

## **Workplace Inspection Requirements**

Workplace Inspections are an important element of an Occupational Health and Safety Program. To ensure compliance with the Newfoundland and Labrador OHS Act and Regulation an employer must have the following documents:

1. Workplace Inspection Policy

A policy is a document that establishes the rules of conduct within an organization on a particular topic. Company policies aim to protect the rights of workers as well as the business interests of employers. A company policy should include a commitment from the employer and outline the responsibilities of management, supervisors and workers. Policies must be signed and dated to indicate when they were enacted by the employer. They must be reviewed at least annually and updated as needed.

2. Workplace Inspection Procedure

A procedure is a document that outlines the specific steps that guide workers through a task from start to finish. Procedures are designed to reduce the risk by detailing control measures to take to minimize potential hazards. Procedures should be developed based on a hazard assessment in consultation with workers.

3. Workplace Inspection Checklist and Corrective Action Form

Checklists typically consist of a list of items that need to be done. They offer a way to document processes and help to ensure that important tasks are not forgotten. A checklist should include the location or task they relate to, as well as the date and names of the people involved. Where a checklist is used to determine hazards, it should also include a way to document follow up actions.