

**Administrative Procedure 3000 MR6**

***Safety Inspections***

**1. District Workplace Inspections**

- 1.1 Each Site Base Committee must ensure that regular inspections are made of all workplaces, including buildings, structures, grounds, excavations, tools, equipment, machinery and work methods and practices, at intervals that will prevent the development of unsafe working conditions. These monthly inspection records will be completed and kept on site.

Machinery, tools and equipment must be inspected in accordance with the manufacturer's recommendations or as otherwise specified by the relevant provisions of the Workers' Compensation Board.

**2. Site Inspections**

2.1 Scheduled Site Inspections

2.1.1 Regular inspections will be carried out by the Site Base Committees or their representatives.

2.2 Special Site Inspections

2.2.1 If emergency action is required to correct a condition which constitutes an immediate threat to workers, only those qualified and properly instructed workers necessary to correct the unsafe condition may be exposed to the hazard. Every possible effort must be made to control the hazard while this is being done, or waiting for qualified workers to arrive to clear the hazard.

**3. Vehicle and Mobile Equipment Inspections**

3.1 All district vehicles shall be given regular mechanical inspections in accordance with requirements of the Motor Vehicle Branch Commercial Vehicle Inspection Program.

3.2 All district minibuses shall be given pre- and post-trip inspections by their drivers, per their Class 4 licensing requirement.

3.3 All District Elevated Lifts will be inspected as per manufacturer's instructions.

4. Inspections by Outside Agencies

4.1 District buildings, equipment, and procedures are subject to inspection by a number of regulatory bodies, including the fire department or fire commissioner, Workers' Compensation Board, gas inspector, electrical inspector, public health inspector, building inspector, Ministry of Environment, and Motor Vehicle Branch and Risk Management Branch. Representatives of these organizations, provided they properly identify themselves, may enter onto district property at any time during regular operating hours. They may have access to any location, equipment, personnel, or records relevant to their area of jurisdiction.

4.2 District staff who are uncertain as to how to deal with inspections are advised to contact the Health and Safety Officer for guidance.

4.3 Any written reports resulting from inspections are to be forwarded to the Health and Safety Officer without delay.

4.3.1 All Site Based Inspections will be posted at the site. All copies will be forwarded to the District Health and Safety Officer for main record keeping.

4.3.2 In order to complete and document regular inspections, Safety Audit Forms and Work Orders will have to be filled out as required to correct the outstanding safety issues.