WORKPLACE INSPECTIONS PROGRAM

Contents

1.0 Purpose 2
2.0 Scope 2
3.0 Types of Inspections 2
3.1 Joint Health and Safety Committee (JHSC) Inspections 2
3.2 Health and Safety Representative (HSR) Inspections 2
3.3 Departments 2
3.4 Safety Office 3
3.5 Outside Authorities 3
4.0 Roles and Responsibilities 3
4.1 Academic and Academic Support Directors/Chairs/Heads 3
4.2 Supervisor/Manager/Faculty 3
4.3 Workplace Inspectors 3
4.4 Safety Office 4
4.5 Joint Health and Safety Committee 4
4.6 Departmental Health and Safety Coordinators or Committees 4
4.7 Employees 5
5.0 Procedures 5
5.1 JHSC Inspections 5
5.2 Pre-use inspections 7
6.0 Training 8
7.0 Record Keeping - Departmental Inspection Record Retention 8
8.0 Resources 8
8.1 Inspection Checklists 8
9.0 Record of Revisions 8

UNIVERSITY OF WATERLOO

1.0 Purpose

Workplace inspections help prevent injuries and illnesses. Through critical examination of the campus, inspections identify and record hazards for corrective action. A schedule of planned workplace inspections is an essential element in which standards are established and compliance is monitored.

2.0 Scope

The Occupational Health and Safety Act (OHSA) lays the framework for the internal responsibility system and requirement for workplace inspections (OHSA s26,27,28,29,30). Correction of hazardous conditions must not wait for inspections. As part of their daily workplace activities, all members of the campus community are responsible for reporting or correcting hazardous conditions.

- Normally, hazardous conditions should be reported directly to the supervisor or recorded into Safety Spectrum.
- Unsafe buildings and grounds conditions which are urgent shall be reported to the Plant Operations department at 519-888-4567, ext. 43793 (24 hr. service). All other issues may be submitted through Archibus or emailed to pltops.maintenance@uwaterloo.ca. Provide the building and room number in the subject line and a thorough description of the problem in the body of the email.

3.0 Types of Inspections

3.1 Joint Health and Safety Committee (JHSC) Inspections

Conducted by JHSC worker members under OHSA (s.9) requirements.

3.2 Health and Safety Representative (HSR) Inspections

Conducted by a Health and Safety Representative under OHSA (s.8) requirements.

Note: HSR monthly inspections at the UWaterloo Live Fire Research Facility are conducted under requirements of OHSA s. 8

3.3 Departments

- Area supervisors must perform monthly inspections under the Health Safety & Environment Management System (HSEMS) and the Occupational Health and Safety Act requirements
- Workers must report hazards to their supervisor
- Pre-use inspections are completed by equipment operators prior to use or once per day as applicable. Workers are to report hazards to area supervisors

- Department Health and Safety coordinators/committees perform term inspections under the HSEMS

  Note: JHSC Workplace inspections at Waterloo Satellite Campuses: School of Architecture, Health Sciences Campus Kitchener, Multi-Scale Additive Manufacturing (MSAM) and Digital Media Stratford are conducted under the requirements of OHSA s. 9 and respective JHSC Committee Guidelines.

3.4 Safety Office

Conducts inspections for regulatory compliance and program maintenance.

3.5 Outside Authorities

Inspections by: Ministry of Labour, Immigration, Training and Skills Development, Training and Skills Development, Waterloo Fire Rescue, Technical Standards and Safety Authority, Electrical Safety Authority, Canadian Nuclear Safety Commission, Ministry of the Environment, Conservation and Parks, Environment and Climate Change Canada, Public Health Agency of Canada, Transport Canada, Canadian Food Inspection Agency.

4.0 Roles and Responsibilities

4.1 Academic and Academic Support Directors/Chairs/Heads

Academic and academic support department directors/chairs/heads are accountable to the officers of the University and are given authority to exercise management functions. In carrying out their duties, directors/chairs/heads must:

- Establish and maintain an inspection process to identify, monitor and assess existing or potential hazards
- Ensure identified corrective and preventative actions are implemented to remove or reduce risk from hazards

4.2 Supervisor/Manager/Faculty

Faculty/supervisors/managers are responsible for monthly inspections of their work area(s) under the Health, Safety & Environment Management System (HSEMS).

- Inspections may be delegated to a competent person
- Ensure inspections are conducted, hazards identified, and corrective actions implemented

4.3 Workplace Inspectors

As an essential part of the University of Waterloo's Health, Safety and Environment Management System, inspectors:

- Listen to the concerns of employees and students

- Gain an understanding of jobs, tasks and processes
- Identify and document existing and potential hazards
- Determine root causes of hazards. The root cause is the underlying or fundamental reason or condition for a potential or existing hazard.
- Monitor hazard controls (personal protective equipment, engineering controls, policies, procedures)
- Recommend corrective actions

4.4 Safety Office

The Safety Office provides resources to stakeholders conducting workplace inspections to control and minimize risks of reducing injury, including:

- Maintains the inspection record system
- Schedules JHSC inspections by worker members and attends inspections as requested
- Performs periodic compliance audit inspections for selected academic and academic support departments annually
- Reviews the inspection program as scheduled
- Managers approve permits and conduct follow-up inspections to ensure compliance for Laser Safety, Biosafety, Radiation and Xray safety programs

4.5 Joint Health and Safety Committee (JHSC)

The Joint Health and Safety Committee reviews and provides comment on the workplace inspections program on a scheduled basis.

4.6 Departmental Health and Safety Coordinators or Committees

Regularly scheduled departmental inspections help to ensure compliance with Occupational Health and Safety Act requirements. Under the Health, Safety & Environment Management System (HSEMS), departmental health & safety coordinators and committees are responsible to their management for assisting with and/or conducting departmental inspections.

In departments with higher hazard activities (e.g., laboratories, industrial, food services), it is strongly recommended that a departmental health and safety committee is established to conduct inspections, document hazards and monitor corrective actions required to be taken by the supervisor of the space.

Departmental inspection frequency should be related to the hazard level of the area according to the following:

4.6.1 Higher Hazard (Inspect Once Per Term)

- Research laboratories
- Technical and maintenance shops
- Chemical dispensing area
- Student project rooms
- Commercial kitchens

4.6.2 Medium Hazard (Inspect Twice a Year)

- Undergraduate laboratories
- Custodial closets
- Storage areas

4.6.3 Lower Hazard (Inspect Once a Year)

- General offices (individual offices not required unless concerns noted)
- Classrooms
- Reception areas
- Conference rooms

Departmental inspection records shall be available for review by Joint Health and Safety Committee members and the Safety Office.

4.7 Employees

- Report hazards or potential hazards directly to the supervisor or into Safety Spectrum.
- Complete equipment pre-use inspections as required.

5.0 Procedures

5.1 JHSC Inspections

JHSC worker members conduct inspections under the Occupational Health & Safety Act (section 9) according to an annual schedule approved by the JHSC. Departmental representatives shall provide JHSC worker members with the following when requested:

- Departmental inspections for the past 12 months
- Monthly inspection records completed by supervisors
- Verification of an up-to-date Departmental Hazard Register. JHSC worker members may review the Hazard Register prior to inspections.

A review of this information identifies trends as part of the overall monitoring of the health, safety and environment program's effectiveness and may indicate:

- Priorities for corrective action
- Need for improving safe work practices
- Insight as to why injuries are occurring in particular areas
- Need for task specific training ~~in certain areas~~
- Areas and equipment which require more in-depth hazard analysis

JHSC member inspections focus on reviewing hazards identified, corrective actions taken, worker health & safety concerns, and unresolved issues. A visual inspection will generally be conducted by the JHSC worker member in areas of concern, and/or in areas of higher risk, such as technical and maintenance shops and research laboratories.

High priority hazards must be resolved immediately. Contact the supervisor of the space for corrective actions. If unresolved the Safety Office should be contacted.

5.1.1 Hazard Notification – JHSC

JHSC inspections are recorded by JHSC worker members using Safety Spectrum. A description of each hazard/deficiency and a photo are added to the Safety Spectrum inspection form along with the name of the supervisor and building room number (in the case of Safety Spectrum zone inspection forms). The Safety Office resource person or JHSC member adds the action items into Safety Spectrum.

Identified hazards/deficiencies and action items are recorded and sent to the person responsible for the space with a due date for completion. Safety Spectrum automatically notifies the person responsible for the action item on a regular basis and an additional notice is given when an action item is overdue.

High hazards require a response within 24 hours and medium and low hazards within 14 to 21 days.

The Safety Office resource person reviews the actions taken. The Safety Office resource person or JHSC management member provides a summary of outstanding hazards to the JHSC at each meeting. JHSC members may review action items in Safety Spectrum.

5.1.2 Second Notice

If there is insufficient corrective action taken for a hazard/deficiency, the Safety Office resource person can add a Spectrum re-notification to the following parties requesting details of corrective actions planned and/or completed:

- Responsible faculty/supervisor/manager
- Health and safety coordinator
- Department director/chair/head (as applicable)

5.1.3 Third Notice

If a response is not forthcoming the Director of Safety will address the concern with the senior University administrator (Dean or Vice-President) accountable for the area.

5.2 Pre-use inspections

Pre-use inspections are required once per day before use of any equipment or work process that has the potential to result in severe loss. An inspection checklist should be developed using the manufacturer's manual (or relevant document). This inspection must be recorded in a log that is kept on the equipment or near the process and be available for review during inspections. Individual departments are responsible for identifying and completing the pre-use checklists.

Examples of equipment that require pre-use inspections (Note: this list is not exhaustive, other specific equipment or processes should be reviewed by a supervisor to determine requirements for pre-use inspection.

These inspections assist employees in identifying wear and tear of equipment due to daily usage.

Mobile equipment such as:

- Vehicles
- Forklifts
- Cranes, lifting devices
- Elevated work platforms
- Motor vehicles
- Grounds keeping equipment
- Ride-on equipment
- Drilling rigs

Production equipment such as:

- Lathes
- Mills
- Table saws
- Punch presses
- Conveyor systems
- Floor stand mixers
- Steam kettles

Life safety equipment

- Fall arrest equipment
- Equipment with emergency stops

For further assistance in identifying equipment or processes that should have pre-use inspections, contact the Safety Office.

5.2.1 Who Conducts Pre-use Inspections?

These inspections are conducted daily prior to first use of equipment. The employee using the equipment must check the inspection log and determine if it has been inspected. Many pieces of equipment are used several times a day and they will only

require pre-use inspections once on any given day. In cases where equipment is not used daily, a pre-use inspection is not necessary until the day it is used.

The employee conducting the pre-use inspection completes the inspection and then dates and signs the checklist and returns it to the appropriate location on or near the equipment.

5.2.2 Corrective Actions

If during the pre-use inspection the employee determines that there is a deficiency, this must be corrected before use. If it is a minor issue that the employee can correct, the equipment can be used. If the deficiency is of a nature that the employee cannot correct to make the equipment safe to use, then the equipment must be taken out of service and the supervisor immediately contacted.

6.0 Training

The Safety Office provides workplace inspection training. A schedule is available on the Safety Office website.

7.0 Record Keeping - Departmental Inspection Record Retention

Inspections must be documented and completed inspection checklists must be retained for two (2) years for review by the JHSC or other outside authorities. After two years such records are to be disposed of through secure destruction. Electronic inspections records are maintained in Safety Spectrum.

8.0 Resources

8.1 Inspection Checklists

A checklist helps to clarify inspection responsibilities and provides a record of inspection activities. Checklists permit easy on-the-spot recording of findings and comments. Use checklists as a basic tool, however, do not become so intent on noting checklist details that you miss other hazardous conditions.

Checklists have been developed for use in specific areas on campus.

9.0 Record of Revisions

Date	Author/Editor	Change	Version
June 2026	Elizabeth Ney	• Replaced references of Parklane with Safety Spectrum information • Addition of outside authorities that have inspected UW • Other minor edits and formatting changes	Workplace Inspections Program v.2.1 JUN2026
June 2022	Elizabeth Ney	• Added the definition of root cause to Section 4.3 Workplace Inspectors • Responsibilities were added to section 4.6 Department Health and Safety Coordinators or Committees to include	Workplace Inspections Program v.2.0 JUN2022

		documenting hazards found and monitoring corrective actions required to be taken by the supervisor of the space.
		• Section 5.1.1 Hazard Notification – Main Campus JHSC
		  ○ Title changed to Hazard Notification – Main Campus JHSC
		  ○ Added: "JHSC inspections of satellite campuses are recorded, hazards are followed up and closed by the JHSC of each satellite campus. Satellite committees don't use the Parklane Risk Assessment online inspection database."	

June 2021	Elizabeth Ney	• Modified section 3.5 Outside Authorities	Workplace Inspections Program v.1.4 JUN2021
June 2020	Elizabeth Ney	• Added responsibilities for approving permits and conducting follow-up inspections to ensure compliance for Laser Safety, Biosafety, Radiation and Xray safety programs to section 4.4 Safety Office • Added responsibilities for reporting hazards and conducting pre-use inspections to section 4.7 Employees • Added section 9.0 Record of Revisions	Workplace Inspections Program v.1.3 JUN2020
May 2019	Elizabeth Ney	• No changes	Workplace Inspections Program v.1.2 MAY2019