>2. Are walls clean?</td>
<td></td>
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<tr>
<td><strong>Ladders and stock scaffolds</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>1. Are ladders inspected regularly?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2. Are ladders and scaffolds in good condition?</td>
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<tr>
<td>3. Are workers trained to use ladders?</td>
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<tr>
<td>4. Are workers trained to use scaffolds?</td>
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<tr>
<td>5. Are scaffolds inspected before use?</td>
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<tr>
<td>6. Are scaffolds regularly maintained?</td>
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<td>7. Are wheels locked when in use?</td>
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<td>8. Are guards and handrails attached?</td>
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</tbody>
</table>
Examples of checklist questions for evaluating general work areas

Work area and substance inspected: _____________________________________________

Date/Time/Shift: ____________________________________________________________

Employer inspector: ______________________ Worker inspector: __________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
<th>Condition</th>
<th>Meets standard?</th>
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<td>Yes</td>
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</table>

**Lighting**

1. Are lights and illumination adequate?  
2. Is contrast and glare minimized?  
3. Are task lights provided in areas of low light or high glare?  
4. Are windows covered with blinds and drapes? Are light control devices accessible to workers?  
5. Are emergency lights maintained and is illumination adequate?

**Storage**

1. Are items stored on shelves properly?  
2. Are heavy objects stored on the bottom shelves or on the floor under shelves (not on top shelves)?  
3. Are storage work processes designed to minimize manual lifting?  
4. Are lifting/moving assists used when possible (instead of manual lifts)?  
5. Are lifting/moving assists available when needed?  
6. Are workers trained to use lifting/moving assists?  
7. Are floors around shelves clear?  
8. Are racks and shelves maintained?  
9. Are floors dry and clean?
### Examples of checklist questions for evaluating general work areas

<table>
<thead>
<tr>
<th>Work area and substance inspected:</th>
<th>Date/Time/Shift:</th>
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<tbody>
<tr>
<td>Employer inspector:</td>
<td>Worker inspector:</td>
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</table>

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<tr>
<th>Item</th>
<th>Location</th>
<th>Condition</th>
<th>Meets standard?</th>
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<td>Yes  No</td>
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#### Electrical

1. Are plugs, cords and sockets in good condition?
2. Are plug-ins where they are needed?
3. Is the use of extension cords minimized?
4. Is access to plug and sockets clear?
5. Are cords secured?
6. Are the proper cords and plugs used?
7. Are electrical tools in good repair?

#### Equipment and machinery

1. Is equipment and machinery well maintained?
2. Is equipment and machinery inspected before each use?
3. Are workers trained to use equipment and machinery properly?
4. Are lock-out procedures in place?
5. Are safe work procedures used?
6. Are emergency stops clearly marked and working properly?
7. Are guards and safety devices maintained and working properly?
8. Are workspaces adequate?
9. Are there enough workspaces?
10. Are noises controlled?
**Examples of checklist questions for evaluating general work areas**

<table>
<thead>
<tr>
<th>Work area and substance inspected:</th>
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<tbody>
<tr>
<td>Date/Time/Shift:</td>
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<tr>
<th>Item</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
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</tr>
<tr>
<td>11.</td>
<td>Are fumes and exhaust controlled?</td>
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<tr>
<td>12.</td>
<td>Are lights and illumination adequate?</td>
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</table>

### Chairs

1. Are ergonomic chairs used for all work requiring repetitive motions?
2. Are chairs suitable for each worker?
3. Are chairs adjustable?
4. Are chairs adjusted properly by workers?
5. Are chairs maintained and kept clean?
6. Are workers trained to use chairs?

### Computers

1. Are you using ergonomic workstations?
2. Are computers adjusted properly?
3. Is the computer area and screen suitably lit?
4. Are screen images stable and clear?
5. Are workers trained to adjust the computer screen?

### Fire safety

1. Are fire extinguishers/hoses maintained and tested yearly?
2. Are fire extinguishers on walls, visible and clearly marked?
3. Are workers trained to use fire extinguishers?
### Examples of checklist questions for evaluating general work areas

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<tbody>
<tr>
<td>4. Is refresher training available?</td>
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<td>5. Are emergency routes marked clearly?</td>
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<td>6. Are emergency exits clear from obstructions?</td>
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<td>7. Are combustibles stored properly?</td>
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<tr>
<td>8. Are chemicals stored properly?</td>
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<tr>
<td>9. Are fire drills held every six months?</td>
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<tr>
<td>10. Are emergency numbers and fire marshals identified?</td>
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</tr>
<tr>
<td>11. Are electrical devices in good condition?</td>
<td></td>
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<tr>
<td>12. Are heaters equipped with devices to shut them off if tipper over?</td>
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<tr>
<td>13. Are alarms maintained and tested yearly?</td>
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### First aid

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<tbody>
<tr>
<td>1. Are first-aid kits checked every month?</td>
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<tr>
<td>2. Are first-aid kits clearly marked and available?</td>
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<tr>
<td>3. Do workers know where to go and who to see if they require first aid?</td>
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<td>4. Are first aider certificates valid?</td>
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<tr>
<td>5. Are ambulance/emergency response agency numbers posted and clearly visible?</td>
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<tr>
<td>6. Are WCB and incident forms available?</td>
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Garbage
1. Are workers trained to handle garbage?
2. Are bins situated at suitable points?
3. Are bins kept away from air intakes?
4. Are bins secured?
5. Are flammables disposed of in proper bins?
6. Are bins emptied each week?

Hazardous materials
1. Do workers receive WHMIS training?
2. Are SDSs readily available?
3. Are container markings clear and visible?
4. Are safe work procedures used?
5. Are materials disposed of safely?

Work environment
1. Is air quality good?
2. Is general ventilation checked each year?
3. Are local ventilation systems maintained yearly?
4. Are workers protected from drafts and sudden changes in temperature?
5. Are workers protected from excessive noise?
Examples of checklist questions for evaluating general work areas

| Work area and substance inspected: ____________________________________________________________________________ |
| Date/Time/Shift: _____________________________________________________________________________________________ |
| Employer inspector: ____________________________________ Worker inspector: ________________________________ |

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**Parking**

1. Are parking lots kept free of ice and snow? _________________________________________________________________________________________
2. Are parking lots well lit? _________________________________________________________________________________________
3. Are workers encouraged to use the buddy system when accessing after hours? _________________________________________________________________________________________
4. Are speed limits posted? _________________________________________________________________________________________

**Personal protective equipment**

1. Are workers trained to use, store and maintain PPE? _________________________________________________________________________________________
2. Are workers told about the limitations of PPE? _________________________________________________________________________________________
3. Do workers know how to dispose of PPE? _________________________________________________________________________________________
4. Are respirators maintained and cleaned? _________________________________________________________________________________________
5. Do workers know where to obtain PPE? _________________________________________________________________________________________
6. Is PPE replaced as required/needed? _________________________________________________________________________________________

**Other**

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Inspections and audits

An inspection usually focuses on a specific part of the system, such as buildings, tools, equipment, and work procedures. An inspection can take anywhere from half an hour to several days. Don’t let inspections replace health and safety systems. Use inspections to help the employer check these systems.

An audit is a systematic, detailed, professional review of the entire organization and is more comprehensive than an inspection. Professionals often conduct them. OHCs and representatives need special training to conduct audits.

Typical steps in an audit

1. Audit planning
2. Review and understand OHS management systems
3. Assess OHS management system
4. Gather audit evidence
5. Evaluate audit evidence
6. Report audit findings and provide advice

Document scope in working papers
Record understanding in working papers
Record assessment of soundness of system design
Record verification testing plan and results
Note how findings are explained and dealt with
Document what was discussed with employer and what resulted
Document significant findings in final audit report

To file
Working papers
To employer
Guide summary

What is the role of inspections conducted by OHCs and representatives?

- To check the effectiveness of the employer’s health and safety systems.
- To identify hazards that other inspections have missed.
- To help all employees get their health and safety concerns resolved.

Why conduct inspections?

To find and correct health and safety problems before they cause harm.

What makes someone who is conducting an inspection effective?

- Curiosity.
- Diplomacy.
- Persistence.
- Able to find the information and resources required to resolve issues.
- Knowledge of hazards, legislation and other standards, procedures, etc.

What inspections do OHCs and representatives do?

- Regular planned inspections as required by regulation 28.
- Inspections with OHOs.
- Special inspections.

What type of training and information should inspectors get?

Information required by SEA 27 and 28, and regulation 15, as well as the following:

- How to inspect each work area safely and avoid hazards.
- Applicable standards, programs, policies and procedures.
- How to identify and report hazards.
- Current problems and concerns.
- General hazard control techniques for the workplace.
- Applicable results of monitoring, ongoing investigations, reports, etc.
• Specific information required to inspect the workplace.
• How to provide information about findings to workers.

What is the role of the OHC or representative in planning an inspection?
• Provide input into the development of inventories of critical parts, items, substances and hazardous conditions (smaller workplaces will have lists of what to inspect).
• Help the employer identify hazards workers could be exposed to and evaluate the risk.
• Help the employer identify applicable standards with which to measure conditions.
• Help the employer to decide what to inspect.
• Help the employer to prepare inspection documents.
• Develop an inspection timetable or schedule with the employer.

How can the OHC or representative conduct an inspection?
• Meet to decide who does what immediately before the inspection.
• Systematically inspect everything noted on your inspection plan.
• Discuss concerns with supervisors and workers.
• Make observations. Compare them to standards, legislation and industry best practices and identify shortcomings.
• Record findings on inspection forms (good things as well as things that need improvement).
• Meet to discuss findings and add inspection items to the agenda for the next OHC meeting.
• Representatives discuss findings with the employer.

How can the OHC or representative help the employer to correct problems found on inspections?
• Suggest general hazard controls for each hazard found (control at the source, along the path and at the worker), but let your employer develop detailed hazard control plans.
• Help the employer decide what to fix first, second, third, etc.
• Provide input and advice in the development and implementation of hazard control plans.
• Monitor the effectiveness of the corrective action.
• Use inspection reports or minutes forms to communicate status and progress with workers.
Resources

This publication is not a stand-alone guide. You may find other publications and resources listed below useful.

**OHS Division and WorkSafe publications and government legislation**

Visit [saskatchewan.ca/work](http://saskatchewan.ca/work) for online documents, publications and legislation. Copies of the SEA and regulations are available online and from the Queen’s Printer. Visit [worksafesask.ca](http://worksafesask.ca) for useful publications, resources and training information.

**Websites**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>American National Standards Institute (ANSI)</td>
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<tr>
<td>Canadian Centre for Occupational Health and Safety (CCOHS)</td>
<td><a href="http://www.ccohs.ca">www.ccohs.ca</a></td>
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<tr>
<td>Canadian Manufacturers and Exporters (formerly the Canadian Manufacturers Association)</td>
<td><a href="http://www.cme-mec.ca">www.cme-mec.ca</a></td>
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<tr>
<td>CSA Group (formerly the Canadian Standards Association)</td>
<td><a href="http://www.csagroup.org">www.csagroup.org</a></td>
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<tr>
<td>Public Health Agency of Canada</td>
<td><a href="http://www.phac-aspc.gc.ca">www.phac-aspc.gc.ca</a></td>
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<tr>
<td>Det Norske Veritas (risk management services)</td>
<td><a href="http://www.dnvusa.com">www.dnvusa.com</a></td>
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<tr>
<td>International Organization for Standardization (ISO)</td>
<td><a href="http://www.iso.org">www.iso.org</a></td>
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<tr>
<td>Manitoba Workplace Safety and Health</td>
<td><a href="http://www.gov.mb.ca">www.gov.mb.ca</a></td>
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<td>National Fire Protection Association (NFPA)</td>
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<td>National Institute for Occupational Safety and Health (NIOSH)</td>
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<tr>
<td>National Safety Council (US)</td>
<td><a href="http://www.nsc.org">www.nsc.org</a></td>
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<tr>
<td>Queen’s Printer</td>
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<td>Saskatchewan Workers’ Compensation Board</td>
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<tr>
<td>US Department of Labour, Occupational Safety and Health Administration (OHSA)</td>
<td><a href="http://www.osha.gov">www.osha.gov</a></td>
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<td>WorkSafeBC</td>
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