

Four Focus Items for Work Area Inspections

Picture This



Workplace Inspections

! help to identify and record hazards for corrective action. Regular inspections are an important part of your workplace health and safety program.

WHY INSPECT?

- Listen to concerns
- Gain further understanding of jobs and tasks
- Identify existing and potential hazards
- Determine underlying causes of hazards
- Recommend corrective action
- Monitor steps taken to eliminate hazards or control the risk

TYPES OF INSPECTIONS

- Ongoing/daily
- Pre-operation
- Periodic

HAZARDS TO LOOK FOR

- Safety:** inadequate machine guards, unsafe conditions or practices
- Biological:** viruses, bacteria, fungi, parasites
- Chemical:** solids, liquids, vapours, gas, dust, fumes, mists
- Ergonomic:** repetitive and forceful movements, awkward postures, workstations, tools, equipment
- Physical:** noise, vibration, energy, weather, temperature, electricity
- Psychosocial:** stress, burnout, bullying, harassment, violence

INSPECTION TIPS

Look up, down, around and inside. Be methodical and thorough.

Clearly describe each hazard and its exact location in your notes as you find them. Take photos if needed.

Draw attention to the presence of any immediate danger.

Shut down and "lock out" any hazardous items that cannot be brought to a safe operating standard until repaired.

Never ignore any item because you do not have knowledge to make an accurate judgement of safety.

Ask questions, but do not unnecessarily interfere with work activities or create a potentially hazardous situation.

Do not operate equipment. Ask the operator for a demonstration.

Consider what will happen if the item is both stopped and moving.

Factor in the way the work is organized and the work pace.

Do not rely on your senses. You may have to measure levels of exposure to chemicals, noise, radiation or biological agents.

INSPECTION REPORT

Inspection Location: _____ Date: _____
 Department/Areas Covered: _____ Time: _____

Items and Locations	Hazard(s) Observed	Report Item Y/N	Priority A/B/C	Recommended Actions	For Future Follow-up		
					Person Responsible	Action Taken	Date

Copies to: _____ Inspected by: _____