Table of Contents

13.1 Introduction 2
13.2 Saint Mary's University Inspection Process 2
13.3 Types of Inspections 2
13.4 Composition of Inspection Team 3
13.5 Frequency of Inspections 3
13.6 Preparing for the Inspection 3
13.6.1 Guidelines for Conducting an Inspection 4
13.6.2 Review of Inspection Reports 4
13.7 Documentation 4
13.8 Other Inspections 5
13.9 Additional Evaluations for Special Circumstances 5
Appendix A: Inspection Checklist for Office Workplaces 6

13.1 Introduction

An important element of every OHS Program is the regular inspection of work spaces. Workplace inspections help prevent injuries and illness. Senior Directors, Deans, Directors, Chairs, Supervisors and Managers are responsible to ensure that inspections occur as required.

Inspections are observational tours of the workplace for the purpose of determining the level of compliance with established standards for hazard controls, safe work practices, job procedures and safety rules. Workplace Safety Inspections should be seen as a proactive technique for:

- monitoring the workplace;
- identifying unsafe acts and/or conditions (including the effects of change which may produce a hazard which had not been previously identified); and
- confirming that existing controls are working.

Inspections shall be undertaken based on the nature and extent of the identified hazards and risks.

13.2 Saint Mary's University Inspection Process

To assist Managers, Chairs, safety committees and inspection teams, an inspection checklist has been developed. This checklist can be modified as required. The checklist can be found at the end of this chapter of the OHS Program. Checklists have also been created for laboratories, classrooms, vehicles, and mechanical rooms. The Office Inspection Checklist will be issued each year to Senior Directors, Deans, Directors Chairs, Managers, and Supervisors with a request that the checklist be completed for all workspaces in their area. Laboratories will be inspected annually by the Science Safety Technician. The OHS Office will also inspect various work spaces on a periodic basis. Facilities Management is responsible for inspecting areas such as common hallways, elevators, stairwells, lobbies, exterior entrances, emergency exits, sidewalks, and parking areas on a periodic basis. Facilities Management will inspect classrooms quarterly.

The Inspection Checklist should clearly describe each hazard or deficiency and note the corrective action which needs to be taken. When the checklist has been completed and signed, the original checklist is to be forwarded to the Manager, Maintenance and Operations, Facilities Management. The Manager, Maintenance and Operations, will review the reports, and create a work order for any safety issues that are related to physical deficiencies. The Manager or Chair responsible for the area being inspected is responsible to ensure other deficiencies are corrected. The Manager, Maintenance and Operations will forward the inspection reports to the OHS Office. The OHS Office will make a copy of inspection reports available for review by JOHSC and the Safety Sub-committees.

13.3 Types of Inspections

Inspections may be formal or informal in nature, and will be conducted at regular intervals or as required, depending on particular workplace conditions determined by hazard assessments.

Inspections may be as informal as walking around the workplace at the start of a shift to see that all health and safety hazards are properly controlled before work begins. This allows potential problems to be identified and corrected between formal planned inspections. Informal inspections should be done on a daily or weekly basis.

Formal inspections are planned inspections carried out on a periodic basis, documenting the inspection and findings, and assigning responsibility for correction of any deficiencies noted in the inspection.

13.4 Composition of Inspection Team

Ideally, inspections are done by a team which includes a management representative and an employee from the area being inspected, and a safety committee member, where possible. Additionally, it can often be advantageous to include a person who is not from the area being inspected. This person can bring a fresh perspective and a new set of eyes which may identify hazards or potential hazards which were not noticed by those familiar with the area.

13.5 Frequency of Inspections

The minimum number of inspections required by the OHS Act and Saint Mary's University is one per year. Inspections may be planned by managers, chairs or by the JOHSC or Safety Sub-committees. From a safety perspective, the frequency of inspections depends on several factors:

- how many and how serious the hazards which have been identified by the hazard assessment process are. More hazardous workplaces require more frequent inspections;
- past incident and injury records, as evidence of hazards which are not totally controlled. Workplaces with more incidents or injuries should be inspected more frequently;
- significance of corrective actions required by the previous inspection. If there were a number of deficiencies and required actions identified, or if some of them were of a more serious nature, then the next inspection may be scheduled to check on completion and validate compliance;
- new equipment or work procedure which may have hazards with which employees are not familiar.

In high hazard workplaces, e.g. working with hazardous equipment or chemicals, or during construction or maintenance, it may be necessary to do a partial or specialized inspection or general inspections on a more frequent basis. In less risky workplaces, such as office environments, inspections may be less frequent.

13.6 Preparing for the Inspection

It is important that those who will be conducting safety inspections are familiar with the results of any Hazard Identification process. Where applicable, Safe Work Practices and/or Standard operating Procedures should be reviewed, prior to the inspection, as part of the preparation for the inspection, as they will include detailed information about the controls which should be in place.

13.6.1 Guidelines for Conducting an Inspection

- Review previous inspection reports;
- follow up to ensure any deficiencies noted in previous inspection reports have been corrected;
- look at the entrances and exits, the floor, the ceiling, each wall, the furnishings, the equipment, the stored materials, etc. of the area being inspected. look over, under, around, inside, etc.;
- inspect specialty areas such as photocopy rooms, file rooms, storage rooms, boardrooms, etc.;
- observe activities of employees;
- check for chemical, physical, biological, ergonomic and psycho-social hazards;
- examine all aspects of the work activity including the product, process, place and people;
- look for deviations from accepted standards or work practices;
- identify to the person in charge the need for immediate corrective action where there is imminent danger;
- record all unsafe acts and conditions; identify deficiencies or violations, rather than individual employees;
- assign responsibility for corrective action and a date for follow-up;
- distribute and file copies of the inspection report as required.

13.6.2 Review of Inspection Reports

Information obtained from regular inspections should be reviewed carefully, with incident reports, to identify trends and help monitor the effectiveness of the program. Over time, this review will help:

- identify why incidents are occurring in certain areas;
- establish priorities for corrective action;
- identify effectiveness of, or the need to improve, safe work practices and procedures;
- identify areas, equipment, etc., that may require more in-depth hazard analysis;
- identify the need for training in specific areas.

13.7 Documentation

Inspection records, (hard copies or electronic) including checklists, forms, photos, actions required, recommendations, and prompts for follow up, etc., must be maintained. Some records must be maintained for specific time periods as per specific legislative requirements. For example, the Occupational Safety General Regulations require that records of inspections and repairs to hoists and rigging hardware must be maintained for five years.

13.8 Other Inspections

Fire extinguishers are inspected annually by an external company and weekly by the University's Security personnel. The OHS Bulletin Board is inspected monthly by the OHS Office. First aid kits, provided through the University's First Aid Program, are inspected by designated first aid providers, and/or the Science Safety Technician, where appropriate. Other Departments or Faculties who supply additional first aid kits are to assign responsibility for the inspection of first aid kits. Employees are to inspect Personal Protective Equipment (PPE) daily before using. Pre-trip inspections, commonly called circle-checks, of vehicles must occur before using the vehicle.

13.9 Additional Evaluations for Special Circumstances

The Inspection Checklists(s) covers the most frequently occurring hazards, and can be customized for the different locations. However, during the inspection, the inspector may notice something that requires a further, more specialized evaluation or which is beyond the inspector's expertise. Such things include a more detailed evaluation of electrical systems, fire prevention, building code requirements, office ergonomics or indoor air quality, ventilation studies, thermal environment evaluations, testing for presence of mould, etc. In such cases, additional expertise should be sought or the matter referred for follow-up.

The evaluation of a building or a workspace before occupancy is an example of an inspection that requires a much more detailed series of evaluations and requires the expertise of a number of specialized persons. Organization of such evaluation is the responsibility of Saint Mary's University's Facilities Management. Following a satisfactory occupancy evaluation, the new workspace may be added to the list of workspaces which are subject to the regular inspections described in this chapter of this OHS Program.

Appendix A: Inspection Checklist for Office Workplaces

Building:	**Department/Faculty:**	**Date:**
Street Address:		
Inspector:		**Work Phone:**
Inspector:		**Work Phone:**

Key: (S) Satisfactory (U) Unsatisfactory/Corrective Action Required (N/A) Not Applicable

Item	Specific Location	Rating			Action Required/Comment	Corrected		Date Corrected or Reason Not Corrected
		S	U	N/A		Yes	No	
1. Building Exterior and Parking Area (if applicable)								
The exterior of the building, entrance steps, ramps, handrails, sidewalks and parking area are the responsibility of Facilities Management to maintain and to inspect. If the University inspector notes potential problems with these areas (or staff comment on these areas during the inspection) including damaged or slippery surfaces, accumulation of ice or snow, inadequate overhead protection from falling ice or snow, inadequate lighting, the matter should be referred to the Manager, Maintenance and Operations, Facilities Management.								
Comments:								
2. Building Entrances, Lobby, Stairs, Elevators and, Emergency Exits								
Building entrances, lobby, stairs, elevators and emergency exits are the responsibility of Facilities Management to maintain and to inspect. If the University inspector notes potential problems with these areas (or staff comment on these areas during the inspection) including exterior doors not operating properly, floors are slippery, stairs are not in good repair or are missing handrails, inadequate lighting in entrance, lobby, stairs or elevators or there is a question regarding the adequacy of emergency lighting, marking of emergency exits, or obstruction of emergency exits, the matter should be referred to the Manager, Maintenance and Operations , Facilities Management.								
Comments:								
3. Fire Prevention and Response								
Fire prevention and response activities are the responsibility of Facilities Management to maintain and to inspect. If the University inspector notes potential problems with these areas (or staff comment on these areas during the inspection) including the identification of or other issues relating to fire exit routes, illumination of exit signs, sprinkler systems, fire extinguishers, smoke detectors, the sprinkler system, issues relating to fire wardens, the matter should be referred to the Manager, Maintenance and Operations, Facilities Management.								
Comments:								
4. First Aid and Medical Response								

Item	Specific Location	Rating			Action Required/Comment	Corrected		Date Corrected or Reason Not Corrected
		S	U	N/A		Yes	No	
First aid and medical response activities, including inspecting and replenishing first aid kits, are being managed by several groups throughout the University. If the University inspector notes potential problems with these areas (or staff comment on these areas during the inspection) including the identification of, inspection of, or other issues relating to first aid kits, identification of and provision of designated first aid providers, first aid provision reporting, the matter should be referred to the OHS Office.								
Comments:								
5. All Offices, Storage Rooms, and Conference Rooms								
a. The area is secure (doors can be locked, access is controlled)								
b. Fire exit routes are identified by signs or maps								
c. Exit signs are adequately illuminated								
d. The area appears to be well lighted								
e. The area is adequately ventilated								
f. The area has adequate temperature control								
g. Flooring is secure, with no loose tiles, worn or curled carpet or surfaces which are slippery when wet								
h. The area is free from tripping hazards such as loose debris, stored material or phone cords								
i. All computers and peripherals are powered via a wall outlet or power bar								
j. Electrical service is not overloaded by use of multiple three way plugs and daisy-chained power bars								
k. Electrical extension cords are grounded (three wire type) and in good condition with no spices, broken insulation or exposed wires								
l. There are no unauthorized space heaters in use								
m. Aisles are of adequate width and are unobstructed								
n. There are no missing, loose or damaged ceiling tiles or electrical fixtures.								

Item	Specific Location	Rating			Action Required/Comment	Corrected		Date Corrected or Reason Not Corrected
		S	U	N/A		Yes	No	
o. There is no evidence of water leaks (stained ceiling tiles, damp carpet)								
p. There is no evidence of mould (stains, odour or obvious growth)								
q. Chairs with casters have a stable “5-star” base								
r. Chairs are not broken or unduly worn								
s. Chairs are ergonomically designed, including a height adjustment for those intended to be used at tables								
6. Shelving, File Cabinets, Service Areas, and Other Storage								
a. There is no accumulation of un-stored material								
b. Nothing is stored within 18 inches of a fire suppression sprinkler head or the ceiling								
c. Wall and ceiling fixtures are fastened securely								
d. Filing cabinets and shelves are sturdy and stable (secured if necessary)								
e. For areas where filing or storage is more than five feet from the floor, a stool or moveable steps is provided								
f. Filing cabinets have safety interlocks to ensure that only one drawer may be opened at a time								
g. Filing cabinets are loaded with heavy items at the bottom and only light items in the top drawer								
h. Items stored on shelves are properly stacked and weight is distributed evenly (no shelves overloaded)								
i. Desk and file drawers are kept closed when not in use								
j. Filing cabinets are not more than five drawers in height								
k. There is no hazard from falling objects which have been stacked on top of cabinets or other furnishings								
7. Miscellaneous								
a. Portable ladders are certified to CSA Standard Grade 1 or 2 and are in good repair								

Item	Specific Location	Rating			Action Required/Comment	Corrected		Date Corrected or Reason Not Corrected
		S	U	N/A		Yes	No	
b. There are no obvious defects or damage to movable steps, or stools								
c. Hazardous materials (Controlled Products under the WHMIS system, if any) are properly stored								
d. Controlled Products are properly labelled with supplier or workplace labels								
e. Material Safety Data Sheets (MSDSs) are available for all Controlled products (must be no more than three years old)								
f. Equipment, such as paper shredders or paper cutters, is equipped with properly functioning guards to prevent injury to users								
g. The area is kept clean and sanitary								
h. The University Emergency Quick Reference Guide is readily available								

Work Spaces Covered During Inspection (include room #):

Inspector's Suggestions (Use additional paper if necessary):

Inspector's Signature: _____ Date (Y/M/D):

Inspector's Signature: _____ Date (Y/M/D):

Please retain a copy for your files, and send the original to the Manager, Maintenance and Operations, Facilities Management.