WORKPLACE INSPECTION

WHAT'S AT STAKE?

Workplace inspections help prevent accidents, injuries and illness. Workplace inspections are a basic necessity of any safety program. A critical examination of the workplace will identify and record hazards for corrective action. Safe to say, workplace inspections serve the purpose of identifying hazards in the workplace.

WHAT'S THE DANGER?

Objects, equipment, people and even animals find their way into work areas – Hazards

Types of workplace Hazards

- Safety hazards such as those caused by inadequate machine guards, unsafe workplace conditions, unsafe work practices.
- Biological hazards caused by organisms such as viruses, bacteria, fungi and parasites.
- Chemical hazards caused by a solid, liquid, vapour, gas, dust, fume or mist.
- Ergonomic hazards caused by physiological and psychological demands on the worker, such as repetitive and forceful movements, awkward postures arising from improper work methods, and improperly designed workstations, tools, and equipment.
- Physical hazards caused by noise, vibration, energy, weather, heat, cold, electricity, radiation and pressure.
- Psychosocial hazards that can affect mental health or well-being such as overwork, stress, bullying, or violence.

HOW TO PROTECT YOURSELF

Planning is essential for effective inspection

 Every inspection must examine who, what, where, when and how. Pay particular attention to items that are or are most likely to develop into unsafe or unhealthy conditions because of stress, wear, impact, vibration, heat, corrosion, chemical reaction or misuse. Include areas where no work is done regularly, such as parking lots, rest areas, office, storage areas and locker rooms. • Look at all workplace elements – the people, the environment, the equipment and the process. The environment includes such hazards as noise, vibration, lighting, temperature, and ventilation. Equipment includes materials, tools and apparatus for producing a product or a service. The process involves how the worker interacts with the other elements in a series of tasks or operations.

Three types of inspection reports

Ongoing

Pre-operation

Periodic

Supervisors and workers continually conduct ongoing inspections as part of their job responsibilities. Such inspections identify hazardous conditions and either correct them immediately or report them for corrective action. The frequency of these inspections varies with the amount and conditions of equipment use. Daily checks by users assure that the equipment meets minimum acceptable safety requirements.

Pre-operation checks involve inspections of new or modified equipment or processes. Often these are done after workplace shutdowns.

Periodic inspections are regular, planned inspections of the critical components of equipment or systems that have a high potential for causing serious injury or illness. The inspections are often part of preventive maintenance procedures or hazard control programs. Laws and regulations may specify that qualified or competent persons must inspect certain types of equipment, such as elevators, boilers, pressure vessels, scaffolding, and fire extinguishers at determined points in the work process and at regular intervals.

FINAL WORD

There can be a variety of issues in any single work area. It is important to take the time to thoroughly check your work area for hazards and take the steps to mitigate them. Eliminate as many hazards as you can before relying on a less efficient control to protect yourself such as PPE.

QUIZ

- 1. Conducting a workplace inspection once a week is enough to ensure safety protocol.
 - o True
 - o False
- 2. Elimination of hazards in the workplace is the most effective way to avoid injury and property damage.
 - o True
 - o False
- 3. Workers do not have to be concerned about insects such as ticks or spiders.
 - o True
 - o False
- 4. Regular workplace inspections are an important part of the overall occupational health safety and management system.
 - o True
 - False

WHAT WOULD YOU DO?

You have noticed that in your work area that some co-workers leave clutter and debris on the plant floor that gets in the way of moving equipment. You have complained to the foreman but nothing changes.

What would you do?

BEFORE THE TALK - TIPS	AFTER THE TALK- CHECKLIST
Before the Meeting Preparation Tips: Pass around the attendance sheets. Be prepared to discuss: Safe work practices and policies passed around pertaining to conduct of effective workplace inspections industry – wide and at your location. Proper reporting procedures of health and safety committee members in the carriage of formal and informal inspections at your location. Other: What do you do if you find a problem in your work area during an inspection? What items do you look for during your workplace inspection?	PROVIDED FOLLOW-UP TO WORKERS THAT DID POORLY ON THE QUIZ NAME: DATE: OBSERVED WORKERS TASK(S): DATE: REFRESHER TRAINING TOPIC(S): DATE: OTHER (DESCRIBE): MEETING DATE:
Discuss as a group, "Can any problem, hazard or accident generate from this situation when looking at the equipment, the process or the environment?" Determine what corrections or controls are appropriate. NOTES	LOCATION:

ANSWERS:

- 1. False
- 2. True

- 3. False
- **4**. True



ATTENDANCE		
INSTRUCTOR:	DATE:	
SAFETY TALK:		