



# Level 2

## Occupational Health Committee Training

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SASKATCHEWAN

*Work to live.*



# How to conduct inspections

**WorkSafe**<sup>™</sup>

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# Administration

- Emergency exits
- Washrooms
- No smoking policy
- Cell phones
- Breaks



# Form OHCs

- Number off
- Move to occupational health committee (OHC/committee) with your number
- You will practice working through the projects with your committee



# Course materials

- Name card
- Workbook
  - Self check
  - Evaluation
- Reference publications
  - Inspections: A Guide for Committees and Representatives
  - Investigations: A Guide for Committees and Representatives
- Legislation



# Learning objectives

1. Purpose of inspections
2. How to plan an inspection
3. How to conduct an inspection
4. How to handle inspection results
5. How to review inspection system



# Introductions

- Instructor
- Introduce yourselves
  - Name
  - Employer
  - Industry
  - How long have you been part of the OHC?
  - Does the OHC conduct regular inspections at your workplace?



# Icebreaker project

- Select a spokesperson to guide the discussion as you review questions
- Discuss each question and record answers in workbook
- Spokesperson will explain to class



# Icebreaker project

1. What personal experiences have you had with inspections in your workplace?
2. Can you think of some reasons why people may not want to conduct inspections? Think of ways to overcome each reason.
3. Record what you want to learn about workplace inspections today (one point for each person in your group/OHC).



# Objective 1

## Purpose of inspections



# What is an inspection?

A formal inspection is a planned walk-through or an examination of:

- A workplace
- Selected work areas
- Particular hazard(s)
- Work practices
- Machinery, tools, equipment



# Project: Benefits of inspections

- Take five minutes to discuss how inspections can make your workplace healthy and safe
- Record answers in workbook
- Be prepared to share with class



# Benefits of inspections

- Prevent incidents and illnesses
- Help avoid many of the costs associated with incidents
- Communication with workers
- Raise OHC's profile and improve awareness of occupational health and safety



# Purpose of inspections

- Compare current conditions with standards
- Determine if gaps exist
- Identify causes for gaps
- Develop recommendations for corrective action



# Employer's duties

Employer is accountable to:

- Ensure inspections required by OHS legislation are performed effectively
- Ensure that OHC or representative conducts regular and effective inspections (regulation 28)
- Provide OHC and workers with all required information at place of employment (SEA 3-16)



# Employer inspections

OHS legislation requires employers to inspect:

- Plant (SEA 3-1(1)(w))
- System of work
- Working environment
- Specific hazards related to the work



# Examples of inspections employer must perform

What to inspect?	Regulation
Inspecting workplace	Reg 23, Examination of plant
Duty to ensure safety of respirators	Reg 89, Inspection of respiratory protective devices
Work at height	Reg 107, Inspection of full body harness, etc.
Mobile equipment	Reg 155, Visual inspection
Mobile equipment	Reg 156, Inspection and maintenance
Scaffolds	Reg 193, Maintenance and inspection
Cranes	Reg 216, Inspections
WHMIS	Part XXII, Controlled Products – Workplace Hazardous Materials Information System



# What inspections does OHC perform?

- Regular, planned inspections of the workplace (reg 28)
- Inspections with an occupational health officer (OHO) (reg 20)
- Intermittent and special inspections



# When to conduct special OHC inspections

- Increasing health and safety concerns
- Introduction of new equipment
- Inexperienced workers start work
- Incidents occur
- Dangerous occurrences take place
- An OHO finds a deficiency



# Purpose of OHC inspections

- To identify hazards
- To check effectiveness of inspections conducted by employer
- To check effectiveness of elements in employer's health and safety system



# Purpose of OHC inspections

- Discuss concerns with workers
- Review records, logs, books required by employer
  - First-aid register
  - Maintenance logs
  - Crane logs
  - Lists of chemical and biological substances



# How can employer help with OHC inspections?

- Provide training
- Provide resource and time
- Help plan and schedule inspections
- Help develop checklists
- Encourage OHC to look for root causes



# OHC inspections training

Include general knowledge about:

- Health and safety standards
- Legislation
- Process to conduct inspections
- How to identify hazards and assess risk



# OHC inspections training

## Site-specific information about:

- Workplace hazards and hazardous areas
- PPE information (including limitations)
- Work processes and work areas
- Workplace engineering controls



# OHC inspections training

- Worker orientation and training necessary to work safely
- Equipment and materials suppliers' recommendations
- How to handle concerns



# Project: How inspections make OHCs effective

- In your group, list three ways inspections can make your committee more effective
- Record answers in workbook
- Be prepared to share answers with class



# How inspections make OHCs effective

- Listen to worker concerns
- Learn more about the workplace (hazards and risks)
- Identify root causes that help employer's health and safety system
- Recommend corrective action (including follow up)



# Objective 2

## How to plan an inspection



# How often to inspect?

- Work out schedule with employer
- OHS Division recommends before each OHC meeting



# How in depth should inspections be?

- Work with employer to decide
- Consider workplace
  - Tools and technology
  - Work processes and people
- Get help from outside OHC when needed



# What should OHC inspect?

- It's up to the OHC
  - Divide workplace and assign areas to OHC members or teams
  - Members inspect specific items



# Who on OHC should inspect?

- All OHC members
- Co-chairpersons
- Ask employer to involve specialists



# Plan inspection

OHC and employer decide:

- Inspection schedules
- How often an item/area must be inspected
- How to notify employer of inspection results



# Inspection reminders

- Consider what to inspect
  - Entire workplace
  - Every hazard
  - Every item in employer's OHS system
- Inspect entire workplace with reasonable time (at least annually)



# Video



Inspecting for hazardous conditions



# Workplace hazards

- What is a hazard?
  - Activity, situation or substance that could harm a worker
- Two broad categories:
  - Health hazards
  - Safety hazards



# Health hazards

A health hazard is any agent, situation or condition that can cause occupational illness

Five types:

1. Chemical hazards
2. Biological hazards
3. Physical agents
4. Work design (ergonomic) hazards
5. Workplace stress (harassment and violence)



# Safety hazards

- A safety hazard is anything that could cause an injury
- Injuries caused by a safety hazard are usually obvious:
  - Slip, trip or fall
  - Pinch or nip point on machinery
  - Fall from a height
  - Material falling on a worker
  - Fire or explosion



# What is risk?

- A risk is the chance that a hazard will actually harm a worker
- Risk factors to consider:
  - Frequency: How many workers and how often
  - Severity: How serious the harm
  - Probability: How likely could it happen



# Risk assessment

- To help set priorities
- Think about:
  - How many workers and how often are they exposed to each hazard?
  - How seriously could workers be harmed?
  - How quickly could a dangerous situation arise?
  - Have problems come up before?



# What to inspect

## Make list of things to inspect

- Plant
  - Structures
  - Materials
  - Machines, tools and equipment
  - Chemical and biological substances



# What to include on list?

- Health and safety programs
  - Policies, plans and procedures
- People
  - Orientation, training and supervision
- Task procedures and safe work practices



# What to include on list?

- Work environment
  - Light, noise, heat/cold, ergonomics, ventilation
- First-aid, fire and emergency plans
- PPE
  - Respirators, hard hats, safety shoes, safety glasses, clothing



# What to inspect?

## Review

- Maintenance records
- Incident history
- Incident reports
- Manufacturers' manuals
- SDS sheets



# What to inspect?

## Talk with workers

- Workers may grow used to a hazard
- OHC is a fresh pair of eyes that can help identify hazards



# Housekeeping

## Consider:

- Clutter
- Exits and entrances
- Tools and equipment
- Overcrowding
- Waste, spills, leaks



# Items inventory form

Items inventory		
Item: (identify machine, tool, equipment, material, work area, etc.) _____ _____		
Department: _____ Location: _____		
Inventoried by: _____ Approved by: _____		
Item	Potential for harm	Regulation
1.		
2.		



# Project: Inspections

1. Discuss hazards at your workplace
2. Record one hazard that needs to be inspected for each person in your group
3. Select three items from your group's list
  - What sections from the regulations apply?
4. Discuss hazards with class



# What's next?

- Use your list to:
  - Identify risk and potential exposure to each hazard
  - Use hazard lists to develop checklists and inspection recording forms
- Lists are never final – always re-evaluate



# Hazard and risk assessment

- Establish priorities
  - Some hazards may have higher priority
    - Chemical and biological hazards
    - Tools and equipment
    - Machinery
- OHCs need to inspect all hazards



# Project: Risk assessment

1. Discuss risk for three hazards identified by your group
2. Determine priority list from highest to lowest hazard
3. Choose spokesperson to discuss priorities



# Identify standards

**Standard:** A workplace requirement

- Inspection will compare what you find against standards and identify deficiencies
- Build standards into checklist questions
- Use standards when writing recommendations



# Standards measure workplace conditions

- Equipment (operators') manuals
- Industry best practices
- Legislation
- Supplier information/instructions



Places to look for standards	Website
American National Standards Institute (ANSI)	<a href="http://www.ansi.org">www.ansi.org</a>
Canadian Association of Oilwell Drilling Contractors (CAODC)	<a href="http://www.caodc.ca">www.caodc.ca</a>
Canadian Centre for Occupational Health and Safety (CCOHS)	<a href="http://www.ccohs.ca">www.ccohs.ca</a>
Canadian Manufacturers & Exporters (formerly the Canadian Manufacturers Association) <ul style="list-style-type: none"> <li>• Manufacturer and supplier recommendations</li> </ul>	<a href="http://www.cme-mec.ca">www.cme-mec.ca</a>
Collective agreement requirements	
CSA Group (formerly the Canadian Standards Association)	<a href="http://www.csagroup.org">www.csagroup.org</a>
International Standards Organization (ISO)	<a href="http://www.iso.org">www.iso.org</a>
Municipal requirements	<a href="http://www.regina.ca">www.regina.ca</a> <a href="http://www.saskatoon.ca">www.saskatoon.ca</a> <a href="http://www.citypa.ca">www.citypa.ca</a> etc.
National Fire Protection Association (NFPA)	<a href="http://www.nfpa.org">www.nfpa.org</a>
National Institute for Occupational Safety and Health (NIOSH)	<a href="http://www.cdc.gov/niosh">www.cdc.gov/niosh</a>
Public Health Agency of Canada	<a href="http://www.phac-aspc.gc.ca">www.phac-aspc.gc.ca</a>
Safety associations	<a href="http://www.scsaonline.ca">www.scsaonline.ca</a> <a href="http://www.enform.ca">www.enform.ca</a> <a href="http://www.sasm.ca">www.sasm.ca</a> <a href="http://www.saswh.ca">www.saswh.ca</a> etc.
Queen's Printer (legislation)	<a href="http://www.saskatchewan.ca">www.saskatchewan.ca</a>
LRWS Occupational Health and Safety	<a href="http://www.saskatchewan.ca">www.saskatchewan.ca</a>
WorkSafe Saskatchewan	<a href="http://www.worksafesask.ca">www.worksafesask.ca</a>



# Develop inspection documents

Create/Develop what types of documents?

- Checklists
- Recording forms

**Note:** It's not a legal requirement and there are no standard forms



# Checklists

## Advantages

- Consistent, systematic and efficient
- Help inspectors remember what to inspect (won't miss anything)
- Allow for comparing current conditions with standards
- Help with developing recommendations



# Checklists

1. Identify what to inspect
2. Identify standards to measure workplace conditions
3. Take each standard and develop yes/no question
4. Organize questions by topic



# Example: WHMIS degreaser

Step	Checklist development
1. Identify what to inspect	Safe use of a controlled product
2. Identify standards to measure workplace conditions	<b>Regulation 325:</b> An employer who acquires a controlled product for use at workplace must have an SDS for that product
3. Take each standard and develop yes/no question	Did a current SDS come with the controlled product?
4. Organize questions by topic	<ul style="list-style-type: none"><li>• SDS</li><li>• Container labels</li><li>• Worker training</li></ul>



# Checklists

## Organize checklist/questions by topic

- People
- Work environment
- Chemical/Biological hazards
- Machinery, tools and equipment
- Safe operating procedures



**Checklist:      Orientation and training  
Safety procedures  
Experience**

**Work practices  
Supervision  
Ergonomics**

Checklist questions for worker orientation/training			
Work area inspected: _____			
Date/Time/Shift: _____			
Employer inspector: _____			
Worker inspector: _____			
Item	Notes	Meets standard?	
		Yes	No
<b>General</b>	<b>Identify here:</b>		
1. Is orientation provided before the worker starts work?			
2. Is each inexperienced worker supervised closely by a competent supervisor until they can do their job safely?			
<b>Are the following topics covered in orientation?</b>			
3. What to do and who to see if there is a health and safety concern			
4. The use and limitations of any PPE they must use			
5. Location of fire exits and fire extinguishers			
6. What to do if there is a fire or other emergency			



**Checklist:**      **Machines and mobile equipment**  
**Hand tools, PPE and clothing**  
**First aid and fire protection**

**Electrical equipment**  
**Elevators, hoists and lifts**  
**Emergency response**

Checklist questions for forklift truck			
Forklift truck inspected: _____			
Date/Time/Shift: _____			
Employer inspector: _____			
Worker inspector: _____			
Item	Notes	Meets standard?	
		Yes	No
<b>Operation by competent workers and visual inspection</b>			
1. Are only competent people operating the forklift?			
2. Does each forklift operator conduct a visual inspection before operation?			
3. Is visual inspection completed before starting machine?			
<b>General</b>	<b>List maintenance dates where applicable</b>		
4. Are maintenance and repair logs up to date?			
5. Is horn working properly?			
6. Are brakes working properly?			
7. Are defects fixed as soon as possible?			
8. Can operators readily access logs?			
9. Does operator use seatbelt?			
10. Is backup alarm working properly?			



**Checklist:**      **Light and illumination**  
**Work area design**  
**Noise**

**Dust, fumes and vapours**  
**Hot and cold conditions**  
**Housekeeping and storage**

Checklist questions for work environment			
Work area inspected: _____			
Date/Time/Shift: _____			
Employer inspector: _____			
Worker inspector: _____			
Item	Notes	Meets standard?	
		Yes	No
1. Does ventilation system have leaks, contamination, improper adjustments or other defects?			
2. Are thermal conditions within OHS guidelines?			
3. Is illumination sufficient for task?			
4. Is there general lighting and supplementary lighting?			
5. Are noise levels posted in workplace?			
6. Do workers have hearing protection?			
7. Are workers and supervisors cleaning, storing and maintaining PPE properly?			
8. Do workers get their hearing tested every two years?			



**Checklist:**

**WHMIS products  
Chemicals**

**Biological substances  
Other materials of concern to workers**

Checklist questions for WHMIS degreaser			
Work area and substance inspected: _____			
Date/Time/Shift: _____			
Employer inspector: _____			
Worker inspector: _____			
Item	Notes	Meets standard?	
		Yes	No
<b>Material safety data sheet (MSDS)</b>			
1. Did current MSDS come with product?			
2. Is it readily available to workers? Where?			
3. Have workers read it?			
4. Do workers understand it?			
<b>Container labels</b>			
5. Is supplier label affixed to product containers?			
6. Is workplace label affixed to decanted product containers?			
<b>Worker training</b>	<b>State who trained workers and when</b>		
7. Do workers know what safety measures to take?			
8. Do workers use safe work practices?			
9. Do workers know what to do in case of injury?			
10. Do workers know what to do in case of emergency (e.g., spill, fire or leak)?			



**Checklist:**

**Work operations  
New process/machinery  
Maintenance**

**Types of equipment/tools  
Safe operating procedures  
Cleaning operations**

<b>Checklist questions for lockout policy using keys</b>			
<i>Lockout means to de-energize the hazard source, eliminating any residual energy used in the mechanism and block parts that could harm workers repairing the machine. A lock is usually placed on the power source(s), switches or starting devices to protect workers from harm by the machine.</i>			
Policy: _____			
Date/Time/Shift: _____			
Employer inspector: _____			
Worker inspector: _____			
Item	Notes	Meets standard?	
		Yes	No
<b>New equipment</b>			
1. Are standards for each new piece of equipment examined to see if it requires lockout procedure?			
2. Are adequate resources assigned?			
<b>Machine or equipment</b>			
3. Do power sources/operating controls allow for lock application? Identify.			
4. Are locks and keys secured when not used? Where?			
5. Is there a list of keys and method to account for each key?			



# Project: Checklists

1. For the three recorded hazards, use OHS legislation to create two question to use on a checklist
  2. Use blank checklist in workbook to record questions
- Questions determine if inspection condition meets standard



# Checklists

## Shortcomings

- May not cover everything
- Do not perform inspections simply to complete a checklist
- Inspection monitors employer's health and safety system
- Inspectors may miss hazards and worker concerns



# Inspection recording form

- Identify hazards not on checklist
- Record:
  - Each area or item inspected
  - Hazards and risk for each item
  - Exemplary situations (e.g., excellent housekeeping or safe work procedures)



# Inspection recording form

- Record worker concerns
- Supplement checklists
- Discuss at next OHC meeting

Inspection recording form	
Work area(s): _____ Department: _____	
Date/Time/Shift: _____	
Inspectors: _____ Page ____ of ____	
Date discussed by OHC: _____	
Item	Item detected
1	
2	
3	



# Objective 3

## How to conduct an inspection



# Before inspection

- Review necessary documents
- Determine inspection route
- Assemble resources



# Floor plans and work-flow diagrams

Identify:

- Inspection routes and meeting places
- Hazards and incidents
- Bottlenecks
- New technology
- Storage rooms



# Resources

- Employer provides resources you need to conduct inspection
- Resources depend on what you inspect
  - Clipboards
  - Pens/Pencils
  - Inspection checklist
  - Recording forms
  - Measuring tape/ruler
  - Flashlight
  - PPE



# Resources

- Monitoring equipment
  - Air monitors, noise metres
- Sampling containers
  - Approved containers for sending samples to lab
- Special PPE for specific hazards/conditions



# The inspection

- Communicate with workers and supervisors
- Use inspection checklists and forms
  - Look for hazards
  - Check employer's health and safety system
- Inspect safely
- Minimize disruptions



# The inspection

- Look in out-of-the-way places
- Use your senses
- Take careful notes
- Follow up on concerns raised on previous inspections



# The inspection

## What if there is something wrong?

- Record concern
- Talk with workers
- Determine hazard and assess risk
- Tell supervisor or employer
- If it's serious, hold an OHC meeting



# Communicating with workers

- Purpose of inspections are to find facts – not faults
- Ask about patterns (e.g., incidents, illnesses)
- Ask about orientation and training
- Pay attention to new and inexperienced workers
- Discuss previous concerns raised by workers



# Subcontractors and inspections

- OHC has no authority over workers of other employers
- Employer must coordinate OHC activities with any other employers at the workplace
- OHC follows employer's process to identify safety concerns regarding subcontractors



# Subcontractor concerns

- Note hazard and inform supervisor
- If it's serious, discuss with supervisor immediately
- Check effectiveness of employer's policy



# Project: Hazard identification

1. Review photo assigned to your group
2. Identify hazards/concerns on inspection record form in workbook
3. Determine a standard using OHS legislation
4. Share with class















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# Objective 4

## How to handle inspection results



# OHC responsibilities

- Discuss what was found
- Develop recommendations
- Meet immediately if concerns are serious
- Record meeting minutes



# Effective recommendations

- Short-term solutions solve immediate causes of problem
- Long-term solutions remove the root cause



# Recommend corrective action

- Gather consensus
- Report to appropriate authority
- Develop and present recommendations (advantages and disadvantages)
- Identify root causes
- Encourage promptness (include short-term recommendations if necessary)
- Record minutes and inform workers



# Regulation 28, Inspection of place of employment

On written notice by OHC of an unsafe condition or contravention, employer must:

- Take immediate steps to protect workers' safety
- Take suitable action to correct situation
- Inform OHC in writing of actions taken (or not taken)



# Corrective action

- Employer may not be able to correct some problems without lengthy research or outside help
- Employer must still make it safe for workers (short-term solutions)
- Inform workers of status through process until complete



# Develop recommendations

1. Use hazards/concerns noted from hazard identification project (photo)
2. Note applicable OHS legislation
3. Develop short- and long-term recommendations (use minutes form in workbook)
4. Share with class



# No recommendations?

- Be proactive
- Record inspection in meeting minutes
- Promote organization's health and safety success stories
- Plan OHC meetings, video screenings and safety talks



# Objective 5

## How to review inspection system



# Inspection evaluation

- OHC's role to review effectiveness of employer's health and safety system
- Inspections are proactive – taking action before someone is injured
- Aspects of work can change and require updates to inspection process
  - Processes, technology, chemicals, tools and equipment



# What to ask

- Is inspection system working properly?
- Are inspections identifying concerns, hazards and risks?
- What effects are inspections having?
- Is the frequency of inspections appropriate?



# How to improve

- Talk about inspections at OHC meetings and with workers
- Good documentation
- Post meeting minutes for others to review
- Look for new ideas



# How does employer help?

- Sets standards
- Provides resources and training
- Shares information and consults OHC
- Helps OHC evaluate effectiveness of inspection system



# Summary

1. The purpose of inspections
2. How to plan an inspection
3. How to conduct an inspection
4. How to handle inspection results
5. How to review inspection system



# Important websites

- [saskatchewan.ca](http://saskatchewan.ca)
- [worksafesask.ca](http://worksafesask.ca)
- [ccohs.ca](http://ccohs.ca)

