



- 1. Objective:** To prevent accidents and injuries in the workplace by identifying and recording actual and potential hazards posed by buildings, equipment, the environment, processes and practices, and by recommending corrective actions.
- 2. Scope:** This process applies to all workplaces that are occupied by HRSDC, Service Canada and Labour Program employees.
- 3. Responsibilities:** Under section 124 of Part II of the *Canada Labour Code*, the employer "...shall ensure that the health and safety at work of every person employed by the employer is protected."

The employer must "ensure that the work place committee or health and safety representative inspects each month all or part of the work place, so that every part of the work place is inspected at least once each year" – s125.(1)(z.12) This applies to all HRSDC workplaces, irrespective of size.

In addition, the Departmental OHS Program requires that high-density mobile shelving systems be inspected monthly to ensure safe operability and adherence with required maintenance schedules.
Consistent follow-up by all parties involved is important to ensure issues are resolved.
- 4. Acronyms:**

CLC – <i>Canada Labour Code</i> , Part II	MGR – Manager
DIR – Director	TL – Team leader
OHS – Occupational Health and Safety	ROHSA – Regional Occupational Health and Safety Advisor
H&S – Health and Safety	
- 5. Hazard Ratings:**

 - A. These hazards are the most severe and require an action plan to identify and implement preventive measures. These hazards are a priority as they could result in a significant disabling injury if adequate preventive measures are not implemented.
 - B. Hazards that are also considered to require immediate attention. An action plan should be developed in order to implement appropriate preventive measures.
 - C. Hazards that have a relatively low level of severity. This group should never be ignored but are not a priority.
 - D. Hazards with the lowest level of severity but should not be ignored. No immediate action plan is required.



MAIN ACTIVITY AND ACTIVITY NUMBER				
Detail #	Who	Details	Records	Documents
1.0 Plan the Inspection	H&S Committee and H&S Reps	1.1. Develop a monthly schedule for workplace inspections		
		1.2. Identify inspection team members.		
		1.3. Use the approved Departmental checklist for the inspection.	Checklists	
2.0 Conduct the Inspection	Inspection Team	2.1. Verbally and/or by email inform the Management Lead/Site Lead in advance to minimize disruption to the daily work.	E-mail, when applicable	
		2.2. Conduct the workplace inspection.	Checklist	
		2.3. Identify and record observations of actual and potential hazards.	Checklist	
		2.4. Verbally report <u>immediately</u> to the TL/MGR and/or Management Lead/Site Lead any hazards that pose an <u>immediate danger and require immediate corrective action</u> (do <u>NOT</u> wait until the Workplace Inspection Report is written).		
		2.5. Send a concise and clear e-mail on these <u>urgent</u> hazards to the TL/MGR and/or Management Lead/Site Lead as soon as possible after the verbal report was made to create a record. Copy the e-mail to the local workplace H&S committee co-chairs (where they exist) or to H&S reps in smaller offices.	E-mail	
3.0 Prepare the Inspection Report	Inspection Team	3.1. Review the inspection findings.	Checklist	
		3.2. Request advice/clarification, if required, from the local workplace H&S committee members or the ROHSA		
		3.3. Prepare the Workplace Inspection Report <u>as soon as possible</u> after the inspection takes place using the national template found on the National OHS Intranet.	Workplace Inspection Report	
		3.4. Complete Columns 1 - 4 on the Workplace Inspection Report form, found on the National OHS Intranet . Col.1. List and number separately each hazard observed (actual and potential). Include any hazards that were considered urgent and	Workplace Inspection Report	



		<p>reported during the Inspection. Provide clear and concise information.</p> <ul style="list-style-type: none"> • Col. 2. Classify each hazard according to the descriptions outlined in the departmental Hazard Prevention Program. • Col.3. List recommendations, if any (one observation may have several recommendations). Provide clear and concise information. • Col.4. Note the immediate employer responsible (TL/MGR and/or Management Lead/Site Lead) to act on hazards identified. 		
		<p>3.5. Send the <u>completed</u> Workplace Inspection Report (Col.1-4) by email to each Team Leader(s), Manager(s), Site Lead or Management Lead identified in the Report (Col. 3) to deal with the hazards identified.</p>	Workplace Inspection Report	
		<p>3.6. Copy the Report to their local workplace H&S committee Co-chairs so that it will be included on the agenda for their next meeting or to H&S reps (smaller offices)</p>	Workplace Inspection Report	
4.0 Action on Hazards Identified	Team Leader / Manager / Site Lead / Management Lead	<p>4.1. May require clarification from the inspection team.</p>		
		<p>4.2. Consultations with ROHSA may be required. ROHSA may seek further clarification from National OHS Office.</p>		
		<p>4.3. Take corrective action on hazards identified in a timely manner.</p>		
		<p>4.4. Involve others in the organization to resolve the matter, if required.</p>		
		<p>4.5. Do follow-up.</p>		
		<p>4.6. Report on the outcome/action taken on the inspection hazards identified and any recommendations made.</p> <p>Send an e-mail to the local workplace H&S committee Co-chairs (or H&S reps in the smaller offices) ASAP, but <u>not exceeding 30 days</u> of receiving the report, on the action taken as a result of the workplace Inspection.</p>	E-mail	



5.0 Unresolved Matters	H&S Committee Co-chair(s) / H&S rep(s)	5.1. Keep track of progress - hazards and recommendations reported, persons identified to take action, outcomes/results.	Workplace Inspection Report	
		5.2. Provide the ROHSA with a copy of the Inspection Report indicating the hazards that are still unresolved after the <u>30 days</u> have expired.		
6.0 Management Lead Review and Decisions	Management Lead	6.1. Discuss the outstanding/unresolved hazards in the report with ROHSA.		
		6.2. Facilitate discussions with designated individuals and local workplace H&S committee Co-chairs.		
		6.3. If still unresolved, elevate to the Regional Advisory Health and Safety Committee for further consideration.	E-mail	
7.0 Close out the Inspection Report	H&S Committee Co-chair(s) / H&S rep(s)	7.1. Complete Column 5 on the Workplace Inspection Report form when updates are received from the employer in order to show items resolved and unresolved	Workplace Inspection Report	
		7.2. E-mail a copy of the completed inspection report, along with the checklist, to the ROHSA, so it can be posted to the appropriate location on SharePoint intranet site.	Workplace Inspection Report	
		7.3. Update their local workplace H&S Committee at regular meetings on the progress and outcome of Inspection reports.	Workplace Health and Safety Committee Minutes	
		7.4. Track inspections and health and safety hazards regularly on the LAB1058 Workplace Committee Report.	LAB1058	
8.0 Monitoring and Analysis	H&S Committee and H&S Reps	8.1 Provide an annual summary of all workplace inspections and findings to the ROHSA.	Summary Report	
	ROHSA	8.2 Review summary and complete an analysis to identify trends.		
	ROHSA	8.3 Provide an annual summary of all workplaces to the Regional Advisory Health and Safety Committee.		