



University Students' Council of the University of Western Ontario

USC HEALTH AND SAFETY WORKPLACE INSPECTION POLICY

EFFECTIVE: 7th February 2020 **SUPERSEDES:** 19th November 2019

AUTHORITY: Chief Operating Officer **RATIFIED BY:** Board of Directors
7th February 2020

RELATED DOCUMENTS:

- Human Resources Directive
- Health and Safety Policy
- JHSC Terms of Reference

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PURPOSE

To ensure that the University Students' Council complies with legislated health and safety requirements and to promote communication and develop procedures that improve workplace health and safety. Hazards exist in all workplaces. Regular planned inspections are an important way to help identify hazards. Once hazards have been identified they can be eliminated or minimized. In addition, workplace inspections are used to check that hazard controls are adequate and working, identify possible solutions to problems, and allow for follow up to ensure that problems have been corrected. Workplace Inspections ensure a more effective audit of a department's Internal Responsibility System and its Occupational Health and Safety Management Programs. Written Workplace Inspection Reports serve as a valuable confirmation of due diligence, in that the University Students' Council is taking every precaution reasonable under the circumstances to protect employees and students. These Reports may be audited by the MOL (Ministry of Labour).

1.00 SCOPE

1.01 This policy applies to all USC Staff.

2.00 POLICY

2.01 All employees of the University Students' Council shall be vigilant and shall exercise appropriate diligence to minimize risks.

2.02 All workplace hazards must be reported to the immediate Supervisor for appropriate corrective action using the USC Hazard Reporting Form (http://www.usc.uwo.ca/human_resources/i). The Supervisor shall forward a copy of the USC Hazard Reporting Form to the Health and Safety Coordinator.

2.03 Supervisors and employees shall work together to eliminate workplace hazards and to prioritize safety concerns

2.04 Several other types of Workplace Inspections should be conducted in conjunction with the scheduled monthly Workplace Inspections as conducted by the JHSC. These include:



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- a) Daily workplace inspections
- b) Spot inspections and job observations by Managers and Supervisors
- c) Quarterly hazard assessments by Managers and Supervisors

2.05 Quarterly hazard assessments are submitted by Managers and Supervisor to the JHSC for review.

2.06 Scheduled Workplace Safety Inspections by the JHSC shall be conducted in accordance with the prescribed requirements of the Occupational Health and Safety Act Part II.

3.00 TRAINING

3.01 JHSC members shall be trained in workplace inspection and hazard identification by an external consulting firm.

3.02 Managers and Supervisors shall be trained in workplace inspection and hazard identification during orientation or their annual health and safety refresher.

4.00 MONTHLY INSPECTION PROCEDURES

4.01 Annual Inspection Schedules will be created and distributed to the designated JHSC Inspectors by the Health and Safety Coordinator. Inspections shall be undertaken in accordance with a schedule established by the JHSC.

4.02 The annual Inspection schedule (http://www.usc.uwo.ca/human_resources/) will include month, area and name of the designated worker and management JHSC representative responsible for conducting the inspection.

4.03 Inspections will be carried out as scheduled by the designated JHSC worker and management representatives.

4.04 The physical condition of the workplace will be inspected in its entirety on a monthly basis.

i. Prior to the inspection, Inspectors should:

- a) Review any accident reports for the area they are inspecting
- b) Review the previous inspection reports for the area they are inspecting
- c) Ensure they have the appropriate Workplace Inspection Checklist and Corrective Action Form.



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- d) Plan and review the inspection route
- e) Make suitable arrangements for access to various space

ii. During the inspection the Inspectors should:

- a) Record any hazardous conditions or acts observed
- b) Speak with workers and supervisors to gather information regarding hazardous conditions or actions that of which they may have knowledge.
- c) Speak with new or transferred employees
- d) Use the USC's Workplace Inspection Checklist and Corrective Action Form to records any hazards or potential hazards
- e) Examine areas where previous accidents or injuries have occurred and document conditions and any changes which have taken place since the accident or injury
- f) If it is safe to do so, eliminate or remove the corrective action immediately
- g) Rate the hazard or potential hazard found as below:
Minor
Moderate
Major
- h) Make a note of successes the inspection; positive feedback encourages safe work practices
- i) If there are any immediate questions or concerns during the inspection, please contact the Health and Safety Coordinator at ext. 82616

4.05 After the Inspection

- a) The Workplace Inspection Checklist and Corrective Measures form will be copied to the Worker Representative, the JHSC and the appropriate Operational Manager or Supervisor.
- b) The Corrective Action Forms will be provided to the Health and Safety Coordinator so that Notice of recommendation forms can be created for the appropriate Managers.
- c) Notice of Recommendation Forms will be sent out to the appropriate Manager outlining the recommendation and reasons for the recommendation as well as the deadline for the appropriate corrective action
- d) The appropriate Manager must respond within 21 days of the notice being issued



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- e) The appropriate Manager shall take immediate action to correct, mitigate or remove any situation where the health and safety of the workers is in immediate danger.
- f) Where corrective is not take in a reasonable time frame, they will be forwarded to the Co-Chairs of the JHSC and the Operating Officer for follow-up
- g) All persons assigned to administer this policy and procedure shall be trained in the policy.

5.00 COMMUNICATION

- 5.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

6.00 EVALUATION

- 6.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.