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## Workplace Inspection Procedure

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### PURPOSE

Workplace Inspections help prevent incidents, injuries, and illnesses. Through an examination of the workplace, inspections help identify and record hazards for corrective action. Regular workplace inspections are an important part of the overall occupational health and safety program. In the OHS Act 9(2) *every employer shall ensure that the place of employment is inspected at least once per month to identify any risks to the health and safety of his employees.*

### SCOPE AND LIMITATIONS

Facilities Manager, Academic Chair or designates are responsible for completing monthly workplace inspections.

## 1.0 IMPLEMENTATION

### 1.1 Procedure

Planning is essential for an effective inspection. Every inspection must examine who, what, when where and how. Pay attention to items that are most likely to develop into unsafe or unhealthy conditions because of stress, wear, impact, vibration, heat, corrosion, chemical reaction, or misuse.

Look at all workplace elements – people, the environment, the equipment, and the process. The environment includes such hazards as noise, vibration, lighting, and ventilation. Equipment includes materials, tools, and apparatus for producing a product or a service.

The Facilities Manager and/or designate is responsible for ensuring that the Workplace Inspections are completed for all facilities areas. Academic Chairs and/or designate will be responsible for ensuring that all training equipment in their Shops and Labs are inspected monthly for their programs. Inspection checklists have been created for both facilities and academic and can be found on nbcc@work [Health & Safety - Reports](#)

Copies of the inspection reports will be sent to the Facility Manager and the Academic Chair for their respective areas. A summary sheet will be prepared for non-conformances. Copies of the Summary sheets are sent to [Health&Safety@nbcc.ca](mailto:Health&Safety@nbcc.ca). The JHSC will audit each location to make sure that the inspections are being completed and if corrective actions were required that they have been reviewed. Inspection Forms (summary sheet) will be kept on nbcc@work for each location.

### 1.2 Training

Employees conducting the workplace inspections will be required to take the WorkSafeNB online education course – Workplace Inspections.