

# Lambton County Community Services Housing Services Department Policy and Procedure Manual

SUBJECT: Workplace Inspections		INDEX NO.: 5.006
EFFECTIVE: January 1, 2006		REVISED: Apr. 5/07

## **Policy:**

The Housing Services Department is committed to providing and maintaining safe and healthy working conditions for all employees as indicated by the legislative requirements of the Occupational Health and Safety Act.

The purpose of Work Place Inspections is to identify and correct hazardous conditions and practices through routine inspection of the workplace.

## **Procedure:**

The Joint Health & Safety Committee (JHSC) in accordance with the requirements of the Occupational Health and Safety Act and Corporation of the County of Lambton Health & Safety Policies will conduct monthly workplace inspections of Housing Services Department worksites ensuring that all worksites are inspected at least annually and a portion of the worksites are inspected at least monthly. (OH&S Act Sec. 27 & 28)

The monthly inspection will be conducted jointly by a minimum of two certified JHSC members, including one management member and one worker member. Members of the JHSC who represent workers shall designate the worker member(s) to conduct workplace inspections. Members of the JHSC who represent management shall designate the management member(s) to conduct workplace inspections.

The JHSC shall establish a schedule to ensure that the entire worksite is inspected annually and at least a part of the workplace is inspected each month. (OH&S Act. Sec. 27 & 28). The schedule will clearly identify the inspection team(s) and area(s) to be inspected.

### *Workplace Inspection Form Index 3.01*

The Workplace Inspection Form Index 3.01 will be used for workplace inspections. The completed workplace inspection form will be provided to the appropriate Property

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Manager. Corrective action(s) will be initiated on a priority basis in accordance with the assigned coding.

Codes for classifying hazards are:

Code 5 – Condition or practice likely to cause permanent disability and needs to be reported and addressed immediately.

Code 4 – Condition or practice likely to cause injury or illness but is less severe than Code 5. A Code 4 hazard needs to be reported immediately and dealt with within 24 hours.

Code 3 – Condition or practice likely to cause minor injury and needs to be dealt with within 15 days.

Code 2 – Condition or practice could cause minor injury and should be dealt with during the next regularly scheduled maintenance visit.

Code 1 – No hazardous conditions or practices.

N/A – Item is not applicable to this workplace

The appropriate Property Manager will be the person responsible for appropriate corrective action assigned to his/her portfolio. They may assign the completion of the corrective action to whom they deem appropriate for the task. The Property Manager will track the progress of these actions to ensure that they are completed within the required time frame. The Property Manager will respond in writing to the JHSC recommendations within 21 days.

The Workplace Inspection forms will be maintained in a binder for each portfolio which will be readily accessible within the Housing Services Department and at the appropriate portfolio and will include a hard-copy of each completed Workplace Inspection Report. Upon verifying that a corrective action is completed, the Property Manager, or the employee assigned to complete the corrective action, will indicate

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completion in the "Corrected/Initial" column of the original hardcopy Workplace Inspection Report.

The Workplace inspections forms will be reviewed by the Manager, Housing Services Department and/or a delegate for review and comments. The completed reports will also be available for review and comments by the JHSC.

The Location of Inspection and the Date of Inspection will be clearly indicated on the Workplace Inspection Report. The completed Workplace Inspection Report will be signed by both members of the inspection team. Recommendations will be clearly stated i.e. re-educate worker and reinforce use of safety glasses when handling hazardous chemicals. Use reverse side of Workplace Inspection Form if necessary.

Workplace Inspection Forms will be reviewed at the next regularly scheduled JHSC meeting and any outstanding issues will be forwarded to the Manager, Housing Services Department. After review by the JHSC members, the Workplace Inspection Forms will be signed by the Co-chairs of the JHSC.

Two members of the JHSC one who represents workers and one who represents management shall investigate cases where a worker is killed or critically injured at a workplace. Members of the JHSC who represent workers shall designate the worker member to investigate cases where a worker is killed or critically injured at a workplace in accordance with the OC&S Act sec. 3