

Corporate Policies

SECTION: HEALTH AND SAFETY - Planned Inspections

SUBJECT: Workplace Inspection

POLICY NO.: 12.2.1

EFFECTIVE DATE: January 26, 2004

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SUPERCEDES POLICY DATED: March 31, 2001 | APPROVED BY: Council CW020-2004

POLICY STATEMENT:

One of the primary purposes of the Joint Health and Safety Committee (JHSC) is to actively promote and improve health and safety in the workplace. The very cornerstone of this important function centres around the recognition, evaluation and control of hazards.

The workplace inspection is the mechanism that facilitates the formal process of identifying, evaluating and controlling hazards.

The ability to conduct an effective workplace inspection is vital to the overall success of the health and safety program.

PURPOSE:

To identify and record actual or potential hazards in the workplace and implement corrective measures, as required, to control hazards.

SCOPE:

Joint Health and Safety Committee (JHSC) members of the Corporation (excluding Brampton Transit JHSC, and Fire and Emergency Services JHSC).

PROCEDURE:

1. JHSC WORKER AND MANAGEMENT MEMBER RESPONSIBILITIES

- a. At least once every three (3) months, a JHSC worker member will conduct a workplace inspection of all designated workplaces.
- b. The JHSC worker member must contact their JHSC management member to arrange a mutually agreeable date to jointly conduct the workplace inspections. The JHSC worker member and JHSC management member will comprise the workplace inspection team.
- c. The JHSC worker member may elect to perform the inspection alone if the JHSC management member is not available to accompany the JHSC worker member.



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- d. The JHSC inspection team shall record their findings on the Workplace Inspection Form as they perform the inspection.
- e. At the completion of the workplace inspection, the JHSC management member will distribute the inspection form as outlined on the Workplace Inspection Form.
- f. Prior to commencing the next workplace inspection, refer to the previous inspection form posted on the health, safety & wellness bulletin board.

NOTE: Where the JHSC worker member conducts the inspection alone, he will distribute the copies as above.

2. BUILDING SUPERVISOR RESPONSIBILITIES

- a. May accompany the workplace inspection team or JHSC worker member during the workplace inspection.
- b. Permit the workplace inspection team or JHSC worker member to inspect the workplace at least once every three (3) months. The building supervisor can delay the inspection provided the delay does not exceed 89 days following the date of the last inspection. This option should only be exercised for very reasonable grounds, such as no one available to accompany the team etc.
- c. Post the inspection form in the workplace on the health, safety & wellness bulletin board within 10 working days of the inspection indicating the action taken to correct those items listed on the inspection form.
- d. Forward photocopies of the inspection form with action taken within 10 working days of the inspection to the:
 - Manager, Health, Safety & Wellness Services
 - building supervisor's supervisor
- e. Ensure all listed actual or potential hazard(s) are properly addressed. As soon as practical following the inspection, inform all employees of the existence of any actual or potential hazard(s), the corrective measures to be implemented to eliminate or control the hazard(s), and assign responsibility to those employees required to implement the corrective measures.
- f. Ensure the inspection form with action taken remains posted in the workplace on the health, safety & wellness bulletin board until the next workplace inspection.

3. BUILDING SUPERVISOR'S SUPERVISOR RESPONSIBILITIES

- a. Review the inspection forms with action taken.



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- b. Follow-up with building supervisor who has not forwarded the inspection form with action taken within prescribed time period.

4. HEALTH, SAFETY & WELLNESS SERVICES RESPONSIBILITIES

- a. Further follow-up with building supervisor who has not forwarded the inspection form with action taken within prescribed time period.
- b. Retain copies with action taken for distribution and record keeping.
- c. Forward copies of the inspection forms with action taken to the JHSC Co-chairpersons.

ACCOUNTABILITY:

All employees of the Corporation are accountable to adhere to this policy as outlined.

ADMINISTRATION:

Health, Safety & Wellness Services, City of Brampton, 5th Flr-2 Wellington St. West Brampton, Ontario L6Y 4R2

CONTACT:

Health, Safety & Wellness Services, Human Resources Division 905-874-2166



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