|  |  |
| --- | --- |
| Title: WORKPLACE INSPECTIONS | Date of Issue: September 2017 |
| Approved by: Kasey Janzen (President) | Review / Revise Date: June 2017 |
| Location: Safety board in back shop, online (website) | |

**PURPOSE:**

The purpose of this section is to provide an outline of Castle Plumbing & Heating Inc. Workplace Inspection practices and to ensure that all of our workers understand the value of, and participate in, Workplace Inspections

**LEGISLATION:**

OHSA Section 9.23 to 9.29 and Sections 14, 15 of Regulations for Construction Projects

**SCOPE:**

Owner Estimator Visitors Employees

Workers Office Manager H & S Coordinator Supervisors

President Sub Contractors Managers Service Tech.

Apprentice Journeymen

**DEFINITION:**

HAZARDOUS CONDITION – any physical condition of the workplace or work that contravenes applicable legislation or has the potential to cause injury or illness. Circumstances that could allow accident to occur: i.e.: Circumstances that could allow accident to occur: bad weather

HAZARDOUS ACT – any behaviour by a person that contravenes applicable legislation, company policy or safety rules and that could result in injury or illness to themselves or others. Behaviours that can lead to an accident: i.e.: Using a ladder with broken rungs

**HAZARD RATINGS:**

High constitutes: The hazard could cause fatal or serious injury, illness and/or damage, resulting in permanent or long term disability and/or significant loss

Medium constitutes: The hazard could cause moderate injury, illness and/or property damage resulting in lost time

Low constitutes: The hazard could only cause minor injury or illness without lost time or other loss

**POLICY:**

Castle Plumbing & Heating Inc. believes that Inspections assist in identifying hazards so that we can prevent incidents and injury from occurring.

It is the Policy of Castle Plumbing & Heating Inc. that Workplace Inspections will be conducted on a regular basis, as determined by the Occupational Health and Safety Act. These inspections are in addition to the ones conducted by the H & S Reps serving on the JHSC.

Workplace Inspections are conducted to establish what conditions and practices are acceptable and what requires attention in the prevention of injury.

* The inspection process is one of observation and education resulting in the identification of issues and the re-education of workers about required standards and safe work practices.
* Inspections help to inform workers of hazards in the workplace and hazards that could occur
* In circumstances where workers continue to violate known health and safety standards, we will have no other alternative but to discipline the worker(s) involved. Violations will not be condoned.

**METHODS OF INSPECTION:**

* Observe and interview
* Using IHSA jobsite inspection form.

**ITEMS TO BE INSPECTED:**

* H&S Manual
* MSDS
* First Aid Kits
* Hazards presented by workers or identified by the inspector
* Any hazard immediately identified by the inspection will have one of the following levels assigned:

High constitutes: The hazard could cause fatal or serious injury, illness and/or damage, resulting in permanent or long term disability and/or significant loss

* + 1. Medium constitutes: The hazard could cause moderate injury, illness and/or property damage resulting in lost time
    2. Low constitutes: The hazard could only cause minor injury or illness without lost time or other loss
* Inspector, Senior Management

**INSPECTIONS PERFORMED BY:**

* JHSC
* Foremen

**WHO PARTICIPATES:**

* Workers

**QUALIFICATIONS FOR THOSE CONDUCTING INSPECTIONS:**

* Minimum of 2 years experience in job tasks.

**RECOMMENDATION AND SIGN OFF:**

* Will be indicated on each Form
* Senior Management must sign off on each Form

**TYPES / AREAS FOR INSPECTIONS:**

* Pre-Start – equipment i.e.: scissor lifts
* Job Site – ONLY THE AREAS THAT Castle Plumbing & Heating Inc. IS WORKING IN UNLESS WE ARE ACTING AS A GC
* Office
* Shop
* yard

**SCHEDULE:**

|  |  |  |
| --- | --- | --- |
| **NAME** | **FREQUENCY** | **PERSON CONDUCTING** |
|  |  |  |
|  |  |  |
| **PRE-START** | **Before each use** | **Operator** |
| **JOB SITE** | **Weekly** | **Foremen** |
| **JOB SITE** | **Monthly** | **JHSC** |
| **SHOP** | **Monthly** | **JHSC** |
| **OFFICE** | **Monthly** | **JHSC** |

**PROCEDURES FOR EACH TYPE / AREA OF INSPECTION:**

PRE- START UP INSPECTIONS: scissor and fork lifts

- go through the whole checklist provided on the equipment

- inspection would be performed by the operator before use

- yearly inspections will be performed by Select.

-findings are recorded in a checklist and filed in the office.

JOB SITE:

* Would only performed more frequently if there is a problem that needs to be corrected immediately.
* Sign off on all

**GENERAL INFORMATION ON WORKPLACE INSPECTIONS:**

* Planned inspections are scheduled.
* Unplanned inspections are done daily.
* Paperwork is kept in the office
* Workplace inspection form will be used.

FOREMEN:

* Sends in completely workplace inspection forms weekly.

JHSC:

* Completes monthly inspections.
* Senior management signs off and reviews all inspection forms.

**FORMS AND RECORD KEEPING:**

* Are kept in the office by management.
* Site access
* Protective equipment
* Guardrails / barricades
* Ladders
* Fire protection
* Public way protection
* Housekeeping
* Fall protections
* Stairways and ramps
* Scaffolds
* Power tools / equipment
* Extension cords
* Gas cylinders
* Worker training
* First aid requirements
* Cranes / hoists
* Traffic controller
* Welding
* Elevated work platform
* Temporary power supply
* Signs and print material
* Material storage
* Trenches and excavation
* Confined space
* Suspended scaffold
* Formwork
* Hygiene

**FOLLOW UP:**

* Call the builder or the general contractor as well as send an e-mail to make sure they are made aware of the problem and fix it.
* Follow up with them a week later to make sure problems have or are being resolved.

**POSTING REQUIREMENT:**

The following Inspections will be posted in order that workers can view the Inspection record:

* JHSC will post all inspections on safety board in the back shop.

**RESOLUTION PROCESS:**

The individuals responsible to rectify the issues should be given:

* Written and verbal documentation of the issues.

If the corrective action is not suitable and the hazard still exists or an additional hazard occurs:

* The issue will be brought up again until it is resolved.

**ROLES AND RESPONSIBILITIES:**

Senior Management:

* Review and sign off on inspections

JHSC:

* Perform monthly inspections of the office, back shop, yard and job site
* Post inspections on the safety board.

Foremen:

* Perform weekly inspections and record findings.
* Report hazards to senior management.

Workers:

* Participate in workplace inspections.
* Report hazards in the workplace when they arise.

**COMMUNICATION:**

5 Steps DOC

**TRAINING:**

* JHSC
* Foremen
* How to fill out inspection forms.

**EVALUATION:**

* who is completing inspections
* are inspections being done as often as they are supposed to
* are inspection forms being filled out properly

**FORMS:**

Workplace Inspection Form

**REFERENCE MATERIAL:**

IHSA - WSIB

Policy provided by Safety Works Consulting Inc.