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| **ABC COMPANY – Occupational Health and Safety Program** | | |
| **Workplace Inspection** | | Issue date: DD/MM/YYYY  Review date: DD/MM/YYYY |
| Approved by: | Reviewed by: | |

Please note the following document is a sample. Review carefully and modify this document to meet the needs and requirements of your organization.

# 1.0 PURPOSE

The purpose of this procedure is to ensure that all workplace conditions within the organization are safe, healthy, and compliant with applicable laws, regulations, and internal policies. Regular inspections help identify hazards, mitigate risks, and promote a culture of safety for all employees.

# 2.0 DEFINITIONS

**Informal Workplace Inspections**: Daily inspections, may also be referred to as a “walk-a-about”. They are conducted by members of the workplace daily. All employees are expected to maintain continual awareness of hazards in their work area. There is no formal checklist used and findings are not usually documented.

**Formal Workplace Inspections**: Regularly scheduled examinations of the workplace. A workplace inspection checklist and inspection report form are used during formal inspections.

**SMART Corrective Actions:** Actions that are Specific, Measurable, Achievable, Relevant, and Time-bound, ensuring effective problem resolution and preventing recurrence

# 3.0 RESPONSIBILITIES

**Employer:**

* Ensure workplace inspections are carried out
* Provides training on how to conduct inspections, report findings and make recommendations
* Provide information and assistance to carry out effective inspections
* Establish a written list of all equipment requiring pre-use inspections
* Reviews completed inspections and reports and ensure corrective action is taken.

**Supervisor:**

* Performs daily informal inspections
* Performs regular formal inspections (with the **OHS Committee, WHS Representative or Designate**) according to schedule
* Ensure employees perform required pre-use inspections (if applicable)
* Participates in determining corrective action for deficiencies noted during inspections
* Participates in the implementation and monitoring of corrective actions
* Communicates the corrective action to employees effected

**OHS Committee, WHS Representative or Designate:**

* Participate in conducting workplace inspections
* Ensure workplace inspection reports are communicated in the Workplace
* Make recommendations and follow-up to ensure that corrective actions are affective

**Worker:**

* Cooperate with persons carrying out the workplace inspections
* Report any potential hazards to management
* Review workplace inspection reports

**Contractors and Visitors:**

* Cooperate with persons carrying out the workplace inspections
* Report any potential hazards to management
* Review workplace inspection reports

# 4.0 PROCEDURE

## 4.1 Frequency of Inspections

Formal workplace inspections shall be conducted at least quarterly by the **OHS Committee, WHS Representative or Designate** as well as the supervisor and an employee from the area where the inspection will occur.

Supervisors shall conduct informal inspections of their work areas regularly, and before starting any job or task.

Additional inspections may be required following an incident or reported hazard or in response to any major changes in the work environment, such as new equipment, materials, or processes.

## 4.2 Inspection Methodology

Inspectors will visually examine work areas, equipment, and practices for hazards using the Workplace Inspection Checklist. Workers may be interviewed to identify concerns and gather feedback. Identified hazards will be documented, including descriptions, locations, and recommended corrective actions.

Based on the results of the inspection, the **OHS Committee, WHS Representative or Designate** and the supervisor will make recommendations for improvements.  The supervisor will be responsible for implementing and participating in the monitoring of corrective actions to the work area that are within their control.

## 4.3 Posting and Discussion

The results of all workplace inspections will be posted in the appropriate department/division by the manager in that area and will be discussed during that departments/divisions next staff meeting.