

THUNDER BAY REGIONAL HEALTH RESEARCH INSTITUTE STATEMENT of POLICY and PROCEDURE			
Manual:	Joint Health & Safety	SPP No.	<b>JH 2.05</b>
Section:		Issued:	May 6, 2011
Subject:	<b>Workplace Inspections</b>	Effective:	May 6, 2011
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	<b>May 6, 2011</b>
Issued by:	Joint Health & Safety Committee	Dated:	August 21, 2019

## **POLICY STATEMENT**

Workplace inspections are an important aspect of preventing injury and illness at the Institute. Through critical examination of the Institute's workplace environment, inspections identify and record hazards that require corrective action.

All staff associated with the Institute are responsible for identifying, reporting and correcting hazardous conditions.

## **PURPOSE**

- To ensure that the Institute complies with legislated health and safety requirements, to promote communication, and to develop procedures that improve workplace health and safety.
- Workplace inspections ensure a more effective audit of a department's Internal Responsibility System and its Occupational Health and Safety program.
- Written Workplace Inspection Reports serve as a valuable confirmation of due diligence, in that the Institute is taking every precaution reasonable under the circumstances to protect employees. These reports may be audited by the Ministry of Labour.

## **POLICY**

- All staff shall be vigilant and shall exercise appropriate due diligence to minimize risk.
- All workplace hazards must be reported to the immediate supervisor for immediate corrective action.
- Supervisors and staff shall work together to eliminate workplace hazards and to prioritize safety concerns.

## **ROLES AND RESPONSIBILITIES**

Supervisors/Managers will:

- Exercise appropriate due diligence to minimize risks in the workplace under their supervision.
  - Conduct day-to-day inspections of the workplace to identify and eliminate hazards.
  - Cooperate with staff to eliminate hazards and resolve safety issues and concerns.
  - Cooperate with JHSC members during workplace inspections.
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Staff will:

- Engage in on-going inspections of the workplace on a day-to-day basis.
- Take actions to correct hazardous situations or report hazardous situations to a supervisor.
- Cooperate with JHSC members during workplace inspections.

Joint Health & Safety Committee will:

- Comply with the requirements of a JHSC outlined in the Ontario Occupational Health & Safety Act.
- Cooperate with departments and employees to help eliminate hazards in the workplace.
- Establish a workplace inspection schedule with the employer.
- Review the workplace inspections at the monthly JHSC meeting.
- Monitor and review trends.

Joint Health & Safety Committee Worker Members will:

- Inspect the physical condition of the workplace at least once a month using the monthly inspection form.
- Identify situations that may be a source of danger or hazard to workers and make recommendations or report his or her findings thereon to the employer and the workers.

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