

## WORKPLACE INSPECTION POLICY

### **Policy:**

Workplace inspections and audits are an important function in attaining a workplace that is free from occupational injuries and illness at Community Living- Central Huron. Regular inspections and audits will take place to monitor the effectiveness of the health and safety of people supported, employees and volunteers. Non-compliance with this Policy is subject to discipline, up to and including dismissal.

### **Definitions:**

#### Audit:

A process to examine compliance with established policies and procedures for workplace inspections.

#### Hazard:

Any real or potential condition, practice, behaviour, act or thing that can cause injury, illness, adverse health effects, death or damage to or loss of equipment, property or the environment.

#### Occupational Injury:

Is an event that results in physical harm to an employee.

#### Occupational Illness:

Is a condition that results from exposure in a workplace to a hazard to the extent that normal physiological or psychological mechanism are affected and the health of the worker is impaired.

#### Purpose:

This policy is intended to ensure that Community Living-Central Huron is proactive in identifying and evaluating the safety of a workplace to reduce and eliminate hazards for the safety and protection of people supported, employees, volunteers and the general public. The Agency will ensure that workplace inspections are conducted to identify, record and correct any deficiencies and enforce appropriate corrective action consistent with the Occupational Health & Safety Act.

#### Roles & Responsibilities:

##### **Employer:**

The Employer will:

- ensure that regular monthly workplace inspections occur and are documented for each work site, inclusive of Agency vehicles;
- provide orientation and training to all employees and volunteers regarding the requirements of effective workplace inspections and the Internal Responsibility System whereby the Employer, Supervisor, Location Health & Safety Representatives and employees are all responsible for workplace safety;
- include measures and procedures for employees and volunteers to report unsafe acts and conditions, as well as corrective action;
- establish procedures as to how the employer will conduct workplace inspections;
- review at least once a year the Agency's Occupational Health and Safety Policy and Procedures for the health and safety of employees and volunteers and revise based on

- current legislation and practice;
- be familiar with the relevant sections of the Ontario Health & Safety Act, Sections 25 and 26; Duties of Employers;
- review and revise measures and procedures more often than annually, if the employer and the Location Health and Safety Representatives determine necessary;
- in consultation with Location Health and Safety Representatives, develop, establish and provide effective training and educational programs related to workplace inspections;
- post in each workplace a copy of the Occupational Health and Safety Act and any other materials that will assist employees and volunteers to identify their responsibilities and duties related to workplace inspections.

**Supervisor:**

The Supervisor will:

- review at least once a year the Agency's Occupational Health and Safety Policy and Procedures for the health and safety of employees and volunteers
- be familiar with the relevant sections of the Occupational Health & Safety Act, Section 27, Duties of Supervisor;
- comply with the requirements of the Internal Responsibility System and be proactive with the completion of workplace inspections;
- ensure Location Health & Safety Representatives (LHSR) have training, instruction and be familiar with proper procedures to complete effective monthly workplace inspections; such training will take place prior to completing any inspections;
- provide site-specific training, inclusive of Agency vehicles to employees and volunteers on workplace safety to assist in the completion of monthly workplace inspections;
- conduct annual Workplace Hazard/Risk Assessments using the Agency's designated form;
- conduct regular workplace inspection audits inclusive of Agency vehicles, using the Agency's designated form;
- educate and instruct employees and volunteers on a safe workplace and prevention of occupational injury and/or illness;
- investigate and resolve all reports of an unsafe workplace, ensuring controls are in place;
- respond in writing to any written or verbal reports and provide written recommendations to improve workplace safety;
- seek regular input from LHSR's and all employees to update the 'RACE Tool - Hazard/Risk Registry.

**Location Health and Safety Representatives:**

The Location Health and Safety Representatives will:

- comply with the requirements of the Internal Responsibility System and be proactive with the completion of workplace inspections;
- participate in all training and educational programs, as determined by the Employer to be beneficial for workplace inspections;
- obtain information from the Employer to identify potential or existing occupational injury or illness;
- provide input to update the 'RACE Tool - Hazard/Risk Registry;
- encourage co-workers to work safely and to report all concerns related to hazards and/ or occupational injury or illness immediately to their Supervisor or designate using a Workplace Hazard & Suggestion Report;

- obtain from the Employer information concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace for the purpose of occupational health and safety;
- be consulted about and be present at the beginning of testing conducted in or about the workplace if the Representative believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid;
- review at least once a year the Agency's Occupational Health and Safety Policy and Procedures for the health and safety of employees and volunteers;
- be familiar with the Occupational Health & Safety Act;
- conduct and document monthly inspections of their work location inclusive of Agency vehicles and submit such to their immediate Supervisor within the designated time frame;
- identify and report situations immediately that may be a source of hazard, occupational illness or injury to employees and volunteers and make recommendations to their Supervisor by completing a Workplace Hazard & Suggestion Report;
- review Incident Accident Reports and make written recommendations and submit to Supervisor or designate in the time frame required;

### **Employees:**

The Employees will:

- comply with the requirements of the Internal Responsibility System (IRS) by being proactive with workplace inspections;
- be familiar with the relevant sections of the Occupational Health & Safety Act, Section 28, Duties of Workers;
- participate in all training and educational programs, as determined by the Employer to be beneficial for workplace inspections, inclusive of Agency vehicles;
- report to their Supervisor or designate, immediately, using a Workplace Hazard & Suggestion Report any concerns related to workplace inspections;
- provide input to update the 'RACE Tool - Hazard/Risk Registry';
- abide daily by safe work practices and safe operating procedures;
- take part, when requested, in a workplace inspections to advise of any hazards or risks or potential of such;
- advise the relevant Location Health & Safety Representative of all workplace inspection concerns not addressed by the Supervisor.

### **Reporting and Investigation:**

The Employer is responsible for ensuring regular inspections of the workplaces, inclusive of Agency vehicles are completed. Community Living-Central Huron will provide training and information to supervisors, employees and volunteers regarding the requirements of effective workplace inspections. Supervisors are responsible for ensuring Location Health & Safety Representatives (LHSR) complete workplace inspections and are trained to complete such. Training will be documented and to be completed prior to completing any inspections. Location Health & Safety Representatives will complete assigned workplace inspections, review inspection reports as a Committee and assist the Employer and Supervisor in developing and implementing training and strategies for a hazard free workplace. Employees and volunteers are required to follow the policies and procedures set out by the Employer.

### **Evaluation:**

Community Living-Central Huron is committed to ensuring safe workplaces and as such will provide orientation, training and any tools necessary to conduct effective workplace inspections. The RACE Tool - Hazard/Risk Registry will be reviewed regularly at staff meetings, to consider leading indicators of workplace risks and hazards through such methods as information gathering (Workplace Inspections, Vehicle Checklist, Incident Investigations, Job Hazard Analysis, etc., surveys, data collection and Staff meetings.)

Supervisors will regularly audit employee and volunteer practices related to hazards and risks of slips, trips and falls through such means as: monthly, periodic inspections at the work locations; documenting unsafe work practices; providing written recommendations in response to any reports of hazards/risks; reviewing monthly work location checklists completed by Location Health and Safety Representatives; and, completing annual workplace hazard/risk assessments. The Location Health and Safety Representatives will provide written recommendations to the Employer when identifying issues concerning workplace inspections. The Agency will maintain a Hazard/Risk Registry, which will be updated annually in consultation with the Location Health and Safety Representatives, as necessary, based on the written information/documentation received by Supervisors, employees, volunteers and the Location Health and Safety Representatives.

### **Related Policies and Procedures:**

- Usage of Agency Equipment/Electronic Communication Technologies (B-006)
- Volunteer (B-007)
- Duty of Care (B-010)
- Code of Conduct (B-011)
- Behavioural Support (C-002)
- Person Supported Complaint/Feedback (C-003)
- Serious Occurrence (C-006)
- Communication Book (C-007)
- Pet Ownership, Visiting Pets and Service Animals (C-010)
- Orientation of People Supported (C-011)
- Medical Care for Persons Supported Policy (C-012)
- Inventory, Personal Belongings of Persons Supported (C-013)
- Bathing and Showering Supervision of Persons Supported Policy (C-014)
- Health and Safety Policy Statement D-001
- Medication Policy Statement (D-002)
- Emergency Policy D-003
- Smoking (D-004)
- Dangerous Weapons and Fire Arms (D-005)
- Critical Injury D-006
- Bullying, Harassment and Workplace Violence Policy and Procedures (D007)
- Pandemic Policy (D-008)
- Musculoskeletal Disorders Awareness Policy D-010
- First Aid Policy and Procedures D-011
- Working Alone Policy D-012
- Infection Control Policy and Procedures (D-013)
- Hazard/Risk Policy and Procedures (D-014)
- Health and Safety Orientation Policy (D-015)
- Location Health and Safety Representatives Policy (D-016)
- Ladder Safety Policy and Procedures (D-017)
- Sharps Policy and Procedures (D-018)
- Manual Handling Policy (D-019)
- Slips, Trips and Fall Prevention Policy (D-020)

- Early and Safe Return to Work (E-016)
- Employee and Volunteer Orientation Policy (E-005)
- Professional Development/Training Policy (E-006)
- Individual Consultation (E-007)
- Employee Performance Appraisal (E-008)
- Vehicle Use (E-009)
- Employee Performance Standards (E-011)
- Disciplinary Policy (D-012)
- Early and Safe Return to Work (-016)

**Other Related Agency Documents:**

- Community Living-Central Huron's Occupational Health and Safety Document
- Medication Procedures Document