

TOPIC: Conducting Workplace Inspections

ACKNOWLEDGE: Thank you for being here and participating in this safety talk. I know your time is valuable, so I will ensure every moment of this talk is worth your while (*make eye contact with the entire group*).

Training Tips:

Ask a lot of questions while delivering your Safety Talk. Questions 'hook the mind' and engage your participants. The simple act of asking questions is a High Impact Training technique!

Raise a hand when asking questions directed to your audience. You'll often find that people are more willing to answer your questions and become active participants. . . try it out! Also, pause for a moment after asking a question; waiting for and encouraging responses from the group.

Provide an example of a personal experience (or a recent news event). For instance: "A close friend of mine once _____", or "Just last week _____". This is a very effective method to help participants relate to your topic. It often helps them to realize: '*Yeah, this could affect me. I should listen to this.*'

What's In It For Me (WIIFM)? Today we're going to talk about workplace inspections. Did you know that workplace inspections are one of the best ways to identify and prevent losses to people, property and our company as a whole BEFORE they occur? Workplace inspections should not be conducted just because it's a legal requirement of Workplace Safety and Health legislation.

ASK: What do you think are some GOOD reasons to conduct inspections of our workplace / worksite? (*Encourage and wait for responses*).

Answers may include... to identify:

- Potential hazards before they cause loss to people, property and process
- Equipment deficiencies
- Unsafe acts and work procedures before someone gets hurt
- Effects of equipment or process changes
- Demonstrate management and supervisory commitment
- Reward positive performance

Other answers may include:

- To avoid Stop Work Orders and other productivity delays
- To demonstrate Due Diligence



State: A Winnipeg manufacturing company was recently fined over \$60,000 for failing to ensure that a machine was guarded. As a result a worker severed three fingers from his left hand when a punch press machine top plate activated and pressed down over his fingers.

This incident and its consequences help make the point that when conducting workplace inspections it is not only important to look for general facility hazards such as poor housekeeping and blocked fire exits.

Ask: What else do you think effective inspections should also look for?

Answers may include:

- Defective tools and equipment
- Substandard acts, practices and conditions
 - Example: tools and equipment being used in the correct manner
- Workers understanding and following company safe work procedures

ASK: Who do you think should conduct workplace / worksite inspections? (Encourage and wait for responses. Allow people to share their stories and experiences... this is the high impact part of training!)

Answers may include:

Supervisors - Since they have a responsibility to ensure the safety of workers under their supervision it is logical and proper that supervisors conduct regular inspections of their work area.

Workers - Supervisors should require all workers to inspect their work area, tools, equipment, machinery and personal protective equipment at the start of each shift (and monitor them throughout the day) and report defects immediately.

The WSH Committee or Representative. The WSH Committee or Representative must inspect the workplace every three months at a minimum. They should conduct routine inspections that complement those carried out by management, supervisors and workers.



Remember, inspections are for FACT FINDING and NOT FAULT FINDING. Inspections are not only to look for what's wrong, but also what's right. Look for positive actions by workers and conditions to note in your inspection report. It's an opportunity to acknowledge people for good performance!

Conducting Workplace Inspections

State: Each workplace is different, but the steps to conducting an inspection should be the same. An effective inspection is conducted in a systematic manner to ensure that potential hazards are identified and controlled. Workplace inspections must be seen as an integral part of the Safety Management System as a whole.

State: THERE ARE FIVE BASIC STEPS TO CONDUCTING EFFECTIVE INSPECTIONS.

1. **IDENTIFY HAZARDS AND LOSS POTENTIALS.** Effective inspections take into account more than just observing general physical conditions. They should also include inspecting / observing people, tools, equipment, machines, the work environment, chemical and biological substances, emergency equipment etc.
2. **ASSESS THE RISK OF EACH HAZARD CAUSING LOSS TO PEOPLE, PROPERTY, PROCESS, ETC.** Not all hazards are created equal. It's important that our resources are focused on hazards with the greatest loss potential and that they receive the appropriate attention and control measures.
3. **SELECT THE CONTROL MEASURES THAT ARE APPROPRIATE FOR THE RISK IDENTIFIED.** Remember that control measures must be reasonable and practicable. In many cases, more than one control measure may be required. Another thing to remember is that the greater the RISK, the greater the HEALTH and SAFETY measures required.
4. **IMPLEMENT AND COMMUNICATE THE CONTROL MEASURE.** Implement hazard controls and make compliance a condition of work. Supervisors must be responsible and accountable for ensuring that workers understand and use the required hazard controls including safe work procedures.
5. **MONITOR CONTROLS TO ENSURE THEY ARE EFFECTIVE.** Control measures should be monitored to ensure they are effective and continue to eliminate or minimize the risk. They must also be monitored to ensure they have not introduced a new hazard.



Remember, hazards that cannot be eliminated should have systems put in place for its ongoing management.

Dealing with Substandard Practices & Conditions

Ask: What do you think is the appropriate action to take when substandard practices and conditions are found? (*Wait for and encourage responses*).

Answers may include:

- *Take immediate action to correct serious deficiencies if it is safe to do so.*
- *If you are unable to make corrective actions immediately, then contain or isolate the hazard and report it to your supervisor / management without delay.*
- *Stop work, shut down and "lock out" defective machines, equipment and tools*
- *Communicate the hazard with affected workers.*

Documentation of Workplace Inspections

Ask: Why is proper documentation of all inspections critical?

Answers may include:

- *it is the means of recording hazards identified and what control measures were taken*
- *to ensure appropriate follow up*
- *to ensure due diligence*
- *if it wasn't documented it didn't happen!*



Remember, hazards identified during an inspection become a liability when they are not corrected in a timely manner. Correct and communicate all hazard controls promptly!

In Summary

Each workplace / worksite is different, but the steps for conducting an inspection should be the same. An effective inspection is conducted in a systematic manner to ensure that potential hazards can be identified. Work place inspections must be seen as an integral part of our Safety Management System as a whole.

For inspections to be effective and send everyone home safe and the end of the workday, we must:

- Prepare and Plan
- Actually perform the inspections
- Implement corrective action
- Take follow up actions and monitor
- Communicate and document your findings

Discuss your company specific Workplace / Worksite Inspection Procedures.

STATE: If you have any questions regarding the topic discussed today, please let me know. If I don't have an answer for you now, I will direct your question to another individual, if you are comfortable with that. We want you to be safe and feel safe while at work!

Facilitator, remember to:

1. Ask for the commitment of your employees,
2. Answer all questions,
3. Thank them for their time and
4. Document that this safety talk occurred.

RECORD OF SAFETY TALK- Conducting Workplace Inspections	
Date:	Time:
Talk Given By:	
Company Name:	Work Location Dept.:
Results of inspection, demonstration or other activity or suggestions during talk:	

List of All Employees Who Attended the Safety Talk:	
Name (PRINT)	Signature
1.	
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Signed: _____

Position Held: _____