



THE CORPORATION OF THE TOWNSHIP OF NORWICH

CORPORATE POLICY

POLICY NO:	HEALTH & SAFETY POLICY #
POLICY TITLE:	HEALTH & SAFETY POLICY
SUBJECT:	General Workplace Inspections
APPROVED DATE:	RESOLUTION NO.:
REVISION:	RESOLUTION NO.:

PURPOSE

To assess the quality of workplace conditions, equipment and methods, the success of or need for safety program initiatives, and the quality and adequacy or controls for substandard conditions/hazards in the workplace.

RESPONSIBILITY

1. The employer, supervisor, worker, health and safety representative or Joint Occupational Health and Safety Committee are responsible for ensuring the proper application of this policy.

PROCEDURE

A. General

1. The employer, supervisor and worker have an obligation under the Act to notify of substandard conditions/hazards in the workplace.
2. The substandard conditions/hazards must be rectified immediately.
3. The Joint Occupational Health and Safety Committee or Health and Safety Representative shall conduct monthly workplace inspections.
4. If it is not practical to inspect the whole workplace once per month, then a monthly inspection of part of the workplace shall be conducted, with the whole workplace being review throughout the year.
5. Inspection should be conducted prior to a JOHSC meeting, preferably one week in advance, so that the observations and recommendations can be discussed by the whole committee.

6. A schedule of workplace inspection for the year shall be developed, posted by the JOHSC, at the beginning of each year.

B. Inspection

1. Workplace inspections should be completed by at least one member (worker member) of the JOHSC who will be assigned this duty at the beginning of the year when the schedule for inspections is set out.
2. The JOHSC worker member of the JOHSC should be accompanied by a manager or supervisor of the area that they are inspecting.
3. A "Workplace Inspection Checklist" should be used to record all observed substandard conditions.
4. The JHSC worker member will record any suggestions in the "recommended action" section.
5. Copies of the "Workplace Inspection Report" shall be:
 - (a) Posted on the Bulletin board.
 - (b) Forwarded to the area supervisor and department head.
 - (c) Forwarded to the JOHSC.

C. Analysis and Follow-up

1. The area supervisor is responsible for reviewing the "Workplace Inspection Report" and initiating the appropriate correction action for each discrepancy in their area, in order of its priority.
2. The "Workplace Inspection Report" shall be responded to in writing by the area supervisor within 21 days with the following information:
 - (a) The action taken or planned to be taken.
 - (b) The completion date.
3. Subsequent workplace inspection shall review the items from previous inspections to ensure the remedial action has resolved the concern.



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