



INSPECTION PROCEDURE

Procedure:

It shall be the responsibility of the Principal and Workplace Health and Safety Committee Rep of each School Building within the Division to conduct an inspection of their specific buildings and grounds on a quarterly basis every year prior to the Workplace Health and Safety Committee meetings.

The inspection shall be carried out by the Principal, custodian and the Supervisor of Buildings and Maintenance in order to gather information that may be discussed through the quarterly meetings as mandated by the Workplace Health and Safety Act sec 40(10) h: Inspection of the workplace at regular intervals.

Purpose:

To identify and correct potential safety and health hazards. A standard inspection checklist will be used to conduct these inspections.

Turtle Mountain School Division has implemented regular formal and informal inspections of the workplace. Through monthly, pre job, and change in the job procedure, you can effectively monitor worksite conditions and work procedures. Inspections enable you to ensure company safety standards and regulatory requirements are being followed (e.g. inspection checklist and safe work procedures) as well as meeting provincial, federal, Canadian Standards, and equipment manufacturers requirements. They also identify hazards before they become problems by revealing improvements to equipment, safe work procedures, worker training and worksite conditions.

The end result Turtle Mountain School Division inspection policy, helps develop a list of deficiencies, or potential deficiencies and have corrective actions in place. All employees, contractors, subcontractors and visitors will implement any corrective actions put in place, and will be included in the inspections and the selection of corrective measures. All inspections findings and corrective actions should be documented and shared with all employees, contractor, subcontractors and visitors on all division worksites.

Turtle Mountain School Division inspections implement that the policy directives, procedures, and safe work practices at the workplace are being followed. They also identify any unsafe conditions or practices at the workplace so that they can be eliminated or controlled before an accident occurs. Inspections must be conducted by trained qualified employees and involve both employer and employee representatives.

General Site Inspections

General site inspections included all school, garages and office worksites and maintenance shops. All these sites should be inspected for any possible hazards, including unsafe work practices and conditions.

Maintenance Inspections

Turtle Mountain School Division will maintain detailed schedules for each piece of equipment that requires maintenance. The schedules will itemize parts and systems to check how often the work



should be done and who is responsible. They should include all critical parts or systems, which are those parts or systems that would inflict severe injuries or damage if they fail.

Unscheduled Repairs

When problems arise outside of regular scheduled maintenance, repairs should be done immediately. If accidental damage occurs to any piece of equipment, it should be reported and investigated before any repair work is done.

Inspection Procedure

What to Inspect:

Worksite inspections:

- physical layout and conditions of the site, including location, terrain, season and weather.
- Hazards of materials handled
- Condition of equipment and tools used
- Work practices and behavior of people at the site (employees, contractors, subcontractors, visitors, and clients)
- Level and quality of supervision given to employees.

Physical Hazard Inspection checklist:

Site, equipment, and material hazards check examples:

- Slipping and tripping hazards
- Presence of dangerous gases
- Faulty or missing emergency equipment
- Improper or missing signs
- Faulty machinery, cables, tie downs, etc.
- Poor housekeeping
- Confined spaces
- Inadequate or missing personal protective equipment
- Blocked exits



- Overhead hazards
- Electrical hazards
- Difficult terrain for vehicular or personal movement
- Flammable, corrosive or explosive materials
- Missing material safety data sheets.

Work Practice Inspection Checklist:

Employees should be observed and questioned where applicable, to ensure they:

- Know and follow safe work practices and procedures
- Properly use tools and equipment
- Correctly use personal protective and other safety equipment
- Are adequately trained to perform their work properly
- Know emergency response procedures
- Properly supervised and direct employees under their supervision

If an employee conducting an inspection notices any unsafe behavior, work practice, procedures, or conditions, the employee should stop the work immediately and ensure the problems are rectified. This sends a strong signal that proper behavior and work practices, procedures must always be followed. Also, if the inspector witnesses safe work or safe worksites, he/she should let the employees involved know that their effort to maintain a safe workplace is working and appreciated.

Equipment and Vehicle

All vehicles and equipment should be thoroughly inspected daily by their operators to monitor wear and tear. If more than one person is responsible for the equipment or vehicle, responsibility for inspections should be assigned.

Fluid levels, belts, and electrical connections should be checked pre use. This type of inspection is commonly called a “walk around or “pre-use” inspection. Use of the daily “ Vehicle Inspection Checklist” will assist with the inspection.



Turtle Mountain School Division Checklists

To ensure your Turtle Mountain School Division inspections are thorough, you should use the checklists provided by Turtle Mountain School Division Checklists help direct the inspector and ensure nothing is missed. In addition, checklists create a detailed record of the findings of an inspection and corrective actions are taken and it is documented. Checklists are available for all applications, which would include all facilities, systems, equipment, and job sites.

Government Inspections

To ensure worksites, and work procedures, practices comply with regulatory requirements, occupational health and safety inspectors can inspect worksites.

Government inspectors can be useful sources of information and may be able to help improve safety performance. Their prime objective is to ensure worksites are safe, as a result, they can advise on a number of topics related to safety programming.

Government inspectors may assess records, plans, policies, equipment or work procedures. The inspectors may interview anyone on the worksite and they have the right to remove any item they need to inspect further. Anyone on the site at the time of the inspection must cooperate with government inspectors. If inspectors discover violations, they may issue stop-work orders, if the violations present life-threatening conditions. Alternatively they may issue orders to correct the violations of deficiencies.