

## **2013 Workplace Inspection Process**

### ***Health & Safety Office***

Monthly workplace inspections to identify and correct hazards are a legislated requirement of the Ontario Occupational Health and Safety Act. Worker representatives from the University's Central Safety Committee (CSC) conduct workplace safety inspections as per the Act.

The purpose of the workplace inspection is to protect the University community from potential hazards in the workplace, and to ensure the University is in compliance with the Occupational Health & Safety Act and associated regulations.

### **Definitions:**

Workplace Inspection (WPI); is an issue that was found during the inspection that requires Facility Services to repair and is related to the building infrastructure.

Workplace Inspection Finding (WPIF) is one of the following:

- Is an issue that was found during the inspection that requires the Department to take corrective measures and does not involve Facility Services. or
- Is an issue that was found during the inspection that requires a Work Order (W/O) that is the responsibility of the Department to have repaired. When the W/O request is generated by Health & Safety it will be marked as Department Charge and list a trade related to the issue. Facility services will then generate the W/O and will contact the department for an account number.

Workplace Inspector: A Worker Member of the Central Safety Committee.

### **Workplace Inspection Process**

A summary of the University's process for workplace inspections is outlined below.

- A workplace inspection schedule is created at the beginning of each year by Health & Safety and the worker representatives from the CSC (Inspectors).
- Building Contacts are designated by Department Heads / Managers for the areas to be inspected.
- The Inspector will communicate with the Building Contact to arrange a mutual date and time to inspect the area(s).
- The Inspector's Supervisor will make arrangements as necessary to provide the Inspector time to conduct the inspection as determined by the workplace inspection schedule.
- The Building Contact will arrange for access to the areas being inspected and accompany the Inspector during the inspection.

- The Inspector will document the inspection on the Workplace Inspection form and outline any corrective and preventive actions, which may include work orders for Facility Services.
- Together with the Building Contact, the Inspector will determine which items identified are to be sent to Facility Services as a WPI related to the building infrastructure, and which are WPIFs. WPIFs are the responsibility of the department to correct or provide account number.
- The Inspector will forward the completed Workplace Inspection report to Health & Safety c/o John McGinlay or email mcginly@uwindsor.ca and distribute copies to the Building Contact or Department Head/Manager as appropriate.
- Health & Safety will request a work order be generated using WebWorks. Maintenance then enters it into the system and a work order number is generated and sent to Health & Safety. Health & Safety enters the W/O number into the Inspection Tracking spreadsheet for the current year.
- When a Department is responsible to correct an identified issue, Health & Safety sends the WPIF requests to WebWorks but does not enter a trade or the phrase "Departmental Charge" into the description area. Maintenance then enters the request into the system but no W/O is generated.
- Health & Safety enters the WPIF number into the Inspection Tracking spreadsheet for the current year.
- When a Department is required to provide an account number to correct an identified issue, Health & Safety sends the WPIF requests to WebWorks and enters a trade specific to the task and the phrase "Departmental Charge" into the description area. Maintenance then enters the request into the system and a W/O is generated.
- Health & Safety enters the WPIF W/O number into the Inspection Tracking spreadsheet for the current year.
- Health & Safety will email the Building Contact and the Inspector a summary of their WPIs and the WPIFs along with corresponding numbers.
- The Building Contact will refer to the Work Order Numbers when supplying departmental account numbers when required, for the WPIF Work Orders to the Maintenance Department.
- When a WPI is completed, Health and Safety will receive an automated notification from Maintenance Services advising that it has been completed.
- When a WPIF has been completed by the department, the building contact will send an email to Health & Safety notifying them it has been completed.
- Health & Safety will send an email to Maintenance informing them the WPIF, which did not require a W/O when they are complete.
- Health & Safety will compile a report on the status of Facility Services work orders for the bimonthly CSC meetings. The report will show that the W/O is OPEN (work not completed), CLOSED (issue has been corrected), or RC (this W/O has been Recently Closed since the last report provided to the CSC).
- The Inspector will follow up with the Building Contact or Department Head/Manager on the status of corrective actions / work orders that are the responsibility of the Department to correct.

## **Workplace Inspection Roles & Responsibilities**

The roles and responsibilities for all parties involved in workplace inspections are defined below.

### **Central Safety Committee Worker Representative (Inspector)**

- Communicate with Supervisor to arrange time to conduct inspections per the inspection schedule.
- Arrange a time to inspect the area(s) with the designated Building Contact.
- Conduct workplace inspections as determined by the annual inspection schedule.
- Document the inspection using the Workplace Inspection Reporting form (OHS-5.1.1a) and outline all hazards found during the inspection. Provide corrective and preventive action recommendations for each item, including work orders for Facility Services.
- Together with the Building Contact, the Inspector will determine which items identified are to be sent to Facility Services as a WPI related to the building infrastructure, and which are WPIFs. WPIFs are the responsibility of the department to correct or provide account number.
- Forward the completed workplace inspection report to Health & Safety. Distribute copies to the Building Contact and/or appropriate Department Head / Manager.
- Follow up on any outstanding action items until all items are complete.

### **Supervisor of the Central Safety Committee Worker Representative**

- Provide the Inspector time to conduct the inspection as determined by the workplace inspection schedule.

### **Building Contact**

- Arrange a mutual date and time for the inspection with the CSC inspector during the month listed on the inspection schedule.
- Attend the workplace inspection with the CSC Inspector.
- Provide access to applicable areas within the building during the inspection.
- Communicate any corrective actions for hazards identified during the inspection as appropriate to the Department Head/ Manager for the area.
- Together with the Inspector, the Building Contact will determine which items identified are to be sent to Facility Services as a WPI related to the building infrastructure, and which are WPIFs. WPIFs are the responsibility of the department to correct or provide account number.
- Follow up on WPI or WPIF work orders/corrective actions in your area to ensure completion.
- Notify Health & Safety when a WPIF not requiring a W/O issue has been completed.

### **Department Head or Manager of area being inspected**

- Designate Building Contact to accompany Inspector and allow access to areas.
- Ensure corrective action items WPIs or WPIFs requiring W/Os or WPIFs not requiring W/Os (Departmental Corrective Action) are completed as appropriate.

### **Health & Safety Office**

- Provide support to the Inspector during the workplace inspection process.
- Submit findings from the workplace inspection report to Facility Services for the creation of work orders.
- Compile a report on the status of Facility Services work orders for the bimonthly CSC meetings.

### **Facility Services - Maintenance Services**

- Will generate all Work Orders.
- Complete work orders from workplace inspections submitted for both building infrastructure and WPIFs requiring account numbers.
- Provide the status of work orders bimonthly to Health & Safety, in advance of the Central Safety Committee meetings.