POLICY

1. Capital Health is:
   1.1. committed to providing a healthy and safe work environment for all persons at the workplace
   1.2. dedicated to reducing the risk of workplace injury and illness

2. All Capital Health staff are to take every reasonable precaution to provide a safe and healthy workplace.

3. Capital Health has developed the Workplace Safety Inspection Program (Refer to Related Documents) as an integral part of its hazard identification system as required by the Occupational Health and Safety Act and Capital Health’s Occupational Health and Safety Program.

4. Workplace safety inspections are required to identify, correct and control hazards, unsafe conditions, and acts to protect persons at the workplace from injury and illness.

5. Workplace inspections and hazard identification, assessment and control are two separate processes that compliment each other. (Refer to Definitions)

6. Safety inspections are conducted in both a formal and an informal manner.

DEFINITIONS

Staff: Any Capital Health employee, physician, other practitioner, volunteer, student, contractor, associate of Capital Health or employee of a Capital Health Foundation

Hazard: A condition, practice or act with a potential to cause injury/illness to people or damage to equipment, materials, property and/or the environment.
Hazard Classification:

**A Class:**
A hazard that is likely to result in permanent injury, loss of life or body part, and/or extensive loss of structure, equipment or material.
*(Correction time frame – immediate or downgraded to a lesser hazard)*

**B Class:**
A hazard that is likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.
*(Correction time frame – as soon as possible but no later than one week or downgraded to a lesser hazard)*

**C Class:**
A hazard that is likely to cause minor, non-disabling injury or illness, or non-disruptive property damage.
*(Correction time frame – as soon as possible but no later than 30 days)*

**Workplace Inspections:**
A physical tour of the workplace to determine if established controls for identified hazards are effective. Workplace inspections look at the general surroundings, environment, and whether workplace practices and procedures are effective and being followed.

**Hazard Identification, Assessment and Control:**
A proactive process to identify and control actual and potential hazards in a workplace.

**PROCEDURE**

1. **Directors:**

   1.1. Ensure the Capital Health Workplace Inspection Policy and Program are implemented in specific areas of responsibility.

   1.2. Ensure workplace hazards identified through the inspection process are documented and corrected.

   1.3. Designate appropriate individuals to conduct the Workplace Safety Inspection and ensure training is provided.
1.4. Respond to written recommendations from a Joint Occupational Health and Safety Committee (JOHSC), Workplace Safety Team (WPST) or Workplace Safety Representative within twenty-one days. The response:

1.4.1. indicates acceptance of the recommendations; or

1.4.2. gives reasons for the disagreement with any recommendations not accepted, or

1.4.3. where it is not reasonably possible to provide a response before the expiry of the twenty-one day period, provide within that time:

1.4.3.1. a reasonable explanation for the delay, and

1.4.3.2. an indication to the JOHSC, Workplace Safety Team, or OHS Representative when the response will be forthcoming, and provide the response as soon as it is available.

1.5. Ensure staff are made aware of safety hazards and provided with education, training and supervision on safe work procedures.

2. Managers/supervisors:

2.1. Implement the workplace safety inspection process and ensure the inspections are being completed in the areas of responsibility at least monthly.

2.2. Participate in the inspection process.

2.3. Cooperate with any persons performing an inspection.

2.4. Review and ensure all items identified on the workplace safety inspection report are addressed in a timely manner and follow-up procedures are completed.

2.5. Forward a signed copy of the workplace safety inspection report and checklist (available at http://www.cdha.nshealth.ca/safety-injury-prevention/workplace-inspections) to Facility’s JOHSC or WPST (only at QEII) and to the Director.

2.6. Post and discuss with staff the results of the inspections and the corrective actions taken.

2.7. Ensure staff are made aware of safety hazards and provided with education, training and supervision in hazard controls and safe work procedures.
3. All Staff:

3.1. Identify work-related hazards or potential hazards in or near the workplace and report identified hazards to the immediate supervisor or manager. (Refer to CH 15-022 Workplace Employee Hazards and Incidents - Reporting, Investigation and Documentation).

3.2. Take appropriate measures to protect self and others from occupational injury and illness.

3.3. Participate in the inspection process if designated.

3.4. Cooperate with any persons performing an inspection.

3.5. In cases where a hazard has been identified but not corrected by the manager/supervisor as per this policy, report the hazard to a member of the department Workplace Safety Team or Workplace Safety Representative (at the QEII only) or a member of the Facility’s JOHSC and the Safety Officer and SAFE (Refer to CH 15-022 Workplace Employee Hazards and Incidents - Reporting, Investigation and Documentation).

4. Workplace Safety Teams (QEII only)

4.1. Review the workplace Inspection Reports and checklists to confirm all areas are being inspected, to identify trends/patterns and review effectiveness of the corrective actions.

4.2. Make recommendations to the Director/Manager if required.

4.3. Post inspection reports on the department safety boards, as required.

4.4. Forward Workplace Safety Inspection Report to the facility’s JOHSC member.

5. Joint Occupational Health and Safety Committees

5.1. Review the workplace Inspection Reports and checklists to confirm all areas are being inspected, to identify trends/patterns, outstanding or recurring items, and effectiveness of the corrective actions.

5.2. If required, make recommendations to the appropriate person or persons with the authority and ability to address the recommendation.

5.3. Post inspection reports on the JOHSC facility OHS bulletin board, as required.
6. WORKPLACE SAFETY INSPECTIONS

6.1. Informal Workplace Safety Inspections

6.1.1. As per Procedure # 3.1, identify any hazards that may lead to injury and illness prior to the beginning of work and on an on-going basis.

Note: Informal workplace safety inspections are achieved through the employees identifying and reporting hazards as per CH 15-022 Workplace Employee Hazards and Incidents - Reporting, Investigation and Documentation.

6.2. Formal Workplace Safety Inspections:

Monthly Workplace Inspections

6.2.1. Directors/managers enact measures for formal workplace inspections to be conducted in areas of responsibility at least monthly to identify, document and correct workplace hazards, safety deficiencies and concerns. The inspection is based on a general inspection format provided by Safety Programs (Refer to Workplace Safety Inspection Program).

6.2.2. The department representative(s), designated by the director/manager:

6.2.2.1. conducts inspections

6.2.2.2. documents the results,

6.2.2.3. Initiates work orders for correction or recommends corrective action to manager, as required.

6.2.2.4. forwards reports to the appropriate manager for action

6.2.2.5. Sends copies to, the facility’s Joint Occupational Health and Safety Committee or Workplace Safety Team.

6.2.3. The Departmental manager maintains copies of all workplace inspections for review by Safety Programs and the facility’s Joint Occupational Health and Safety Committee.

6.2.4. Directors/Managers ensure that identified hazards are corrected within their department/program. If the deficiency is beyond the Director’s scope of authority to correct, the Director brings the issue forward to the appropriate Vice President or any other director with the scope of authority to correct.
6.2.5. Directors/managers share the information with staff (posting, safety talks, etc.).

6.3. **External Inspections (Safety Programs or Department of Labour)**

6.3.1. Safety Programs, Occupational Health, Emergency Preparedness and Fire Safety or the Department of Labour and Workforce Development perform an external inspection as an expert resource for the interpretation and compliance of acts, regulations, codes, standard, etc.

6.3.2. **Safety Programs Staff:**

6.3.2.1. Maintain the right to inspect all facilities, departments, workplaces and the grounds to identify safety hazards.

6.3.2.2. Maintain the right to inspect renovation and construction sites within Capital Health facilities.

6.3.2.3. Maintain the right to **STOP** unsafe work.

6.3.2.4. Maintain the right to review monthly workplace inspections.

6.3.2.5. Forward inspection reports to the appropriate Directors/managers/supervisors of the department/area inspected, retain a copy within the Safety Programs Department, and send a copy to the appropriate Joint Occupational Health and Safety Committee or Workplace Safety Representative or Workplace Safety Team (QEII only).

**Note:** Deficiencies noted in the inspection are the responsibility of the inspected department/program to correct and to post copies within the facility/department as required under the Nova Scotia Occupational Health and Safety Act.

6.3.3. The **Safety Programs Department**, acting as the Capital Health employer representative, coordinates Department of Labour and Workforce Development (DOLWD) inspections. If officers from DOLWD arrive on site, contact Safety Programs Department immediately.

6.3.4. The following staff members accompany the DOLWD Officer during Inspections:

6.3.4.1. Representatives from Safety Programs, if available

6.3.4.2. A Manager
6.3.4.3. A staff member of the applicable safety committee/team, or, if not available, a staff member selected by the DOLWD Officer.

6.3.5. Safety Programs staff members:

6.3.5.1. Co-ordinate the Capital Health response to any orders issued

6.3.5.2. Maintain copies of all DOLWD orders or inspection reports.

6.3.5.3. Forward copies to the facility Joint Occupational Health and Safety Committee.

Note: Deficiencies noted in the inspection are the responsibility of the inspected department/program to correct, post copies in the facility, and in consultation with Safety Programs, respond to DOLWD orders as required under the Nova Scotia Occupational Health and Safety Act.

7. COMPLIANCE AUDITS

7.1. Safety Programs Staff, in consultation with appropriate level of management and members of the applicable safety committee:

7.1.1. Conduct Departmental, Facility and Committee Compliance Audits as required to review compliance with provincial and federal legislation.

7.1.2. Forward audits to the appropriate director/manager/supervisor of the inspected department/facility within 30 days of the completion of the audit

7.1.3. Send a copy of the audit to the facility Facility’s JOHSC or Workplace Safety Team (QEII only)

7.1.4. Maintain copies of all reports

Note: Deficiencies noted in the audits are the responsibility of the department/facility to correct.

7.2. Departmental/Facility Directors respond to the report within thirty days (30 days) of the report (or sooner, if required) identifying corrective measures taken for noted deficiencies.

7.3. The Area Safety Officer:

7.3.1. Begins follow-up of the corrective action 60 days after the submission of the written report.
7.3.2. Forwards the follow-up report identifying non-compliance with the audit recommendations to the facility’s JOHSC, Workplace Safety Representative or Workplace Safety Team and the appropriate VP.

REFERENCES

Legislation

RELATED DOCUMENTS

Policies
CH 15-021 Workplace Hazard Identification, Assessment and Control
CH 15-022 Workplace Employee Hazards and Incidents - Reporting, Investigation and Documentation
CH 15-035 Occupational Health and Safety-Rights and Accountabilities

Other

Workplace Safety Inspections Program (available at http://www.cdha.nshealth.ca/safety-injury-prevention/workplace-inspections

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