



Document #: I-IND01	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Operational Procedure (OP)	Status: v 2.0 Revised: June 2024 Owner: Occupational and Environmental Safety and Health (OESH)
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Purpose	In keeping with the Winnipeg Regional Health Authority's (WRHA) commitment to providing a safe and healthy workplace as noted in the WRHA 'Workplace Safety and Health' policy (20.10.030), the following Operational Procedure has been developed to ensure that regularly scheduled workplace safety inspections are performed, the findings documented, corrective actions requested, and follow-up initiated.
Background	This OP supersedes Workplace Inspections dated May 2009.


1.0	GUIDING PRINCIPLE
1.1	This operational procedure is designed to ensure that when followed, the minimum requirements of Manitoba Workplace Safety and Health legislation is complied with and where possible exceeded.
1.2	As with all matters relating to the Safety and Health of workers, the Workplace Safety and Health Committee should be consulted for their input.

2.0	DEFINITIONS
2.1	Act (The Act and Regulation): The Workplace Safety and Health Act W210 and Regulation of Manitoba.
2.2	Critical Parts Inspections: Conducted on components, machinery, structures or areas that are likely to result in a major problem or loss when worn, damaged, abused or misused. Only authorized personnel to conduct inspections on specific equipment. Documentation must be kept.
2.3	Directors/Managers/Supervisors/Lead: Means a person who has charge of a workplace or authority over a worker.
2.4	Employer: (a) Every person who, by himself or his agent or representative employs or engages one or more workers, and (b) The Crown and every agency of the government.
2.5	Formal (planned) Inspections:- scheduled and carried out by the workplace safety and health committee, supervisor and/or another designated person(s).
2.6	Informal (ongoing) Inspections – inspections that are carried out by all staff daily by being conscious about workplace hazards, reporting these hazards and ensuring preventive/corrective measures are implemented.
2.7	OESH: Means the Occupational and Environmental Safety & Health Department of the WRHA.
2.8	Worker: 2.8.1 Any person who is employed by an employer to perform a service whether for gain or reward, or hope of gain or reward or not. 2.8.2 Any person engaged by another person to perform services, whether under a contract of employment or not, 2.8.2.1 Who performs work or services for another person for compensation or reward on such terms and conditions that he is, in relation to that person, in a position of economic dependence upon that person more closely resembling the relationship of any employee than that of an independent contractor. 2.8.2.2 And who works or performs services in a workplace which is owned or operated by the person who engages him to perform services, 2.8.3 Any person undergoing training or serving an apprenticeship at an education institution or at any other place.


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2.9	Workplace: Any building, site, clinical unit, workshop, mobile vehicle, client home or any other premises or location whether indoors or outdoors in which one or more Workers, or self-employed persons are engaged in work.
2.10	Workplace Safety and Health Committee: A committee for Workplaces where at least 20 of the Employer's Workers are regularly employed as established under Section 40 of the Workplace Safety and Health Act.
2.11	Workplace Safety and Health Inspections - Walk through or examination of the workplace. selected work areas/departments, or hazards, machinery, tools, equipment, work processes and procedures, as an essential tool to help prevent injuries, illnesses and diseases.
2.12	Workplace Safety and Health Representative: A Representative for Workplaces where five (5) or more Workers but less than twenty (20) Workers are regularly employed as established under section 40 of the Workplace Safety and Health Act.

3.0	OPERATIONAL PROCEDURE
3.1	<p>The facility/site/program/department Inspection Program will consist of:</p> <p>Formal (Planned) Inspections of the workplace:</p> <ul style="list-style-type: none"> • Formal (Planned) Inspections of the workplace, work processes and procedures will be carried out at a frequency to be determined by the Workplace Safety and Health Committee. A minimum of once every quarter is required for each facility/site/program/department, at least annually of client homes or as required. • Workplace Safety and Health Committee inspections must be performed at least quarterly (4 times per year). The results of these inspections shall be documented on a workplace inspection recording form. <i>Note: Depending on the size of the facility and the number of employees/committees, the facility may be divided into areas and the committee divided into teams with each team being scheduled to inspect designated areas. The frequency of inspection of each area must meet the requirements of the Workplace Safety and Health Act and Regulation. Some facilities/sites may institute Departmental Manager/designate quarterly departmental inspections.</i> • The Workplace Safety and Health Committee will ensure that workplace areas are formally inspected more frequently when: <ul style="list-style-type: none"> ○ High risk of harm exists. ○ High frequency of incidents exists. ○ New hazardous work procedures are introduced. • Home of client - carried out as part of initial assessment and then at least annually. Recorded on the Safety Assessment Form Tool (SAFT). These inspections will be limited to concerns related to worker safety and therefore may not include the whole home.
3.2	Critical Parts Inspections – carried out as required by the governing bylaws, regulations and guidelines.
3.3	<p>Special Inspections:</p> <ul style="list-style-type: none"> • The Workplace Safety and Health Committee may also call for special inspections by the committee members or central committee members in response to special situations (such as the Right to Refuse, or Serious Accidents).


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	<ul style="list-style-type: none"> A Safety and Health Officer (SHO) of Manitoba Labour Workplace Safety and Health Branch, occasionally may arrive on site to conduct an inspection. The SHO will contact the most senior management available at the time of arrival. The co-chairs of the Workplace Safety and Health Committee or their designates will attend inspections. The SHO will contact the senior manager prior to leaving to discuss their findings.
3.4	<p>Schedule - A workplace inspection schedule will be developed by the Workplace Safety and Health Committee, may be posted in advance and will be reported in their minutes. The inspection schedule shall indicate:</p> <ul style="list-style-type: none"> The area to be inspected. The proposed inspection date. Person(s) responsible for conducting the inspection.
3.5	<p>Documentation – Documentation of all inspections is required and must be retained on-site as specified in the Workplace Safety and Health Act and Regulation.</p> <p>3.5.1 Inspection Checklist - is a form that is used as a tool for conducting inspections. This tool must be specific to the workplace/area, i.e., where areas have specific hazards. OESH can provide a baseline template that may be modified to meet workplace requirements. The items inspected shall include the following:</p> <ul style="list-style-type: none"> Management/administration of safety and health program Housekeeping Electrical safety Work environment Equipment Hazardous Substances (chemical and biological) Emergency Plans, Procedures and Equipment <p>3.5.2 Results of a formal workplace inspection shall be documented and will include:</p> <ul style="list-style-type: none"> Date, time and place of inspection Who performed the inspection Any substandard conditions identified Hazard identified as low, medium or high hazard on Office checklist. Recommended corrective action(s) - immediate and/or long-term. Person responsible for corrective action. Target completion date of recommended action. Any immediately dangerous to life or health conditions shall be reported to the management of the area for immediate resolution. This must be documented on the report. <p>3.5.3 A copy of the inspection report will be distributed to:</p> <ul style="list-style-type: none"> The supervisor/manager of the area inspected. The workplace safety and health committee. Note: Documentation for Client's home is as noted in the SAFT. <p>3.5.4 Committee inspection results/ summary will be communicated to the workplace via posting in a prominent place in the workplace.</p>


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3.6	Inspection Response and Follow-Up – Inspection reports will be: <ul style="list-style-type: none"> • Reviewed by the Committee. • Necessary corrective action will be identified to the appropriate. facility/site/program/department management by the committee co-chair. • The committee is responsible for monitoring that the corrective action has been taken. • Note: Documentation for client's home will not be individually reviewed by the committee. Site management will distribute accordingly.
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4.0	RESPONSIBILITIES
4.1	Employer: <ul style="list-style-type: none"> 4.1.1 Act in accordance with the objects and purposes of the Act by ensuring, so far as is reasonably practicable, the safety, health and welfare at work of all workers, and complying with the Act and regulations. 4.1.2 Ensure that all workers, particularly supervisors, foremen, charge hands or similar persons, are acquainted with any safety or health hazards which may be encountered by the workers in the course of their service and that workers are familiar with the use of all devices or equipment provided for their protection.
4.2	Facility/site/program/department – Executive Team <ul style="list-style-type: none"> 4.2.1 Assign responsibilities to staff within the facility/site/program/department to ensure the implementation of this operational procedure. 4.2.2 Ensure resources (information, training, tool, equipment and time) are available to provide/maintain 4.2.1. 4.2.3 Support the Operational Procedure throughout the facility/program. 4.2.4 Ensure that a record-keeping system is in place to ensure that training records are kept. 4.2.5 Ensure workplace inspections are conducted as required by the Workplace Safety and Health Act and Regulation. 4.2.6 Support the Workplace Inspection Program throughout the facility/site/program/department. 4.2.7 Ensure workplace safety and health committees have adequate time during their workday to conduct inspections. 4.2.8 Ensure workplace safety and health committee members receive appropriate training to conduct workplace inspections. 4.2.9 Promptly resolve any problems and address any concerns that are raised through the inspection process. 4.2.10 Upon notification by the workplace safety and health committee of an unsafe condition, take immediate steps to protect the health and safety of any worker who may be at risk until the unsafe condition is corrected as far as is reasonably practicable. 4.2.11 Within 30 days of receiving a recommendation from the Committee detail in writing the corrective action(s) taken or reason(s) for not acting.
4.3	Occupational and Environmental Safety & Health Department (OESH): <ul style="list-style-type: none"> 4.3.1 Consult with the facility/site/program/department on all aspects of this operational procedure. 4.3.2 Assist facility/site/program/department managers in addressing and correcting reported hazards. 4.3.3 Provide educational sessions on inspections, hazard recognition, and hazard control methods.

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	4.3.4 Review all inspection reports and maintain a copy on file. 4.3.5 Client home reports will be maintained in a database of inspection reports and will provide general reports to the Community Care Management Team (CCMT), and all Safety and Health Committees.
4.4	Directors/Managers/Supervisors: 4.4.1 Ensure compliance with all aspects of the act and regulations. <i>The department director is responsible for ensuring that their area of responsibility complies with all aspects of the act and regulations and this operational procedure.</i> 4.4.2 Encourage and require workers to report safety concerns and hazards as soon as possible. 4.4.3 Encourage and require workers to inspect their tools, equipment and personal protective equipment (PPE) prior to each use. 4.4.4 Facilitate training for employees as applicable. 4.4.5 Resolve all safety and health issues raised by workers. If the issue cannot be resolved refer to OESH and the Workplace Safety and Health Committee. 4.4.6 Within 30 days of receiving recommendations from the Workplace Safety and Health Committee document any corrective action(s) or non-action(s) and forward a copy to the Workplace Safety and Health Committee. 4.4.7 Cooperate and assist the Workplace Safety and Health Committee to plan and conduct workplace inspections. 4.4.8 Keep workers informed of inspection results and follow-up actions. 4.4.9 Ensure prompt correction of the unsafe conditions noted by the inspections. 4.4.10 Conduct ongoing informal inspections of the work site to identify unsafe acts or conditions. 4.4.11 Commend workers for good performance.
4.5	Worker: 4.5.1 Report concerns/hazards and/or required repairs to their supervisor as soon as possible. 4.5.2 Cooperate and assist the workplace safety and health committees by participating in the planned inspection process. 4.5.3 During their day check equipment/tools before and after use and report to the supervisor any defects/wear and tear that could affect the safe use of the equipment. 4.5.4 Inspect PPE prior to use to ensure good working order and proper usage.
4.6	Facility/site/program/department - Workplace Safety and Health Committees: 4.6.1 Consult with the facility/site/program/department on the implementation of this operational procedure. 4.6.2 Review and monitor the effectiveness of this operational procedure. 4.6.3 In cooperation with the employer, plan and schedule inspections of the work area. 4.6.4 Use checklists found in the appendix as required. Checklists must be modified to ensure they are specific to the facility/site/program/department. 4.6.5 Conduct regular planned inspections of the workplace, work processes, and procedures. 4.6.6 Assist the employer in setting hazard control priorities, identifying and reporting hazard(s) found during inspections and other activities. 4.6.7 Recommend general types of corrective action that will prevent hazards from causing harm. 4.6.8 Discuss concerns with supervisors and committee members. 4.6.9 Document inspection results on a workplace inspection recording form. 4.6.10 Follow-up to ensure corrective action has been implemented and is effective. 4.6.11 Provide a copy of the inspection report as appropriate to the supervisor and committee and post a copy on the Committee bulletin board. 4.6.12 Report results of inspections on the site workplace safety and health committee minutes.

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	<p>4.6.12.1 Depending on the size of the facility and the number of employees, a central Committee may exist. In this event, this committee may;</p> <ul style="list-style-type: none"> • Conduct regular inspections/audits; • Recommend general types of corrective action that will prevent hazards from causing harm. • Follow-up to ensure corrective action is effective. • These inspections do not supplant but are meant to supplement or audit the effectiveness of facility/site/program/department inspections. <p>4.6.13 The Committee can seek appropriate assistance from management/workers in the inspected areas to ensure these inspections are as effective and efficient as possible.</p> <p>4.6.14 Attend Workplace Inspections training on LMS or other committee specific training.</p>
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5.0	TRAINING REQUIREMENTS
5.1	The training program must be workplace-specific, effective, and updated as per the legislation, or when changes which may affect the procedure are introduced in the workplace.
5.2	Training must involve an understanding of: <ul style="list-style-type: none"> 5.2.1 Purpose of inspections. 5.2.2 Requirements – legal and operational procedure. 5.2.3 Types of Inspections. 5.2.4 Steps to follow. 5.2.5 What is to be inspected and when. 5.2.6 Hazard recognition and hazard control. 5.2.7 Documentation. 5.2.8 Recommendations. 5.2.9 Follow up.
5.3	All training must be documented. Records must be kept as required by the Workplace Safety and Health Act and Regulations. Training can be done via LMS.

6.0	REFERENCES
6.1	Legislation Manitoba Laws - W210 The Workplace Safety and Health Act https://web2.gov.mb.ca/laws/statutes/ccsm/w210.php?lang=en Consolidated WSH Act and Regulation – Province of Manitoba https://www.gov.mb.ca/labour/safety/pdf/whs_workplace_safety_act_and_regs.pdf
6.2	WRHA Policy and Operational Procedures WRHA Policy 20.20.030 Workplace Safety and Health WRHA OESH Operational Procedure – Workplace Safety and Health Committees

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7.0	APPENDIX:
	<p>Appendix A: Appendix A - Guide to Inspections</p> <p>Appendix B: Appendix B – Inspection Checklists</p> <p>Appendix C: Appendix C – SAFT Form for Client Homes</p> <p>Appendix D: Appendix D – Inspection PowerPoint</p> <p>Appendix E: Appendix E – Inspection Summary</p>