



GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: Workplace Inspections

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POLICY

It is the policy of Community Living Thunder Bay to conduct workplace inspections on a monthly basis and at least one unscheduled inspection per year.

PURPOSE

- To identify and correct hazards in the workplace.
- To protect the health and safety of workers.

RESPONSIBILITY

It is the responsibility of the Joint Occupational Health and Safety Committee to inspect the workplace at least once per year and ensure inspections are carried out as scheduled.

It is the responsibility of the Team Leader/Supervisor to conduct workplace inspections for the homes or sites they are responsible for on a monthly basis as scheduled. It is also the Team Leader's/Supervisor's responsibility to ensure workplace inspections are completed monthly by a worker at the sites they are responsible for supervising.

It is the responsibility of the Executive Director and HR Advisor (H&S) to conduct an unscheduled inspection(s) throughout the year.

It is the responsibility of each Worker to carry out workplace inspections where they work on a monthly basis during the first week of the month.

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PROCEDURE:

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

1. Two members of the Joint Occupational Health and Safety Committee (one member representing workers and one member representing management) will carry out monthly workplace inspections as scheduled.
2. The members will record any hazards found by completing the Health and Safety Walkthrough Evaluation form during the workplace inspection for each home or site.
3. Upon completion of each workplace inspection, the Health & Safety Walkthrough Evaluation Form will be forwarded to the Management Co-Chair
4. The Management Co-Chair will record that the inspection has been carried out for the month on the Joint Occupational Health and Safety Committee schedule.
5. The Management Co-Chair will forward the evaluation form to the appropriate Team Leader/Supervisor of that site.
6. The Team Leader/Supervisor will review the form, rectify the hazards listed and complete the Summary Evaluation form returning it to the Management Co-Chair within 21 days from the date the walkthrough was completed.
7. In the event the Team Leader/Supervisor cannot resolve the problem, they will consult with the Joint Occupational Health and Safety Committee, Maintenance, the Purchasing Agent or the Executive Director.
8. If maintenance work is required, the Team Leader/Supervisor will place a maintenance request in at the Administration Office. Once the maintenance work is completed, the Purchasing Agent will forward a copy of the completed Maintenance Request form to the Team Leader/Supervisor.
9. The Team Leader will complete the Summary Evaluation form with the information from the completed Maintenance Request form and forward the Summary Evaluation form to the Management Co-Chair for closure.

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TEAM LEADER/SUPERVISOR

1. The Team Leader/Supervisor will carry out monthly workplace inspections for the homes or sites that they are responsible for using the walkthrough form completed by the worker for that home/site.
2. The Team Leader will verify any recorded hazards found by the worker during their workplace inspection for each home or site they are responsible for. The Team Leader will add any comments / suggestions necessary and sign the form.
3. Upon completion of each workplace inspection, the Team Leader/Supervisor will complete the Walkthrough Form and forward it to the Management Co-Chair and also will retain a copy of the Evaluation Summary.
4. The Management Co-Chair will record that the inspection has been carried out for the month on the Team Leader/Supervisor schedule.
5. The Team Leader/Supervisor will rectify the hazards listed and complete the Summary Evaluation form and return it to the Management Co-Chair within 21 days from the date the walkthrough was completed.
6. In the event the Team Leader/Supervisor cannot resolve the problem, they will consult with the Joint Occupational Health and Safety Committee, Maintenance, the Purchasing Agent or the Executive Director.
7. If maintenance work is required, the Team Leader/Supervisor will place a maintenance request in at the Administration Office. Once the maintenance work is completed, the Purchasing Agent will forward a copy of the completed Maintenance Request form to the Team Leader/Supervisor.
8. The Team Leader will complete the Summary Evaluation form with the information from the completed Maintenance Request form and forward the Summary Evaluation form to the Management Co-Chair for closure.

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SENIOR MANAGEMENT

1. The Executive Director and the HR Advisor (H&S) will conduct an unscheduled inspection(s) throughout the year.
2. The Executive Director and the HR Advisor (H&S) will record any hazards found by completing the Health and Safety Walkthrough Evaluation form during the workplace inspection.
3. Upon completion of the workplace inspection, the Executive Director and the HR Advisor (H&S) will complete the Evaluation Summary and forward it to the Management Co-Chair.
4. The Management Co-Chair will record that the inspection has been completed.
5. The Management Co-Chair will advise the appropriate Team Leader/Supervisor of the possible hazard(s) within their home or site by forwarding a copy of the H&S Walkthrough Evaluation Form to them.
6. The Team Leader/Supervisor will rectify the hazards listed and complete the H&S Walkthrough Evaluation Form and return it to the Management Co-Chair within 21 days from the date the walkthrough was completed.
7. In the event the Team Leader/Supervisor cannot resolve the problem, they will consult with the Joint Occupational Health and Safety Committee, Maintenance, the Purchasing Agent or the Executive Director.
8. If maintenance work is required, the Team Leader/Supervisor will place a maintenance request in at the Administration Office. Once the maintenance work is completed, the Purchasing Agent will forward a copy of the completed Maintenance Request form to the Team Leader/Supervisor.
9. The Team Leader will complete the Summary Evaluation form with the information from the completed Maintenance Request form and forward the Summary Evaluation form to the Management Co-Chair for closure.

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WORKERS

1. Each Site will be inspected on a monthly basis by a permanent worker at that site. Each site will have a rotating list of permanent staff responsible for conducting the monthly inspections. Inspections shall be completed within the first week of the month.
2. The worker will record any hazards found by completing the Health and Safety Walkthrough Evaluation form during the workplace inspection for each home or site where they work.
3. Upon completion of each workplace inspection, the worker will complete the H&S Walkthrough Evaluation Form and forward it to his/her Team Leader/Supervisor. At this time the Team Leader/Supervisor will complete their walkthrough using the same form to verify any recorded hazards. The Team Leader/Supervisor will add any comments / suggestions necessary and sign the form.
4. Upon completion of each workplace inspection, the Team Leader/Supervisor will complete the H&S Walkthrough Evaluation Form and forward it to the Management Co-Chair and if required retain one copy of the evaluation summary for their follow-up.
5. The Management Co-Chair will record that the inspection has been completed.
6. The Team Leader/Supervisor will rectify the hazards listed and complete the Summary Evaluation form and return it to the Management Co-Chair within 21 days from the date the walkthrough was completed.
7. In the event the Team Leader/Supervisor cannot resolve the problem, they will consult with the Joint Occupational Health and Safety Committee, Maintenance, the Purchasing Agent or the Executive Director.
8. If maintenance work is required, the Team Leader/Supervisor will place a maintenance request in at the Administration Office. Once the maintenance work is completed, the Purchasing Agent will forward a copy of the completed Maintenance Request form to the Team Leader/Supervisor.
9. The Team Leader/Supervisor will complete the Summary Evaluation form with the information from the completed Maintenance Request form and forward the Summary Evaluation form to the Management Co-Chair for closure.

