



## Planned Inspections

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**Approved by:** Jim Toye, City Manager

**Signature:**  **Policy No:** 15

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### **Introduction:**

The City of Prince Albert, in compliance with the Saskatchewan Occupational Health and Safety Regulations, shall ensure that regular inspections of facilities, equipment and operations are conducted. Every Department shall be responsible for regular safety inspections of their operations and facilities.

The purpose is to identify and classify existing or potential hazards so that appropriate corrective action takes place.

### **Responsibilities:**

#### **1. Senior Management:**

- a. Ensure standards are developed and implemented for the regular inspection of all Department facilities, equipment, work-sites and operations.
- b. Regularly participate in inspections of their areas of responsibility.
- c. Review inspection reports and ensure corrective action is completed.

#### **2. Occupational Health and Safety Committee:**

- a. Plan and conduct regular inspections of their area of responsibility and coordinate inspections with the area Managers.
- b. Forward copies of their inspections along with recommendations for change or improvements to the Department Head.

#### **3. Supervisor:**

- a. Carry out ongoing workplace inspection programs in accordance with Department inspection standards
- b. Ensure conditions at work-sites they are responsible for comply with all legislation and department standards.
- c. Arrange for correction of work-site deficiencies.

4. **Coordinator, Health, Safety and Environment:**

- a. Assist the various Departments in conducting inspections and provide advice and make recommendations to Departments as required.
- b. Coordinate the training of Supervisors, Occupational Health and Safety Committee members and workers in methods and practices for regular inspection of work-sites.

5. **Worker:**

- a. Cooperate with the Supervisor and Occupational Health and Safety Committee and participate in inspections of their immediate work areas.
- b. Inspect all tools and equipment prior to use.

**Performance Standards:**

- 1. Supervisors and Managers shall ensure workplace inspections are completed on an ongoing basis.
- 2. All major facilities shall be formally inspected by Occupational Health and Safety Members a minimum of yearly. A written inspection report shall be made detailing conditions/deficiencies found and a copy shall be forwarded to the Manger responsible, the Occupational Health and Safety Committee and the Coordinator Health, Safety and Environment.
- 3. Department managers shall ensure documented inspections are completed on the facilities/work areas they are responsible for in accordance with these minimum general standards:

Office/Storage areas	Quarterly (3 months)
Shop/Warehouse areas	Monthly
Vehicles (noncommercial)	Weekly
Commercial Vehicles/ Power Mobile Equipment	Daily

- 4. Once completed any deficiencies noted in the inspection will be reported to the manager responsible. Documentation on the inspection will be either posted on a local bulletin board or remain in the vehicle/equipment.