



Section:	Occupational Health and Safety Management System	Issued By:	Environmental Health and Safety
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**1. PURPOSE**

Formal workplace inspections provide a systematic means to identify and correct potentially hazardous conditions associated with the work environment, monitor the effectiveness of hazard controls, and ensure safe work practices in Faculties/Units have been implemented.

The purpose of this Procedure is to provide a standard process for conducting formal workplace inspections required at the University including responsibilities, frequency requirements, and to identify resources such as employee training.

**2. SCOPE**

This Procedure applies to all University of Calgary’s Faculties/Units, Departments, Divisions, Institutes, Programs, and Centre’s. The requirements for administrative areas, laboratories, and workshops are included in this Procedure. Faculties and Units that have a unique area or specific equipment inspection requirements shall carry out those inspections as described in this Procedure.

**3. INSPECTION TYPES**

**3.1 Administrative Area Inspections**

- Required to be conducted by Managers and Supervisors with participation of an Employee. A Department Head or Director may participate in the inspection.
- The completed inspection form must be reviewed with signature at one level above the most senior Manager or Supervisor who carried out and documented the inspection.
- For the purpose of this Procedure, administrative areas are spaces assigned by the department including but not limited to: offices, reception areas, internal corridors, conference rooms, photocopier rooms, storage areas/rooms, and kitchen alcoves/rooms, etc.

**3.2 Laboratory Self-Inspections**

- Required to be conducted annually by the laboratory Principal Investigator (PI) with participation of workers using the Chematix™ Inspection Module. A Department Head or Director may participate in the inspection.
- Refer to the Laboratory Inspection Checklist with References document for a list of the inspection items, risk ratings, corrective action timelines, regulatory references and University resources.
- The completed inspection must be reviewed and submitted by the PI.

### **3.3 Workshop Self-Inspections**

- Required to be conducted annually by the Workshop Supervisor with participation of an employee using the Chematix™ Inspection Module. A Department Head or Director may participate in the inspection.
- Refer to the Workshop Inspection Checklist with References document for a list of the inspection items, risk ratings, corrective action timelines, regulatory references and University resources.
- The completed inspection must be reviewed and submitted by the Workshop Supervisor or Manager.

### **3.4 Faculty/Unit-Specific Inspections**

- Faculties/Units are responsible for developing their own Faculty/Unit-specific inspection checklists and conduct inspections to address the activities and equipment that are specific/unique to their Faculty/Unit (not included in this Procedure). Some examples of where unique area or specific equipment inspections may be required at the University include, but are not limited to theatres, recreation facilities, backflow prevention systems, forklifts, cranes, etc.
- Required to be conducted (as applicable) by the Manager/Supervisor with participation of an employee. A Department Head or Director may participate in the inspection.
- Required to be conducted as per legislative requirements and/or manufacturer's specifications.
- The completed inspection form must be reviewed and signed off at one level above the most senior Manager or Supervisor who carried out and documented the inspection.

### **3.5 Compliance Inspections**

Compliance inspections, planned and unannounced, can be conducted by both internal and external inspectors. These inspections are conducted to verify regulatory compliance and relevant reports will be made available to affected Employees.

## **4. RESPONSIBILITIES**

### **4.1. Department Heads and Directors**

- Ensure Managers and Supervisors (including Principal Investigators, Workshop Supervisors, and delegated employees) conduct inspections meeting the requirements outlined in this Procedure.
- Review the results of completed inspections within the respective faculty/unit/department to identify high risk and commonly occurring deficiencies.
- Work with Managers and Supervisors to correct deficiencies identified during inspections, as far as reasonably practicable, where appropriate.
- Complete inspection training, as required.

### **4.2. Principal Investigators and Workshop Supervisors**

- Inspect laboratories and/or workshops annually using the Chematix™ Inspection Module.
- Involve employees in laboratory and/or workshop inspections.
- Involve Safety Improvement Team (SIT) members during inspections when possible.
- Record deficiencies and corrective actions in the Chematix™ Inspection Module.
- Complete Chematix™ Inspection Module training including instructions for identifying deficiencies and implementing corrective actions.
- Share inspections results and the corrective actions taken to address inspection deficiencies with affected Employees.

#### **4.3. Managers and Supervisors**

- Inspect administrative areas, unique area and specific equipment as per the requirements outlined in this Procedure.
- Retain completed inspection records as per Faculty/Unit and OHSMS requirements.
- Involve employees in inspections. This could be achieved by assignment on a rotational basis to ensure representation by employees associated with the work area.
- Involve SIT members during inspections when possible.
- Record deficiencies and corrective actions on the inspection forms.
- Correct deficiencies identified during inspections, as far as reasonably practicable.
- Share inspections results and the corrective actions taken to address inspection deficiencies with affected Employees.
- Complete inspection training, as required.

#### **4.4. Employees**

- Report all potential and actual hazardous conditions on an ongoing basis.
- Participate in administrative area, laboratory, workshop, unique area and specific equipment inspections as requested by Manger/Supervisor/PI.
- Complete inspection training, as required.

#### **4.5. Environmental Health and Safety (EHS)**

- Develop and maintain the University's Workplace Inspection Procedure/Program.
- Administer the Chematix™ Inspection Module.
- Provide inspection training.
- Evaluate or facilitate the evaluation of the Faculty/Unit compliance with the University's Workplace Inspection Procedure.
- Assist Faculties/Units in identifying inspection criteria for their unique areas and specific equipment.

### **5. TRAINING**

Workplace inspection training is provided by EHS and may be formal through online training or informal through participation in an inspection with coaching by an EHS representative.

All individuals designated to conduct laboratory and/or workshop self-inspections should have sufficient experience and knowledge of these work areas and hazards that may be present.

Step-by-step instructions on how to access and complete self-inspections using the Chematix™ Inspection Module are outlined in the Chematix Inspection Module for Labs & Workshops guide.

### **6. INSPECTION FREQUENCY AND CYCLE**

Formal, documented inspections are required to be conducted at the prescribed frequency and timeline described below:

<b>Type of Inspection</b>	<b>Frequency</b>	<b>Cycle</b>	<b>Completed by</b>
Administrative Area Inspections	Annually	January 1 – June 30	Manager/Supervisor
Laboratory Self-Inspections	Annually	January 1 – June 30	Principal Investigator

Workshop Self-Inspections	Annually	January 1 – June 30	Workshop Supervisor
Faculty/Unit-Specific Inspections	Annually and as per legislative requirements and manufacturer's specifications, as applicable		Manager/Supervisor
Compliance Inspections	As per legislative requirements		EHS, Faculty/Unit Personnel, and Third Parties
*Informal health and safety tours of work areas by Managers and Supervisors are required to be completed at least twice annually. Use of the <i>Worksite Tour – Managers and Supervisors</i> form is recommended. These tours may be completed in conjunction with workplace inspections.			

## 7. DEFICIENCIES AND CORRECTIVE ACTIONS

Workplace inspections improve workplace safety only when hazardous conditions are identified and action is taken to correct deficiencies.

Corrective actions must be identified for each deficient item and include:

- Person responsible for implementing the corrective action
- Timeline for correction or target date
- Completion date

The Chematix™ Inspection Module for Laboratory and Workshop inspections include relative risk ratings and corrective action timelines for each identified deficiency to assist in prioritizing corrective actions.

### 7.1 Building/Facility-Related Issues

Corrective actions for building/facility related issues are to be directed to the Facilities Customer Care Centre through the Archibus work request system. Record the Archibus Work Request number on the inspection checklist form.

## 8. SHARING INSPECTION RESULTS

The results of inspections are to be shared with affected Employees through a means as suitable to the faculty/unit. Sharing the results of inspections promotes employee involvement, supports the employee's right to know about workplace hazards, and informs them of corrective actions taken.

## 9. DOCUMENT MANAGEMENT AND RETENTION

Laboratory and workshop self-inspection results will be maintained in the Chematix™ Inspection Module.

Faculties/Units are responsible to retain all inspection records for a minimum of three (3) years and in a manner that ensures records are readily available for both regulatory/legislative and audit purposes, i.e. OHSMS Department Manual, Laboratory Safety Manual, department SharePoint, etc.

There may be additional regulatory requirements for frequency and retention of faculty/unit-specific inspections and these must also be followed.

## 10. DEFINITIONS

Chematrix™	the University of Calgary's web-based chemical management program that includes an inspection module.
Corrective Action	an action implemented to address an inspection deficiency, hazard or other substandard condition in order to prevent a workplace incident from occurring.
EHS	Environmental Health and Safety.
Employee	an individual who is a worker as defined under the OHS Act and includes both University employees and non-employees such as post-doctoral scholars and students who are performing work on behalf of the University for their instructor.
Hazard	a situation, condition or thing that may be dangerous to the safety or health of workers. <i>Alberta OHS Code (2009)</i> .
Inspection	an examination of the workplace's physical condition to identify deficiencies that may cause injury, illness, or property damage.
Manager	an Employee who has management responsibility.
OHSMS	Occupational Health and Safety Management System.
OHS	Occupational Health and Safety.
PI	Principal Investigator.
Risk	the likelihood that a hazard will result in injury or disease to people, damage to the environment, property, plant or equipment and the potential consequences of that injury, illness, loss or damage.
Safety Improvement Team (SIT)	a worksite health and safety committee comprised of both Manager/Supervisor and Employee members whose goal is to identify concerns, propose solutions and collaborate on initiatives related to the health and safety of their Faculty/Business Unit/Department.
Supervisor	an individual who supervises or directs the work of Employees.

## 11. UNIVERSITY REFERENCE AND RESOURCES

- Occupational Health and Safety Policy  
<http://www.ucalgary.ca/policies/files/policies/OHandSPolicy.pdf>
- Workplace Inspections (EHS)  
<http://www.ucalgary.ca/safety/inspections>