



Purpose: To enable the Miawpukek First Nation (MFN) to improve occupational health and safety performance by providing a format for ensuring that workplace inspections are conducted in a proactive and consistent manner.

To ensure MFN complies with its legislative obligation under Canadian Labour Code Part II (section 125(1) z12) and Canadian Occupational Health and Safety Regulations (sections 17.3 and 17.9).

Scope: All MFN employees and elected offices.

Policy

Miawpukek First Nation recognizes all workplace stakeholders have a role in identifying and eliminating actual and/or potential hazards associated with people, equipment, materials, environment and processes through the workplace inspection process.

Definitions

Hazard - Any real or potential condition, practice, behavior, act or thing that can be a source of potential harm to a worker or damage to or loss of equipment, property or the environment.

Risk - The chance of injury or loss as measured by a combination of the likelihood of the occurrence and the severity of an adverse effect to health, property, the environment or other things of value as a result of the occurrence.

Workplace - Any place where an employee is engaged in work for the employee's employer.

Workplace inspection - A systematic appraisal of the workplace and all applicable work practices.

Stakeholders – Employer, employee, senior management (Directors, Managers, Supervisors).
Roles and Responsibilities

Employer

- Implement the workplace safety inspection process and ensure inspections are being completed as prescribed.
- Provide the designated representative with the required information and assistance they may require for the purpose of carrying out an inspection of the workplace.
- Ensure all inspection reports are reviewed by senior management (Directors, Managers, Supervisors) and that hazards identified are corrected and controlled.

Directors/Managers/Supervisors



- Ensure planned and unplanned workplace inspections are conducted.
- Cooperate with any persons performing a workplace inspection.
- Where possible, participate in the sector committee meetings.
- Review and ensure all items identified on the Workplace Inspection Report are addressed in a timely manner by initiating the appropriate correction action.
- Discuss the results of the inspections and the corrective actions taken within respective department and sector workers.
- Ensure that workers have completed pre-use inspections in accordance with designated departmental written procedures and/or written or recommended procedures associated with certain equipment.

Miawpukek Health and Safety Committee - Sectors

- Each sector will perform workplace inspections every month to identify situations that may be a source of danger or hazard to workers.
- Each sector may appoint a representative worker to inspect the physical condition of the workplace and if possible, the worker shall be certified.
- The appointed representative worker will make recommendations to the employer for workplace improvements to protect worker health and safety.
- A schedule for workplace inspections will be written, posted and followed.
- Inspections will be completed using the approved inspection documentation process.
- Completed inspection reports will be forwarded to management for review and response as necessary.
- Appointed representative worker(s) performing inspection(s) are required to report any situations identified as a potential or an actual source of danger or hazard to workers and the committee. They are required to consider the information within a reasonable period of time.
- Appointed representative worker(s) can obtain information from the employer respecting:
 - The identification of potential or existing hazards of materials, processes or equipment, and
 - Health and safety experience, knowledge, work practices and similar industry standards.

Workers

- Cooperate with any persons performing a workplace inspection.
- Ensure hazards identified are communicated to their supervisor
- Complete pre-use inspections in accordance with designated departmental written procedures and/or written or recommended procedures associated with certain equipment.



Procedures

Miawpukek Health and Safety Committee - Sectors

- Miawpukek Health and Safety Committee – Sectors has legislative authority to inspect the workplace at least once a month for the purpose of identifying hazards and making recommendations for their control.
- The work environment and work procedures of each work place are to be inspected.
- This inspection is to identify, eliminate and/or minimize unsafe conditions such as those associated with: falls, strains (e.g., improper lifting techniques), falling or moving objects, electrical shocks, vehicle safety, chemical injuries, workplace violence and physical interventions.
- The inspection schedule will be posted at each location in a conspicuous area at the beginning of each year and will include the name(s) of the inspector(s)
- The recommended process for completing a monthly workplace inspection is as follows:

a. Preparing for Inspections

1. Review the following to establish priorities and inspection focus:
 - Injury demographics
 - Worker incident reports
 - Previous workplace inspection records
 - Results of previous inspections
 - Applicable organizational policies and procedures
 - Review control measures, emergency procedures and protective equipment being used
 - Plan and review the inspection route
 - Results of previous fire inspection
2. Inform the director/manager/supervisor or designate of the workplace where and when the inspection will take place and invite them to participate in the inspection process. The inspector(s) shall confirm with the manager/supervisor suitable access to all areas and the need for any necessary personal protective equipment (PPE).
3. Ensure there are adequate copies of the Monthly Workplace Inspection Checklist (Refer to Appendix A Monthly Workplace Inspection Checklist) for the location being inspected.
4. Each location shall develop and review its own workplace inspection checklist that takes into account situations and hazards specific to that area.



b. Conducting the Inspection

1. Inspections must be performed by an appointed representative worker of the MFN OH&S Committee Sector. A management representative of the committee may accompany the worker representative and inspect the work environment as a team.
2. Inspections to be documented using the Monthly Workplace Inspection Checklist.
3. During the inspection, the inspector(s) will:
 - Record any hazardous conditions or acts observed
 - Inspection should include all areas, even those not occupied by workers full-time.
 - Speak with workers and supervisors to gather any information regarding hazardous conditions or actions they may have knowledge of.
 - Where immediate corrective action is required, contact the Director, Manager, Supervisor or their designate. Immediately deal with high-risk hazards before anyone can get hurt. Note the corrective action taken.
 - Make a note of successes during the inspection; positive feedback encourages safe work practices
 - Focus on fact finding and issues related to workplace health and safety
 - If the Director, Manager, Supervisor or their designate did not participate in the inspection, consult them before leaving the location or as soon as reasonably practicable (within 24 hours). Report *all* identified hazards and make note of any corrective actions that have been put in place.

c. Completing Inspection Report

1. The Monthly Workplace Inspection Report must be completed following the inspection and signed by the inspector(s) performing the inspection(s). (Refer to Appendix B: Monthly Workplace Inspection Report).
2. A copy of the report will be posted in a conspicuous location.
3. Additional copies of the report and recommendations will also be distributed within 7 days of inspection completion to Director, Managers and Supervisors responsible for implementing corrective measures.
4. A copy of the report will also be distributed to the relevant MFN OH&S Committee Sector, where applicable, for review.

d. Follow-Up/Monitoring

1. The inspector(s) will discuss and agree upon a date and time to meet and follow up on corrective actions taken to eliminate the identified hazard noted during the inspection, if deemed necessary.
2. In cases where an item(s) from the inspection have not been addressed in a reasonable time period, the relevant MFN OH&S Committee Sector will contact the manager/supervisor or their designate.



3. In cases where an item(s) from the inspection have not been addressed in a reasonable time period by the manager/supervisor or their designate, communication with the next level of management from the relevant MFN OH&S Committee Sector requesting corrective action will occur.
4. Review and update hazard assessments as required.

e. Unplanned Inspection

1. Unplanned management inspections are undertaken to monitor the workplace on a daily/weekly/bi-weekly basis (e.g., housekeeping and observing behaviour trends). This can include spot inspections of a specific hazard on a random basis.
2. A logbook for unplanned inspections with a record of the date, time, findings, corrective action and a signature is required to fulfill the necessary documentation requirements.

f. Pre-Use Inspections

1. A list of equipment requiring pre-use inspections will be developed and reviewed annually in conjunction with the relevant MFN OH&S Committee Sector.
2. A schedule for pre-use equipment inspections identifying person(s) responsible and frequency of inspections will be developed and reviewed annually in conjunction with the relevant MFN OH&S Committee Sector.
3. A standard recording form or process will be developed and reviewed annually in conjunction with the relevant MFN OH&S Committee Sector and will include remedial and corrective actions taken when deficiencies are identified.
4. This form will be used with all pre-use inspections and reviewed by the management to ensure necessary corrective action has been taken
5. All equipment must be inspected prior to beginning of work with the equipment. This includes ensuring equipment is operating effectively, that machine guards are in place and used appropriately and equipment has been safely stored. This applies to machines, equipment or systems that come with a high risk for causing injury if they are not in proper working order. Such equipment includes, but is not limited to:
 - i. Mobile equipment – all heavy equipment, passenger vehicles, grounds keeping equipment
 - ii. Production Equipment – drills, saws, punch/drill presses, other power tools,
 - iii. Other equipment – personal protective equipment, mixers, fryers, slicers, chain saws



Communication

All workers, students, contractors and volunteers will be made aware of the Workplace Inspections Procedure and their role as it relates to workplace inspections and recognizing, assessing and controlling hazards.

Directors/Managers/Supervisors will communicate this procedure using the following methods

- Orientation
- Staff meeting
- Postings
- Newsletters
- Email notifications

Training

All workplace parties who conduct formal workplace inspections will be trained on their responsibilities and on how to complete the workplace inspection. Training will include inspection techniques and hazard recognition, assessment and control. Documentation of training will be maintained by the organization.

Evaluation

Miawpukek First Nation shall undertake, and review annually, health and safety policies and procedures currently in place. Amendments to health and safety policies and procedures will be done in conjunction with the relevant MFN OH&S Committee Sector. When a policy change occurs, the revised policy, with the revision date, will be issued.

Forms

Appendix A: Monthly Workplace Inspection Checklist

Appendix B: Monthly Workplace Inspection Report

References

Canadian Labour Code Part II

Canadian Occupational Health and Safety Regulations