

**POLICY # SA 002**
**SAFETY INSPECTION DIRECTIVE**

<b>APPROVAL DATE:</b>	36-06-97 (June 1997)	<b>CROSS-REFERENCE:</b>	
<b>RESPONSIBILITY:</b>	Safety		
<b>APPROVER:</b>	Council	<b>APPENDICES:</b>	Facility Worksite Inspection Form
<b>REVISION DATE (s):</b>	21-02-05 (February 8, 2005) ; 2017-01-60 (January 23, 2017) ; 2017-12-15 (December 5, 2017); September 10, 2019	<b>REVIEW DATE:</b>	

## POLICY STATEMENT

The County of Vermilion River believes that formal workplace inspections are essential to maintaining a safe and healthy workplace as they make it possible to not only identify new or previously overlooked hazards but to assess the effectiveness of the health and safety management system in eliminating or controlling previously recognized hazards and make corrective actions before new or overlooked hazards or weaknesses in the health and safety management system can result in injuries, illnesses, accidents, incidents and near misses.

## OBJECTIVE

To preserve the County of Vermilion River's material resources and ensure the safety of its personnel by identifying and addressing unsafe workplace hazards, practices and conditions.

## SCOPE

INTERNAL STAKEHOLDERS	EXTERNAL STAKEHOLDERS
Council	Vendors
Employees	Contractors
	General Public

## DEFINITIONS

**County** is the County of Vermilion River.

**Employee(s)** is an Employee of the County of Vermilion River.

**Formal Inspections** are planned, documented walkthroughs of a workplace or selected area/location of a workplace. Inspections are needed to critically examine all factors (equipment, processes, materials, buildings, procedures) that have the potential to cause injury or illness, and to identify where action is necessary to control hazards.

**Safety Coordinator** is a function of the Manager of Facilities and Safety.

**Ongoing Inspections** are the regular walk-throughs of a supervisor’s area(s) of authority by checking their employees work areas prior to commencing work.

## GUIDING PRINCIPLES

- At all times, the County and its employees must observe and comply with the requirements of the Alberta Occupational Health and Safety Act, Occupational Health and Safety Code and the Workers Compensation Act. As such, the Joint Health and Safety Committee must adhere to Part 13 Section 198 of the Occupational Health and Safety Code which states the Joint Health and Safety Committee must inspect each manned work site at least once before each quarterly meeting.
- Formal Inspections are to be completed by a Representative of the Joint Health and Safety Committee who is competent to carry out the inspection effectively and may be accompanied by one or more supervisors or foremen and workers in accordance with the schedule set forth below.
- If at the time of a formal inspection an imminent danger is present, the Joint Health and Safety Committee Representative responsible for the inspection must advise the respective department Director as well as the Chief Administrative Officer.
- Formal Inspections are to be documented on the County of Vermilion River Facility Worksite Inspection Form.

- Formal Inspections must be completed four (4) times per year for all manned sites. Formal Inspections must be remitted to the safety committee in January, April, July and October of each year.
- Formal Inspections must be completed two (2) times per year for all unmanned sites. Formal Inspections must be remitted to the safety committee in April and October of each year.
- A review of the Formal Inspections must be conducted at each Joint Health and Safety Committee meeting following the remittance of the formal inspections.
- In reviewing the Formal Inspections, the safety coordinator must ensure that all deficiencies have been corrected and record the date of completion or expected completion.
- A review of the Formal Inspections must be conducted at each departmental safety meeting.
- Formal Inspections must be posted on the safety boards of all departmental buildings and sites to which the inspection applies.
- Supervisors and Foremen are responsible for conducting ongoing inspections on a daily basis, regardless of the location that their crews are working.

## ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
<b>HANDLING INQUIRIES</b>	Manager of Safety and Facilities
<b>MONITORING REVIEWS AND REVISIONS</b>	Executive Secretary in conjunction with the Manager of Safety
<b>IMPLEMENTING POLICY</b>	Council
<b>COMMUNICATING POLICY</b>	Chief Administrative Officer