
Title:	Inspections Policy
Adopted on:	January 25, 2022
Adopted by:	City Manager
Jurisdiction:	Safety Coordinator
Revision Date:	January 25, 2022

1. PURPOSE

The purpose of this policy is to control losses of human and material resources by identifying and correcting unsafe acts and conditions. To provide a systematic examination of the organizations' facilities, equipment, tools, materials, environment and the employees care and use of them. To enhance compliance with legislative requirements, improve employee morale, and increase work efficiency.

2. POLICY

The City of Weyburn will maintain a comprehensive program of safety inspections at all facilities and job sites. A formal inspection of City of Weyburn owned and operated facilities and worksites will be conducted by the Occupational Health Committee (OHC) or Representative, Safety Coordinator, Director of Engineering or Leisure Services, Superintendent of Water Treatment Plant or Public Works annually.

3. RESPONSIBILITIES

The manager is responsible for the overall operation of the program. Planned inspections are conducted by the OHC during the scheduled meetings. Managers and Safety Coordinator are responsible for directing formal inspections on job sites that they control and for involving workers in such inspections. Supervisors are responsible for conducting ongoing informal inspections of areas where their crews are working. Workers are responsible for participating in and contributing to the inspection program.

4. INSPECTIONS AND MONITORING WORKSITES

Inspections are a formal method of identifying items that have the potential to cause harm or damage. Inspections must be performed by competent workers. Any unsafe or harmful conditions including a list of potentially harmful substances found during these inspections should be, if possible, fixed immediately; or reported and told to all workers and any future employees sent to the site. The person receiving the report must review the reported unsafe condition or act and must ensure that any necessary corrective action is taken without delay. The information collected at a work site inspection, must be reported on your Hazard Assessment form and communicated to everyone who comes onto your location.

City of Weyburn will maintain the following schedule of inspections (all inspections will be performed by the most senior person onsite):

- Facilities, Shop & Yar – Annually
- Landfill – Monthly
- Worksite Inspections – Quarterly
- Vehicle Inspections – Pre-Use (visual) and Weekly (documented)
- Equipment/Tools – Pre-Use
- PPE – Pre-Use

5. OVERVIEW OF INSPECTIONS

Every work site contains hazards that must be identified and controlled to ensure worker safety. Regular inspections of the workplace and of work processes and procedures at the workplace are conducted to identify any risk to the safety or health of any person at the workplace. If a risk is identified, City of Weyburn will correct any unsafe condition as soon as is reasonably practicable and, in the interim, take immediate steps to protect the safety and health of any person who may be at risk.

City of Weyburn requires members of the OHC or representative, to inspect the place of employment at reasonable intervals determined by the committee or the representative and City of Weyburn.

Workers are required to complete the inspections; they must be reviewed regularly by managers/supervisors to ensure accuracy, timely completion of action items, and completeness of the inspection. Every inspection must be signed by the managers/supervisors once reviewed. All action items are to be placed on the corrective action plan ensuring the following is completed: Person Responsible, Priority, Required / Actual Date of Completion. Management is required to review the action plan to ensure controls are put in place in a timely manner.

5.1 Work Site Inspections

Work site inspections must be conducted quarterly in order to prevent the development of unsafe working conditions. Only by maintaining a constant frequency of inspections can hazards be identified and controlled before they become problems.

Worksite inspections will be completed quarterly. This will allow City of Weyburn to make improvements to equipment, work procedures, training, and work site conditions, as necessary. The most senior person on site (the supervisor) will complete this inspection.

Work site inspections will focus on:

- Physical layout and conditions of the work site including location, terrain, season, and weather;
- Hazards associated with the materials handled;
- Condition of process equipment and tools;
- Condition of safety and personal protective equipment;
- Work practices and behaviour of people at the work site;
- Conformance and compliance issues;
- Level and quality of supervision provided to workers;
- Slipping, tripping and falling hazards;
- Safety devices and monitoring systems;
- Lighting;
- Storage of hazardous products;
- Faulty or missing emergency response equipment;
- Improper or missing warning hazard notification signs;
- Faulty machinery, cables, tie-downs, etc.;
- Housekeeping activities;
- Inadequate or missing safety and personal protective equipment;
- Firefighting capability;
- Flammable, corrosive, or explosive materials, etc.

5.2 Vehicle Inspections

All City vehicles must have a pre-use inspection using the Fleetio GO app conducted by the driver. All Annual Inspections and Maintenance work will be completed by a Qualified Technician. See [Preventative Maintenance Policy](#).

5.3 Personal Protective Equipment Inspections

All Personal Protective Equipment must be inspected before use. A documented monthly inspection will be performed by the wearer. All specialized PPE will be inspected by a qualified technician before use and at a frequency acceptable to the manufacturer. See [Preventative Maintenance Policy](#).

5.4 Equipment Inspections

All equipment must be inspected at a frequency acceptable to the manufacturer. Daily inspections on Fleetio Go app will be completed by the person using the equipment (assisted by supervisor if not yet qualified); all complete inspections will be performed by a qualified technician. See [Preventative Maintenance Policy](#).

5.5 Emergency and Fire Equipment Inspections

All Emergency and Fire Equipment Inspections must be inspected at a frequency acceptable to the manufacturer. A monthly inspection will be completed internally and an annual inspection will be outsourced and completed by a trained, competent technician. See [Fire Extinguisher Maintenance Policy](#).

5.6 Material Inspections

All materials used are to be inspected prior to use. If a purchased material does not meet specifications, it must be returned or not used (never try to repair a manufacturers' defect). Ensure that materials are correct for the job and meet the specifications of the job and Client; and that you are trained to work with the materials provided.

5.7 Facility Inspections

The Safety Coordinator along with the Occupational Health Committee or representative will complete a full facility inspection annually. A review of the previous year's issues should be completed prior to the inspection. Any deficiencies must be corrected within a reasonable amount of time (serious issues should be dealt with immediately) and documented on next year's inspection sheet.

6. RECORDS

Observations will be documented, and any deficiencies noted will be corrected in a timely manner. Signatures of all personnel involved in the inspection process are required. These inspection records shall be filed in the office and online server indefinitely.

6.1 Inspection Reports

Inspection reports will identify hazards and recommend appropriate control measures such as:

- Performing maintenance on equipment and vehicles;
- Marking hazards with signs, flags, lights, alarms, or barricades;
- Providing additional personal protective or other safety equipment to workers; and
- Informing workers of the hazards.



SAFETY INSPECTIONS

Wherever possible, hazards will be eliminated. If this is not possible, other control measures will be used such as developing specific operational procedures and/or wearing appropriate PPE.

6.2 Follow-Up Action

Deficiencies that have been noted in any inspection must be documented on a Corrective Actions Form and followed up by the Safety Coordinator. Any serious (high potential to cause injury) deficiencies must be repaired immediately.

7. CORRECTIVE ACTIONS PROGRAM SCHEDULE



CORRECTIVE ACTIONS PROGRAM SCHEDULE

Date: _____ Time: _____		Location: _____				
Assigned by: (Name & Position) _____						
Reason for Corrective Action: <input type="checkbox"/> Inspection <input type="checkbox"/> OHC Meeting <input type="checkbox"/> Safety Meeting <input type="checkbox"/> Hazard ID <input type="checkbox"/> Maintenance <input type="checkbox"/> Hazard Assessment						
Item #	Description of Item	Assigned To:	Date Assigned:	Completion Target:	Date Completed:	Status:
						Complete
COPIES TO (FOR ACTION):		COPIES TO (FOR ACTION):				
Manager's Signature: _____		Date _____				

8. FACILITY INSPECTION FORM



FACILITY INSPECTION FORM

Facility: _____

Date: _____

Inspection completed by: _____

#	LAST INSPECTION:	YES	NO	N/A	Action or Comments
1	Have all items from last inspection been closed out and reviewed?				
2	If NO, what is currently being done to correct the deficiencies?				
#	WORK ENVIRONMENT:	YES	NO	N/A	Action or Comments
3	Are work areas in order?				
4	Are work areas sanitary?				
5	Are noise levels safe and appropriate or posted when needed?				
6	Is there enough ventilation?				
#	EMERGENCY PREPARATION:	YES	NO	N/A	Action or Comments
7	Is the current Emergency Response plan and/or fire evacuation and/or diagrams posted at exits? This must include the address of the building.				
8	Are emergency phone numbers and contact list posted by exits?				
9	Are all employees trained on emergency procedures?				
10	Are AEDs accessible and in good working condition?				
11	Are warning signs posted/provided to warn employees of concerns/hazards?				
12	Are eye wash stations accessible, working/dated current?				
13	Are first aid supplies accessible/maintained/inspected?				
14	Is WHMIS, SDS, TDG placards posted where controlled products and hazardous materials stored?				
15	Are there enough employees trained with first aid in the event of illness or injury?				
#	WORK AREAS:	YES	NO	N/A	Action or Comments
16	Do stairwells have handrails?				
17	Are tile surfaces free of water/slippery substance?				
18	Are carpets and rugs free of tears and tripping hazards?				
19	Are heating and cooling vents kept clear?				
20	Is furniture in all work areas in good condition?				
21	Are step stools/ladders accessible for reaching items overhead?				
22	Are workstations set up to prevent ergonomic injuries/problems?				
23	Are garbage bins overflowing?				
24	Are there any tripping hazards?				
25	Is there good housekeeping?				
#	STORAGE:	YES	NO	N/A	Action or Comments
26	Are shelving and storage racks braced or secured per manufacturer's specifications?				
27	Are shelving and storage racks capable of holding the load and items safely stored?				
28	Is office equipment stored in a proper manner? (will not fall)				
29	Are overhead lighting panels/ceiling tiles secure?				
30	Are all storage rooms clean and tidy? Free of any fire or tripping hazards?				
#	FIRE PREVENTION:	YES	NO	N/A	Action or Comments
31	Are portable fire extinguishers distributed appropriately (9 metres for flammables and 25 metres for combustibles)				
32	Are employees trained in the use of the fire extinguishers?				
33	Are fire alarm pull stations clearly marked and in view?				
34	Are fire extinguishers visually inspected every month and serviced annually?				
35	Is the area around fire extinguishers free from obstruction?				



FACILITY INSPECTION FORM

36	Is there a well ventilated area around any heat producing equipment (office - server)?				
37	Are there smoking prohibited signs where required				
38	Have the smoke detectors and carbon monoxide detectors been tested?				
#	ELECTRICAL:	YES	NO	N/A	Action or Comments
39	Are high voltage rooms identified and locked?				
40	Are all electrical cords in good condition?				
41	Are space heaters placed away from combustibles, ventilated, have auto shut-off for tip overs, ULC/CSA listed?				
42	Are cord and cable connections intact and secure?				
43	Fixed wiring is used instead of extension cords when possible?				
44	Are electrical raceways/enclosures securely in place in the electrical room?				
#	EMERGENCY EXITS:	YES	NO	N/A	Action or Comments
45	Are exits marked and illuminated?				
46	Are exits free of obstructions/locks to hinder immediately escaping?				
47	Are emergency back-lights working properly? Can be tested with test				
48	Are directions to exits marked when not an obvious route?				
49	Are all emergency doors free to be opened in the direction you are exiting?				
50	Are any routes marked "NOT AN EXIT" where needed?				
#	DOCUMENTATION	YES	NO	N/A	Action or Comments
51	Is the current H&S Policy posted?				
52	Are H&S personnel and OHC members information posted?				
53	Is Workplace Insurance/WHMIS information posted?				
54	Is the most recent office inspection posted?				
55	Is the violence and harassment policy posted?				

Additional Comments or actions required:

Inspector's Signature _____	Date: _____
Inspector's Signature _____	Date: _____
Inspector's Signature _____	Date: _____
Inspector's Signature _____	Date: _____
Inspector's Signature _____	Date: _____
Manager's Signature _____	Date: _____

Manager's Comments:

9. LANDFILL INSPECTION CHECKLIST



**LANDFILL
INSPECTION CHECKLIST**

Monthly Landfill Management Inspection Checklist		
Date:(D) ___ M) ___ (Y) ___ Time: _____		Employee: _____
Emergency Equipment in Good Condition? Fire Ext: _____		First Aid Kit: _____ Eye Wash: _____
The following items shall be inspected at the facility and documented:		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Litter Control: Perimeter fence (inside) free from blowing litter
<input type="checkbox"/>	<input type="checkbox"/>	Litter Control: Outside of landfill confines (perimeter fence) free from blowing litter
<input type="checkbox"/>	<input type="checkbox"/>	Fencing: Perimeter fence showing damage, holes or breaks
<input type="checkbox"/>	<input type="checkbox"/>	Rodent Control: Building perimeters free from litter, wood, tall weed/vegetation growth
<input type="checkbox"/>	<input type="checkbox"/>	Access Roads: Site access roads are free from illegal dumping outside the facility
<input type="checkbox"/>	<input type="checkbox"/>	Access Roads: East access/entrance locked
<input type="checkbox"/>	<input type="checkbox"/>	Asbestos Disposal Area: Signage and perimeter markers are functional and visible.
<input type="checkbox"/>	<input type="checkbox"/>	ECO Center: Free from spills and discharges, containers properly stored inside of designated building
<input type="checkbox"/>	<input type="checkbox"/>	Surface Water: Ponding of surface water below full supply level (not breaching adjacent access road)
<input type="checkbox"/>	<input type="checkbox"/>	Unauthorized Discharges: Site free from any unplanned release of liquid waste on-site or into the environment
<input type="checkbox"/>	<input type="checkbox"/>	Piezometers: All Piezometers are locked and in good condition
<input type="checkbox"/>	<input type="checkbox"/>	Signage: All signs are visible and in good condition
<input type="checkbox"/>	<input type="checkbox"/>	Containment Bins: Free from unauthorized items and all waste properly contained
<input type="checkbox"/>	<input type="checkbox"/>	Wind Sock(s): In-tact, functional, not faded
<input type="checkbox"/>	<input type="checkbox"/>	Maintenance logs: Updated as necessary when corrective actions are completed.
<u>Corrective actions required:</u>		
<p>If a deficiency is noted, notify the Public Works Superintendent so maintenance can be performed as soon as practical in order to maintain permit conditions and proper operating standards.</p>		

10. JOBSITE SAFETY INSPECTION

**City of Weyburn
Jobsite Safety Inspection**



Date: _____ Location: _____

Inspected By: _____

Emergency Equipment Available: First Aid Kit Emergency Eye Wash Fire Extinguisher AED

	Yes	No	N/A	Comments
1) Housekeeping:				
Neat & free of slip/trip hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Free of Protusions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Openings covered or barricaded	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
2) Personal Protective Equipment:				
PPE provided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
PPE meets standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
PPE worn by all workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
3) Tools/Equipment:				
In good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Defective equipment & materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Repaired / Replaced				_____
4) Ladders/Scaffolds:				
Good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Anchored properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Overhead hazards checked	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
5) Safety of Public:				
Barricades/covered walkways	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Barricades around excavations in street	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
des around stockpiled materials in street	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Barricades/covered walkways	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Barricades around excavations in street	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Barricades around materials in street	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Proper caution signage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
6) Trenches:				
Trench cages/shoring used	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Proper slope on walls of excavations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
7) Contractors:				
Necessary permits to work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Equipment & materials stored appropriately	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____