Workplace Inspections & Audits Policy

Authority: CUSA Board

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Review Committees:
Joint Health & Safety Committee

Delegates:
CUSA Executive Director
CUSA Director of Human Resources

Policy
CUSA has established a workplace inspection and audit process to conduct consistent reports that the health and safety representatives and supervisors will conduct on predetermined intervals at CUSA offices to recognize, assess and control health and safety issues.

Safety Policy Overview
CUSA conducts safety inspections and program audits on an on-going basis which are necessary to evaluate our health and safety performance and to identify areas of concern which may need improvement or modification.

- It is the supervisor’s responsibility to take immediate corrective action when notified of an unsafe act or when a dangerous circumstance is reported.
- It is the employee’s responsibility to report any unsafe conditions or dangerous circumstances to his/her immediate supervisor (Form 4).
- To take every reasonable precaution to ensure the protection and safety of their employees, CUSA endorses a monthly workplace inspection.
- General workplace inspections are the responsibility of management and the health and safety representatives at their workplace. A general workplace inspection (Form 11) shall be conducted every thirty (30) days. Any health and safety representative who performs the inspections must be provided with suitable training and information.

All of the various workplace inspections and recommendations will be reviewed by managers. The decisions streaming from the workplace inspections will be sent for review to the Joint Health and Safety Committee.
Hazard Classification

The person(s) completing the inspections shall complete a health and safety inspection checklist. Hazards or deficiencies will be classified as to the hazard risk and be noted on the inspection checklist as:

**Class A**
Any condition or practice with the potential for causing loss of life, loss of body part(s) and/or extensive loss of structure, equipment, or material. This hazard must be attended to immediately.

**Class B**
Any condition or practice with the potential for causing serious injury or property damage, but less severe than Class A. This hazard must be attended to within seven (7) days.

**Class C**
Any condition or practice with the possibility or potential for non-disabling or non-disruptive property damage. This hazard must be attended to within thirty (30) days.
The person or persons will submit a signed copy of the inspection report to the manager and/or the Joint Health and Safety Committee. Whenever a Class A hazard has been recorded, copies of the signed inspection report will be immediately forwarded to the appropriate manager.
Workplace Inspection Procedure

Establish a procedure and schedule

For the committee members to perform the inspection, a procedure and schedule must be designed. The inspection shall be conducted on a monthly basis as set out in the Occupational Health and Safety Act and must be conducted by an employee representative and a management representative. The inspectors and the committee will use a standardized inspection form and determine on a monthly basis when the inspection will occur and who will be doing the inspection.

Preparing for the inspection

The designated committee members will review accident/incident forms, employee concerns etc. to select target areas of concern. The designated committee member(s) will design a route of travel to review the facility looking at various departments and process flows and review and prepare the inspection forms to be completed during the general workplace inspection prior to commencing the inspection.

Conducting the Inspection

Follow the planned route and inspect the various job tasks in all departments and observe the actions of the employees. If your inspection contains several different departments to inspect, you may want to do a general inspection of all departments and during each monthly inspection target one department to have a more detailed/thorough examination. Make a schedule to ensure all departments are inspected on a regular basis. Record on the inspection form any potential hazard(s). Be methodical with the inspection. If hazards exist (potential or actual) rate the hazard using the hazard classification list. If you locate a Class A hazard, report it immediately to your supervisor so they may rectify the situation immediately. Report other hazard classes to the manager and the Joint Health and Safety Committee and review possible solutions in the next committee meeting.

Reporting of Inspection
Once the hazard has been observed, it should be written down on the inspection report. The following information should be included in the report or on an attached form:

- Specific details of the time, date and area inspected. This is required as situations may vary from day to day and month to month.
- Description of the actual or potential hazard(s) identified. If required, a diagram or picture could be used.
- Description of the location of each hazard, tools, equipment, chemicals or procedures used or followed.
- Recommendations of possible solutions or controls to each hazard identified.

Take the inspection form and notes to the Joint Health and Safety Committee meeting and have the committee discuss the findings and make recommendations (if necessary) based on the findings for all hazards.

**Follow-Up of Inspection**

Once the inspection has been reviewed, the committee may put forth further recommendations for the employer to assess and evaluate. The employer has twenty one (21) days to respond to any formal recommendation(s) and must respond in writing to the committee informing them of their decision. The follow-up process will ensure that actual or potential hazards have been dealt with in an effective manner and that effective controls for the hazards detected during the inspection have been prompted.