

Workplace Inspections:

Workplace inspections are regularly scheduled examinations used as a means of ensuring a safe and healthy workplace.

The purpose of an inspection is to:

- Review all areas of the workplace to determine if there are hazards that workers may be exposed to and implement controls to minimize them.
- Look at controls in the workplace to see if they are working; and
- Look for hazards that may be missed or new hazards that may be present in the workplace.

Employers are required to conduct regular inspections of:

- All buildings, excavations, structures, machinery, equipment, work practices and places of employment
- At intervals to ensure that safe working conditions are maintained; and that unsafe conditions found as a result of the inspection are remedied without delay.

The frequency of inspections will depend on:

- The size of work operations.
- The number of shifts and the activity level on each shift.
- The degree of hazard involved in equipment and work processes.
- The past history of equipment or system failures.

Types of Inspections:

Informal Inspections: Visual

- Practiced awareness
- Daily “walk through”
- Not scheduled
- No formal process

Formal Inspections: Standardized form or checklist:

- Regularly scheduled
- Involve the OHS Committee/WHS Representative/Designate
- Formal process and reporting

Four Steps Involved in Workplace Inspections:

1. Planning the Inspection
2. Conducting the Inspection
3. Completing the Report
4. Following up on Recommendations

Here are some tips to keep in mind when conducting the inspection:

- Do not disrupt work processes while workers are directly engaged in work;
- Use the checklist to guide the inspection but also look for hazards that may not be on the checklist;
- Look for hazards in “out of the way” places (e.g. in storage rooms);
- Note location of hazards and possible controls; talk to workers about their work practices.