



Procedure Name	Number of Pages	Date(s) of Amendment
Workplace Inspections	1 of 2	
Cross Reference		
Health and Safety Policy		
Related Forms		
Workplace Inspection Report		

Procedure

1. Workplace inspections are a valuable prevention tool in the health and safety program. They identify potential hazards before losses occur thus allowing the employer to take corrective action to prevent injury and property damage.
2. The Ministry of Labour (MOL) Inspector has the power to enter the workplace at any time without notice to conduct an inspection. When the MOL inspector conducts an inspection, she/he will ask for a representative of the employer and a worker member of the Joint Occupational Health and Safety Committee to accompany her/him.
3. The Inspector will leave the employer with a written report of their findings during the inspection.
4. Supervisors are expected to conduct regular inspections of the work areas for which they are responsible. By doing this and making improvements when hazards are found, supervisors are taking the reasonable precautions as outlined in the supervisor duties in the Occupational Health and Safety Act.
5. The designated member of the Joint Occupational Health and Safety Committee will conduct monthly inspections of the workplace recording their findings on the Workplace Inspection Report. He/she should give a copy of the report to the General Manager and bring a copy to the next Committee meeting.
6. Should any hazard be found that could be considered a dangerous circumstance, the inspector will immediately notify the General Manager or her/his designate so that immediate action can be taken.

7. Prior to attending the next Joint Occupational Health and Safety Committee meeting, the worker member should retrieve the General Manager's copy from her/him with all corrected hazards identified.