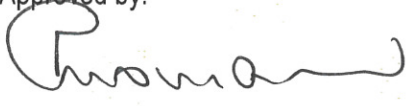
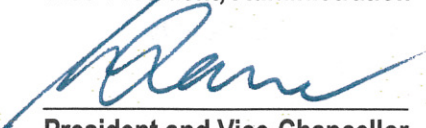


Complete Program Title: <b>Safety Audits and Inspections Program</b>	Risk Management Manual (RMM) Number: <b>302</b>
Approved by:  <b>Vice-President, Administration</b>  <b>President and Vice-Chancellor</b>	Date of Most Recent Approval: <b>April 2016</b>
Date of Original Approval: <b>September 2007</b>	Supersedes/Amends Program dated: <b>February 2010</b>
Responsible Executive: <b>Vice-President, Administration</b>	Enquiries: <b>Environmental and Occupational Health Support Services (EOHSS) <a href="mailto:eohtss@mcmaster.ca">eohtss@mcmaster.ca</a></b>
<b>DISCLAIMER:</b> <i>If there is a discrepancy between this electronic program and the written copy held by the program owner, the written copy prevails.</i>	

## 1 PURPOSE

To eliminate health and safety risks by identifying hazards in the workplace through regular audits and inspections and to report the hazard(s) to Senior Management in care and control of the area to correct the hazard(s).

## 2 SCOPE

All buildings and other areas occupied by McMaster University employees to be performed by the employer's representative (Supervisor, Manager or designate) and the JHSCs or their designate.

## 3 Related Documents

- 3.1 RMM# 100 McMaster University Workplace and Environmental Health and Safety Policy
- 3.2 RMM# 101 Risk Management System
- 3.3 RMM# 102 Occupational Health and Safety Act (OHSA) R.S.O. 1990
- 3.4 RMM# 104 Central Joint Health and Safety Committee
- 3.5 RMM# 105 McMaster University Joint Health and Safety Committees
- 3.6 RMM# 318 Care and Control of Golf Carts and Other Off-Road Vehicles Program

- 3.7 RMM# 1000 Reporting and Investigating Injury/Incident /Occupational Disease Program
- 3.8 Ministry of Labour Guidelines for JHSCs.
- 3.9 Terms of Reference McMaster University JHSCs

## 4 DEFINITIONS

- 4.1 **Inspection** - an examination of the workplace physical condition to identify deficiencies that may cause injury, illness, or property damage.
- 4.2 **JHSC** – Joint Health and Safety Committee
- 4.3 **Senior Manager** – the most senior manager that has care and control of the area and the authority to direct care and control of the area
- 4.4 **Manager/Supervisor** – the Occupational Health and Safety Act defines a supervisor as a person who has charge of a workplace or authority over a worker. The president and vice-presidents, deans, academic and administrative directors, chairs, managers, faculty and researchers are supervisors. The department head is responsible for health and safety in the department. Inspection and reporting may be delegated. The department head cannot reassign the responsibility. It is retained whether or not inspection and reporting has been delegated.
- 4.5 **EOHSS** – Environmental and Occupational Health Support Services
- 4.6 **FHS** – Faculty of Health Science Safety Office
- 4.7 **OHSA** – Occupational Health and Safety Act

## 5 RESPONSIBILITIES

### 5.1 Role of the Joint Health and Safety Committee

Joint Occupational Health and Safety Committee shall:

- Ensure designated worker members of the JHSC inspect the workplace on a monthly basis and where not practical, at least once every year, with a part of the workplace inspected in each month as per the OHSA.
- Create and maintain a one-year inspection schedule of the areas assigned to that committee;
- Provide a completed copy of the standard recording inspection form to the senior area manager or designate for follow up on the identified issues under their responsibility;

- Ensure contact is made with the worker and supervisor or manager that has care and control of the area in order to communicate and document any immediate concerns in the area;
- Ensure that outstanding issues management responses and recommendations are recorded and reviewed by the JHSC; and
- Review the inspection reports at the committee meetings and retain copies in a secure, accessible location to be available upon request to the Ministry of Labour.

## 5.2 Role of Manager/Supervisor:

Manager/Supervisor shall:

- Ensure they are completing a documented inspection on a frequency not less than quarterly within an established inspection schedule. The frequency of the documented inspection must be appropriate to the hazards in the areas and therefore may be conducted more frequently than quarterly;
- The entire area under the senior manager's realm of responsibility and control must be inspected annually;
- Ensure contact is made with the worker(s) in order to communicate and document any concerns in the area;
- Ensure corrective actions are taken as required and documented on the standard recording inspection form, and ensure employees are informed of the actions;
- Where necessary, select an appropriate number of designates (Departmental/Area Inspector) to ensure inspections are completed;
- Ensure department inspectors retain the inspection documentation;
- Ensure their employees operating off road vehicles comply with RMM 318 Other Off Road Vehicles inspection criteria; and
- Ensure their employees operating Licensed Road Vehicles perform daily inspections using tools available at: <http://www.workingatmcmaster.ca/med/document/Material-Handling-and-Trucking-cirlice-check-1-36.pdf>
- Ensure that employees conduct inspections prior to use of equipment where necessary including but not limited to the following:
  - Forklift - <http://www.workingatmcmaster.ca/med/document/Daily-Inspection-Checklist-for-Forklift-Truck-1-36.pdf>
  - Hoist/Crane - <http://www.workingatmcmaster.ca/med/document/Hoist-Crane-Daily-Inspection-Checklist-1-36.pdf>
  - Ladders - <http://www.workingatmcmaster.ca/med/document/Ladder-Inspection-Checklist-1-36.pdf>
  - Dock Leveler - <http://www.workingatmcmaster.ca/med/document/Operators-Daily-Checklist-for-Dock-leveler-1-36.pdf>

### 5.3 Role of Departmental/Area Inspectors

Departmental/Area Inspectors shall:

- Inspect the department on a frequency to be determined by the manager;
- Provide a copy of the inspection report to the departmental manager; and
- Maintain a copy of the report in the Health and Safety binder in a secure, accessible location to be available upon request to the Ministry of Labour.

### 5.4 Role of EOHSS and FHS safety office

EOHSS and FHS safety office shall:

- Coordinate and deliver training on the topic of Workplace Inspections for the McMaster Community;
- Consult with JHSC members who are conducting regular workplace inspections as required by the OHS Act upon request;
- Assist departmental managers/supervisors, upon request, to make recommendations to correct health and safety deficiencies identified in inspections; and
- Review the Safety Audits and Inspections program on a scheduled basis.

## 6 PRE USE INSPECTIONS EQUIPMENT

6.1 Inspections shall be performed by operators of equipment that has the potential for injury if found to be damaged, worn, not guarded, or improperly set up or adjusted; and

6.2 Each department must maintain an inventory of equipment that requires pre-use inspection checklists. This equipment includes but is not limited to: forklifts, cranes, scissor lifts, boom trucks, grounds keeping equipment, lathes, drill presses, saws, conveyor systems. Checklists for this equipment is available at:  
[www.workingatmcmaster.ca/eohss/prevention/inspections](http://www.workingatmcmaster.ca/eohss/prevention/inspections)

## 7 PROCESS

7.1 **There are two categories of inspections to be done by a Manager/Supervisor:**

- Informal inspections: An informal inspection occurs every time a supervisor walks through a workplace, notices problems, and takes corrective action; and

- Planned inspections: A planned inspection is to be documented, and completed on a regular schedule, with an inspection schedule to be determined by the senior manager by not less than quarterly.
- Appropriate inspection forms to be utilized dependent on the area inspected:
  - General Inspection Form - <http://www.workingatmcmaster.ca/med/document/General-Inspection-Form---Supervisor-1-36.pdf>
  - Lab Inspection Form - <http://www.workingatmcmaster.ca/med/document/Lab-Inspection-Form---Supervisor-1-36.pdf>
  - Office Inspection Form - <http://www.workingatmcmaster.ca/med/document/Office-Inspection-Form---Supervisor-1-36.pdf>
  - Maintenance Inspection Form - <http://www.workingatmcmaster.ca/med/document/Maintenance-Inspection-Form---Supervisor-1-36.pdf>
  - Hospitality Inspection Form - <http://www.workingatmcmaster.ca/med/document/Hospitality-Inspection-Form---Supervisor-1-36.pdf>

## 7.2 How should an inspection be carried out?

### Prepare:

- If required, establish an inspection team of two or three people from the department or from other departments;
- Review the floor plans and decide the specific area to be inspected;
- Review the previous inspection reports for outstanding items. Inspection reports done by other inspectors, such as the workers members of the JHSC, should also be reviewed;
- Review any incident/injury reports and the preventative action taken;
- Review the inventory of equipment and hazardous materials;
- Review any safety-related complaints;
- Prepare a customized checklist using the examples included. Checklists are not permanent lists or the only items to consider. Checklists should be reviewed and revised as necessary, for example, as new equipment is purchased, new procedures are instituted, or when injuries reveal previously unsuspected hazards;
- Estimate the amount of time needed;
- Plan the route and areas to be covered based on the above information;
- Notify relevant faculty and staff of the inspection;

### Inspect:

- A successful inspection is a fact-finding exercise, not a fault-finding exercise;
- Use the checklist as a guide to provide the structure for the inspection. Add additional items as necessary;

- Look for what is right, as well as for what is wrong and comment on good practices, as well as bad practices;
- Talk to people, ask about concerns;
- Look outside the usual eye level – look up, look down, look into closed rooms, look into cupboards, look behind, look around;
- Point out immediate dangers for correction on the spot, note other items on the report; and
- Record all questionable items.