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COMMUNITY SOCIAL SERVICES
**Health & Safety
Association of BC**



**WORKPLACE
INSPECTIONS
PROGRAM**

For the latest edition of this document, refer to the
[Workplace Inspections](#) page on the CSSHSA website.

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1 Introduction

1.1 Purpose

Workplace Inspections are the process in which a designated team conducts a review of all parts of the workplace on a regular basis to identify hazards, ensure compliance with WorkSafeBC's Occupational Health and Safety Regulations (OHSR), and foster a culture of proactive risk management. Inspections are a vital part of maintaining a safe and efficient operation and required by WorkSafe BC (See [OHS Reg Section 3.5](#)).

This manual outlines the responsibilities, procedures, resources, and best practices with conducting workplace inspections.

2 Responsibilities

The following are general responsibilities for the Workplace Inspections Program. Each stakeholder listed is a key stakeholder and important for the program success.

2.1 Leadership

- 2.1.1 Maintain and communicate policies and procedures related to the Workplace Inspection Program
- 2.1.2 Support in providing provisions for the Workplace Inspection Program including but not limited to addressing identified deficiencies, provision of inspection tools, and administration support.
- 2.1.3 Provide training for employees and supervisors on how to conduct inspections and recognize hazards.
- 2.1.4 Maintain records of inspections, findings, corrective actions from inspections
- 2.1.5 Ensure identified deficiencies are addressed in a timely manner
- 2.1.6 Regularly review the Workplace Inspections Program

2.2 Inspection Team Lead

- 2.2.1 Organize the completion of workplace inspections on a regular basis.
- 2.2.2 Record all findings within the resource report documents and ensuring prompt communication of identified hazards and recommendations to leadership to address the concerns.
- 2.2.3 Maintain and upkeep on training and education for workplace inspections

2.3 Inspection Team

- 2.3.1 Identifies workplace hazards or improvements during regular inspections.
- 2.3.2 Completes the inspection following the guidance of the Inspection Team Lead.
- 2.3.3 Use resource checklists contained within the manual to guide inspections
- 2.3.4 Engage with employees during inspections to gather input on potential hazards and safety concerns.
- 2.3.5 Act as safety advocates within the organization, promoting awareness and understanding of safety protocols among employees.

2.4 Joint Health and Safety Committee / Safety Representative

- 2.4.1 Collaborating with the leadership team on Health & Safety matters.

- 2.4.2 Participating in Workplace Inspections when possible as part of the Inspection Team
- 2.4.3 Review findings from the Inspection team and provide recommendations to the leadership team as required
- 2.4.4 Monitoring inspections and identifying patterns or trends of safety issues. Provide recommendations to the leadership team on the respective patterns or trends
- 2.4.5 Monitoring for compliance of workplace inspections

2.5 Community Social Services Health & Safety Association of BC

- 2.5.1 Maintain resources to support in best practice with Workplace Inspections
- 2.5.2 Communicate with relevant members of any updates or changes of the regulations and advise on best practice.
- 2.5.3 Advise and provide guidance on safety matters identified during Workplace Inspection

3 Preparing for an Inspection

3.1 Schedule of Inspections

The number and frequency of inspection will depend on the risk of the operation. The higher the risk, the more frequent the inspection should occur to prevent deficiencies from developing. The decision for frequency of inspection should be decided in consultation with the Joint Health & Safety Committee or Worker Representative.

As a guiding principle, the follow up should be considered when determining how often workplace inspections should occur:

- 1) All areas of the operation are inspected at least once per year
- 2) Inspection frequency is sufficient to prevent the occurrence of workplace deficiencies.

Once the frequency of inspections is determined, ensure that inspections are conducted in that frequency. Re-evaluation of frequencies should only occur at most once a year during the program review.

3.2 Inspection Team Lead

A successful and effective workplace inspection requires preparation in advance. The first step is to assign or appoint an Inspection Team Lead for the upcoming inspection. The Team Lead is responsible to complete the preparatory tasks for the inspection as well as ensuring the Inspection Team has all the necessary resources to complete the inspection.

The Inspection Team Lead does not need to be a leadership representative. It can be anyone delegated with the responsibility to coordinate the inspection but should be someone with demonstrated organizational skills and trained on completing Inspections.

3.3 Inspection Preparation Checklist

After an Inspection Team Lead has been appointed, organization and coordination of the inspection needs to be completed. The following checklist of critical tasks required before the inspection – following the checklist will ensure basic preparations are complete.

Inspection Scope	
<input type="checkbox"/>	Identify what parts/location/area of the operation will be reviewed during the inspection
<input type="checkbox"/>	Plan the route and allocate sufficient time for the inspection.

<input type="checkbox"/>	Communicate with respective Supervisors / Managers and obtain information on work processes and safety requirements for the inspection
<input type="checkbox"/>	Review previously completed inspections of the same area to note deficiencies identified previously

Inspection Resources

<input type="checkbox"/>	Schedule with available resources to assemble the Inspection Team. <i>Generally, the Inspection team should include at least one leadership team member and one worker representative</i>
<input type="checkbox"/>	Coordinate with Inspection team members to schedule and book the inspection time
<input type="checkbox"/>	Organize required resources including: <ul style="list-style-type: none"> • Inspection Checklists • Inspection Report • Inspection tools (i.e. camera, paper/pens, etc.) • Safety equipment required when accessing inspection area

Inspection Day Huddle

<input type="checkbox"/>	Huddle with the Inspection Team to discuss the Inspection and expected outcome <ul style="list-style-type: none"> • Inspection Scope (what is included and what is not) • Proposed sequence of the inspection • Safety considerations <ul style="list-style-type: none"> ○ Any required PPE (i.e. safety footwear, respirators) ○ Mobile equipment or other activities in the area ○ Sensitive matters (i.e. clients under care, activities, etc.)
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4 Conducting the Inspection

During an inspection, the Inspection Lead will be responsible for leading the inspection according to the pre-planned route. The route doesn't need to be regimented and strict but should follow the operational flow through the area.

The Inspection Team will need access to the following resources

- 4.1 General Inspections Checklist, and
- 4.2 Inspections Report

4.1 General Inspections Checklist

The General Inspections Checklist list is the minimal elements required to be examined for each area during an inspection. Each area inspected must be evaluated in accordance with this checklist and any deficiencies must be noted as a finding.

The General Inspection Checklist is used as follows:

Criteria to be examined	References for the criteria	Response
1. Answer the question for each of your inspection areas	2. What you may find as problems	3. Yes is positive No is negative
General Housekeeping		
Are areas clean and free from clutter?	<i>Example deficiencies</i> <ul style="list-style-type: none"> • Unsecured cords • Excess furniture • Excess courier shipments • Liquids or loose debris on floors 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are waste materials	<i>Example deficiencies</i> <ul style="list-style-type: none"> • Overflowing trash bins 	<input type="checkbox"/> Yes <input type="checkbox"/> No

For every negative response (No), a finding must be documented in the Inspections Record (See Section 4.2 Inspection Records)

Note: Interviewing workers in the area is an important part of Workplace Inspection. Make sure to ask questions of workers during the inspection to better understand the area.

The safety elements in this checklist are an indicator of basic workplace safety. The checklist is not exhaustive and there may be additional aspects unique to your operation which should be reviewed in addition to the General Inspection Checklist.

The General Inspection Checklist does not need to accompany the Inspection Report, and it does not need to be entered into the record.

4.2 Inspections Record

The Inspections Record is the official documentation of the Workplace Inspection and used to report to the Leadership Team and Joint Health & Safety Committee. It is a stand-alone document that contain sufficient information for the responsible person to be able to action the recommendation.

The Inspection Record completion is the responsibility of the Inspection Team Lead. It can be reassigned to another at the discretion of the Inspection Team Lead but must be communicated. The record should be completed during the inspection and as findings are identified so that all required information can be collected.

There are 5 headings contained within the main body of the Inspection Record. Descriptions of how to complete each section can be found below:

<p>Observations/ Deficiency</p>	<p>This section contains a description of the finding including location. Please ensure that the following elements are provided with each finding</p> <ol style="list-style-type: none"> 1) Description of the deficiency 2) Details of the location of deficiency
<p>Hazard Level</p>	<p>Hazard Level is determined by identifying the risk of harm for the finding. Select the appropriate hazard level for the finding.</p> <p>Low Risk – Low probably of causing low degree of harm. The harm is not expected within the next 30 days and a resolution prior to 30 days is appropriate.</p> <p>Moderate Risk – Moderate probably of causing serious harm. The harm is not expected within the next 14 days and a resolution prior to 14 days is appropriate.</p> <p>High Risk – High degree of causing severe harm. The harm is expected within 48 hours and a resolution prior to 48 is highly recommended.</p>

	The hazard rating should be determined by consensus between members of the Inspection Team. The hazard level will determine the Expected Completion Day.
Recommendation	<p>This section should outline the recommendation from the inspection team to address the finding. The Inspection Team must offer recommendations to resolve each finding and should follow the SMART principle</p> <p>S – Specific M – Measurable A – Achievable R – Relevant T – Timely</p> <p>If further assistance is required to identify suitable recommendations, please discuss with the Joint Health & Safety Committee or Worker Safety Representative.</p>
Person Responsible Assigned	This section should list the responsible person assigned who should be an individual or key contact for department capable of addressing the deficiency. This person or department must have sufficient resources to be able to action the item. If the responsible person is unable to resolve the issue, the matter should be escalated to the next level of the leadership team.
Expected Completion Date	This section should outline the expected date of completion for the recommendation. The date should take into consideration the amount of time needed to communicate the findings as well as receive appropriate approvals.

5 Follow up and Monitoring

Following up is the action of connecting with the responsible person to review the identified recommendations and ensure the actions are completed within the expected completion date timeframe. Following up is the responsibility of the Leadership Team member responsible for the area of the inspection but can be completed by anyone with vested interest in the area or deficiency.

Monitoring is the action of ongoing review of workplace conditions for the emergence of the deficiency. Future inspections should include review of prior deficiencies and whether the identified concerns have reemerged.

Both following up and monitoring are important actions to ensure the recommendations implemented are effective at addressing the findings from the Workplace Inspection. The Joint Health & Safety Committee and Leadership Team also have joint responsibility to follow up and monitor the corrected deficiencies.

Specific actions that will support Following Up and Monitoring include but not limited to the following:

Leadership Team

- Leadership Teams can incorporate Following Up as part of regular performance reviews of departments or Operations Managers
- Leadership Teams can maintain an ongoing log of recommendations or deficiencies and work together to implement the recommendations
- Leadership Teams can review incident statistics as part of Monitoring
- Leadership Teams can participate in Workplace Inspections to Monitoring the effectiveness of the corrective actions.
- Department Managers can invite the Inspection Team back as part of concluding the Follow Up.

Joint Health & Safety Committee

- Joint Health & Safety Committees can review inspection reports and support Following Up with responsible persons.
- Joint Health & Safety Committees can post Inspection Reports for workers so everyone can help to review and Monitor
- Joint Health & Safety Committees can continue to participate in the inspections to monitor effectiveness of the recommendations. Propose additional recommendations as application.

Workers

- Report to the Leadership Team of any deficiencies of hazards in the workplace
- Suggest recommendations to the Leadership Team or Joint Health & Safety Committee for improvement in the workplace.
- Follow recommendations or corrective actions to prevent hazards from emerging

6 Conclusion

With full implementation of the Workplace Inspection program, an organization should expect to have deficiencies of Moderate to Low hazard regularly identified. This will allow the Leadership Team to address these before any incident occur.

If the Workplace Inspection program identifies High hazards frequently, it is an indication that inspections are not completed in sufficient frequency or recommendations developed are no effective. If this is a situation you are encountering, you are encouraged to connect with your Community Social Services Health & Safety Association Advisor to review your inspection program and provide recommendations on next actions.

7 References

Occupational Health and Safety Regulations. BC Reg 204/2023. online: King's Printer:

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/296_97_01

WorkSafe BC. WSBC BK160: Handbook for Joint Health and Safety Committees. WorkSafe BC.

<https://www.worksafebc.com/en/resources/health-safety/books-guides/handbook-for-joint-health-and-safety-committees-bk160?lang=en>

8 Version Control Table

Revision Notes	Date
Initial release	December 1, 2024