

**259619**

**Learner Guide**

**Conduct workplace Occupational Health and Safety (OHS) inspections**

**Unit Standard No: 259619**

**NQF Level 2 Credits 3**

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| **SOUTH AFRICAN QUALIFICATIONS AUTHORITY** |

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| **REGISTERED UNIT STANDARD:** |

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| **Conduct workplace Occupational Health and Safety (OHS) inspections** |

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| **SAQA US ID** | **UNIT STANDARD TITLE** | | | |
| 259619 | Conduct workplace Occupational Health and Safety (OHS) inspections | | | |
| **ORIGINATOR** | | | | |
| SGB Occupational Health and Safety | | | | |
| **PRIMARY OR DELEGATED QUALITY ASSURANCE FUNCTIONARY** | | | | |
| - | | | | |
| **FIELD** | | | **SUBFIELD** | |
| Field 09 - Health Sciences and Social Services | | | Preventive Health | |
| **ABET BAND** | **UNIT STANDARD TYPE** | **PRE-2009 NQF LEVEL** | **NQF LEVEL** | **CREDITS** |
| Undefined | Regular | Level 2 | NQF Level 02 | 3 |
| **REGISTRATION STATUS** | | **REGISTRATION START DATE** | **REGISTRATION END DATE** | **SAQA DECISION NUMBER** |
| Reregistered | | 2015-07-01 | 2018-06-30 | SAQA 10105/14 |
| **LAST DATE FOR ENROLMENT** | | **LAST DATE FOR ACHIEVEMENT** | | |
| 2019-06-30 | | 2022-06-30 | | |

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| *In all of the tables in this document, both the pre-2009 NQF Level and the NQF Level is shown. In the text (purpose statements, qualification rules, etc), any references to NQF Levels are to the pre-2009 levels unless specifically stated otherwise.* |

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| This unit standard replaces: |

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| **US ID** | **Unit Standard Title** | **Pre-2009 NQF Level** | **NQF Level** | **Credits** | **Replacement Status** |
| 115101 | Address workplace hazards and risks | Level 2 | NQF Level 02 | 4 | Complete |

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| **PURPOSE OF THE UNIT STANDARD** |

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| The person credited with this unit standard will be able to understand the legislation that applies to occupational health and safety; the impact that non-compliance would have in the workplace and understand the inspection protocols applicable to the workplace. Learners will also be able to carry out physical inspections and record, report and deal with the results of the inspection in order to implement corrective and preventative actions.   The qualifying learner is capable of:    Explaining the relevant legal requirements to conduct Occupational Health and Safety (OHS) inspections.   Planning Occupational Health and Safety (OHS) inspections.   Conducting inspections to identify non-compliance in the workplace.   Reporting on Occupational Health and Safety (OHS) inspections. |

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| **LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING** |

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| Learners accessing this qualification will have demonstrated competence in:    Communication at NQF Level 1 or equivalent.   Mathematical Literacy at NQF Level 1 or equivalent. |

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| **UNIT STANDARD RANGE** |

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| The relevant OHS governance pertains to the learner's specific work environment and area of responsibility. |

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| **Specific Outcomes and Assessment Criteria:** |

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| **SPECIFIC OUTCOME 1** |

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| Explain the relevant legal requirements to conduct Occupational Health and Safety (OHS) inspections. |

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| **ASSESSMENT CRITERIA** |

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| **ASSESSMENT CRITERION 1** |

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| Relevant legislation applicable to the workplace is analysed in order to ensure compliance to legal requirements. |

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| **ASSESSMENT CRITERION 2** |

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| Information and training required is described in terms of meeting legal requirements for OHS inspections. |

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| **ASSESSMENT CRITERION 3** |

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| The impact on the organisation of non-compliance is explained in terms of possible consequences to both employer and employees. |

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| **SPECIFIC OUTCOME 2** |

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| Plan Occupational Health and Safety (OHS) inspections. |

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| **ASSESSMENT CRITERIA** |

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| **ASSESSMENT CRITERION 1** |

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| Workplace environment is explained in terms of specific inspection requirements. |

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| **ASSESSMENT CRITERION 2** |

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| Relevant documentation including previously identified hazards and risks is obtained and completed in accordance with legislative and organisational requirements. |

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| **ASSESSMENT CRITERION 3** |

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| Inspection protocols are explained in accordance with legislative and organisational requirements. |

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| **ASSESSMENT CRITERION RANGE** |

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| Inspection protocols may include but are not limited to roleplayers, Personal Protective Equipment, methodology, time frames, administration, logistics and communication. |

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| **SPECIFIC OUTCOME 3** |

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| Conduct inspections to identify non-compliance in the workplace. |

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| **ASSESSMENT CRITERIA** |

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| **ASSESSMENT CRITERION 1** |

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| Physical inspection is carried out in order to determine potential hazards and associated risks. |

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| **ASSESSMENT CRITERION 2** |

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| Inspection findings are recorded in a written format in order to ensure corrective and preventative action is implemented. |

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| **ASSESSMENT CRITERION 3** |

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| The criticality of the risks is assessed in order to determine the time frame required to implement corrective and preventative actions. |

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| **SPECIFIC OUTCOME 4** |

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| Report on Occupational Health and Safety (OHS) inspections. |

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| **ASSESSMENT CRITERIA** |

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| **ASSESSMENT CRITERION 1** |

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| An official Occupational Health and Safety (OHS) written report is generated and presented in accordance with inspection protocols. |

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| **ASSESSMENT CRITERION 2** |

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| Critical non-compliance issues are highlighted and addressed immediately in line with the requirements of the risk matrix. |

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| **ASSESSMENT CRITERION 3** |

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| Corrective and preventative actions are followed-up on in accordance with legal and organisational requirements. |

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| **UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS** |

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|  An individual wishing to be assessed (including through RPL) against this unit standard may apply to an assessment agency, assessor or provider institution accredited by the relevant ETQA or an ETQA that has a Memorandum of Understanding in place with the relevant ETQA.    Anyone assessing a learner against this unit standard must be registered as an assessor with the relevant ETQA or an ETQA that has a Memorandum of Understanding in place with the relevant ETQA.    Any institution offering learning that will enable achievement of this unit standard or assessing this unit standard must be accredited as a provider with the relevant ETQA or an ETQA that has a Memorandum of Understanding in place with the relevant ETQA.    Moderation of assessment will be conducted by the relevant ETQA at its discretion. |

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| **UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE** |

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| Knowledge and understanding of workplace hazards and risks. |

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| **UNIT STANDARD DEVELOPMENTAL OUTCOME** |

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| N/A |

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| **UNIT STANDARD LINKAGES** |

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| **Critical Cross-field Outcomes (CCFO):** |

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| **UNIT STANDARD CCFO IDENTIFYING** |

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| Identify and solve problems related to the non-compliance of health and safety situations in the workplace. |

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| **UNIT STANDARD CCFO WORKING** |

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| Work effectively with others in ways that ensure all stakeholders work towards creating a safe working environment. |

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| **UNIT STANDARD CCFO ORGANISING** |

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| Organise and manage oneself and one's activities so that they contribute to the health and safety of all persons in the workplace. |

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| **UNIT STANDARD CCFO COLLECTING** |

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| Collect, analyse, organise and critically evaluate information which may have an impact on any and all health and safety situations within the workplace. |

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| **UNIT STANDARD CCFO COMMUNICATING** |

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| Communicate effectively with all stakeholders on the requirements and results of an Occupational Health and Safety inspection. |

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| **UNIT STANDARD CCFO SCIENCE** |

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| Use science and technology to assist in the recording and reporting of health and safety situations in the workplace. |

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| **UNIT STANDARD CCFO DEMONSTRATING** |

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| Demonstrate an understanding of the world as a set of related systems where poor or no inspections of workplace Occupational Health and Safety hazards and risks can have a negative impact on all stakeholders. |

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| **UNIT STANDARD CCFO CONTRIBUTING** |

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| In order to contribute to the full personal development of each learner and the social and economic development of society at large, it must be the intention underlying any programme of learning to make an individual aware of the importance of:    Participating as responsible citizens in the life of local, national and global communities in Occupational Health and Safety issues. |

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| **UNIT STANDARD ASSESSOR CRITERIA** |

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| **REREGISTRATION HISTORY** |

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| As per the SAQA Board decision/s at that time, this unit standard was Reregistered in 2012; 2015. |

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| **UNIT STANDARD NOTES** |

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| This unit standard replaces unit standard 115101, "Address workplace hazards and risks", Level 2, 4 credits.   Acronyms:    OHS: Occupational Health and Safety.   Terminology:   "Specified requirements" include legal and site-specific requirements and are contained in the following documents.   Legal:    Relevant current legislation, regulations and directives pertaining to mining and occupational health and safety.   Mandatory Codes of Practice.   South African National Standards and other relevant Standards.   Site Specific:    Hazard Identification and Risk Assessments (HIRA).   Occupational Health and Safety Risk Management Programme.   Managerial Instructions.   Organisational Standard Procedures.   List of Recorded OHS Risks.   Working Guides.   Equipment and Materials Specifications.   Acceptable subject related theory. |

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| **QUALIFICATIONS UTILISING THIS UNIT STANDARD:** |

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|  | **ID** | **QUALIFICATION TITLE** | **PRE-2009 NQF LEVEL** | **NQF LEVEL** | **STATUS** | **END DATE** | **PRIMARY OR DELEGATED QA FUNCTIONARY** |
| Core | [74269](http://regqs.saqa.org.za/showQualification.php?id=74269) | National Certificate: Occupational Health, Safety and Environment | Level 2 | NQF Level 02 | Reregistered | 2018-06-30 | As per Learning Programmes recorded against this Qual |
| Core | [64829](http://regqs.saqa.org.za/showQualification.php?id=64829) | National Certificate: Lifting Machine Operations | Level 3 | NQF Level 03 | Reregistered | 2018-06-30 | TETA |
| Core | [90656](http://regqs.saqa.org.za/showQualification.php?id=90656) | National Certificate: Mine Ventilation | Not Applicable | NQF Level 02 | Reregistered | 2018-06-30 | MQA |
| Elective | [66312](http://regqs.saqa.org.za/showQualification.php?id=66312) | National Certificate: Lumber Milling | Level 2 | NQF Level 02 | Reregistered | 2018-06-30 | FPMSETA |
| Elective | [65510](http://regqs.saqa.org.za/showQualification.php?id=65510) | National Certificate: Piano Restoration | Level 2 | NQF Level 02 | Reregistered | 2018-06-30 | CATHSSETA |

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| **PROVIDERS CURRENTLY ACCREDITED TO OFFER THIS UNIT STANDARD:** |

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| *This information shows the current accreditations (i.e. those not past their accreditation end dates), and is the most complete record available to SAQA as of today. Some Primary or Delegated Quality Assurance Functionaries have a lag in their recording systems for provider accreditation, in turn leading to a lag in notifying SAQA of all the providers that they have accredited to offer qualifications and unit standards, as well as any extensions to accreditation end dates. The relevant Primary or Delegated Quality Assurance Functionary should be notified if a record appears to be missing from here.* |

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| 1. | AAH Skills and Development |
| 2. | Dee's Training (PTY) LTD |
| 3. | Dynamiq Staffing Solutions |
| 4. | GLOBAL LEARNING SERVICES |
| 5. | He and She Driver Training Centre |
| 6. | Inkezo HR Solutions |
| 7. | Inkqubela Consultants |
| 8. | Legal Environment Safety & Health Requirements cc |
| 9. | Modilete Training |
| 10. | MPACT |
| 11. | NOSA PTY LTD |
| 12. | Protrain Solutions |
| 13. | Sizanani Training and Development cc |
| 14. | VEB CELE & Associates (Pty) Ltd |

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**Conduct Workplace Occupational Health and Safety inspections**

## The Occupational Health and Safety Act

The Occupational Health and Safety Act, 1993, requires the employer to bring about and maintain, as far as reasonably practicable, a work environment that is safe and without risk to the health of the workers.

This means that the employer must ensure that the workplace is free of hazardous substances, such as benzene, chlorine and micro-organisms, articles, equipment, processes, etc. that may cause injury, damage or disease. Where this is not possible, the employer must inform workers of these dangers, how they may be prevented, and how to work safely, and provide other protective measures for a safe workplace.

**The employee and the Act**

The Act is based on the principle that dangers in the workplace must be addressed by communication and cooperation between the workers and the employer. The workers and the employer must share the responsibility for health and safety in the workplace. Both parties must pro-actively identify dangers and develop control measures to make the workplace safe.

In this way, the employer and the workers are involved in a system where health and safety representatives may inspect the workplace regularly and then report to a health and safety committee, who in turn may submit recommendations to the employer.

The Act also protects co-workers, family members, employers, customers or any person that might be affected by your workplace environment. Companies should conduct regular safety and health inspections, involving employees and management from all levels.

**Safety Inspection**

Inspections are usually planned on the basis of accident statistics, the presence of hazardous substances, such as the use of benzene in laundries, or the use of dangerous machinery in the workplace.

Unplanned inspections, on the other hand, usually arise from requests or complaints by workers, employers, or members of the public. These complaints or requests are treated confidentially.

**Conducting Occupational Health and Safety Inspection SO 1**

As an essential part of a health and safety program, workplaces should be inspected. Workplace inspections help prevent injuries and illnesses. Through critical examination of the workplace, inspections identify and record hazards for corrective action. Joint occupational health and safety committees can help plan, conduct, report and monitor inspections. Regular workplace inspections are an important part of the overall occupational health and safety program.

Regular safety and health inspections can help your company to:

* Uncover safety or health risks.
* Reduce or eliminate the chances of an incident.
* Educate employees on workplace hazards.
* Meet legal requirements for workplace safety and health.
* Improve efficiency, productivity and workplace morale .

Inspections are important as they allow you to:

* listen to the concerns of workers and supervisors
* gain further understanding of jobs and tasks
* identify existing and potential hazards
* determine underlying causes of hazards
* monitor hazard controls (personal protective equipment, engineering controls, policies, procedures)
* recommend corrective action

**What must the employer do to ensure that the work environment is safe and without risk to the health of his or her workers?**

The employer must provide and maintain all the equipment that is necessary to do the work, and all the systems according to which work must be done, in a condition that will not affect the health and safety of workers.

Before personal protective equipment may be used, the employer must first try to remove or reduce any danger to the health and safety of his workers. Only when this is not practicable, should personal protective equipment be used. The employer must take measures to protect his or her workers’ health and safety against hazards that may result from the production, processing, use, handling, storage or transportation of articles or substances, in other words, anything that workers may come into contact with at work.

To ensure that these duties are complied with, the employer must:

* Identify potential hazards
* Establish the precautionary measures.
* Provide the necessary information, instructions, training and supervision
* Not permit anyone to carry on with any task unless the necessary precautionary measures have been taken.
* Take steps to ensure that every person under his or her control complies with the requirements of the Act.
* Enforce the necessary control measures in the interest of health and safety.
* See to it that the work being done and the equipment used, is under the general supervision of a worker who has been trained to understand the hazards associated with the work.
* Such a worker must ensure that the precautionary measures are implemented and maintained.

[**COMPLIANCE TO OCCUPATIONAL HEALTH AND SAFETY**](http://info.chamberlink.co.za/blog/should-companies-be-compliant-to-occupational-health-and-safety-act)

**The importance of ensuring health and safety in the company workplace environment is debatable; oftentimes Industrialists say that they gain nothing from being compliant to the Act.**

The Occupational Health and Safety Act aims not at troubling business owners or rather we say it aims at ensuring safety to persons at work against hazards to [health and safety](http://info.chamberlink.co.za/blog/topic/health-safety) arising out of or in connection with the activities of persons at work.

The Occupational Health and Safety Act No: 85 OF 1993aims to provide for the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work; to establish an advisory council for occupational health and safety; and to provide for matters connected therewith.

Knowledge is power, without knowledge, we cannot implement safety measures that will minimise incidents and in return create savings on our bottom line. We have to encourage a generation of safe thinking employers before the benefits will become obvious to us. However, where do we start?

Occupational Health and Safety Compliance is a standard of meeting all the required legal standards stipulated by the Occupational Health and Safety Act, Act 85 of 1993. The legal standards stipulated are meant to safe-guard and protect employees in the workplace from any hazards, risks, incidents or fatalities. It also stipulates the safe use of machinery and equipment to prevent injury.

## REAL COMPLIANCE

A solid Safety programme ensures workers return home every day in the same condition they left in (workforce compliance safety).

Making a safe working environment is serious to the success of your corporation, and one of the best methods to preserve employees and maximise productivity. However, it ensures best to implement safe practices and install safety equipment; the effect of not taking action can be awakening.

As a business owner, it is your duty to consider First Aid, Basic Fire Fighting, Incident & Accident investigation as well as Health & Safety for representatives, supervisors and managers. You have responsibilities concerning health and safety in your workplace therefore; you need to ensure that your business does not create health and safety problems for your employees, customers or the public.

**RISKS OF NON-COMPLIANCE**

Non-compliance to the [Occupational Health and Safety](http://info.chamberlink.co.za/services/health-and-safety-training) Act measures may end in the following:

1. Legal fees
2. Fines or even jail time
3. Compensatory damages
4. Investigation time
5. Loss of Production
6. Penalties
7. Loss of lives
8. Lost good will from employees and clients

This may also result in lost goodwill from your employees, consumers and even the wider community. While many may think the Department of Labour is very strict when it comes down heavily upon non-compliant employers, Occupational Health and Safety Compliance comes with more benefits for employers.

If a workplace is free of hazards or risks, it guarantees that work in conducted in a safe manner hence; increased profits and less losses and wasted time. In addition, employers who work in secure and healthy workplace are more productive, focused and feel secure to perform their duties par excellence.

### A JAIL-ABLE OFFENCE, ARE YOU COMPLIANT?

As we are all attentive, it takes only one terrible incident to destroy the successes entrepreneurs have worked so hard to achieve. One slack performance can burn down our production plant and even eradicate certain personnel. Without proper fire extinguishers, we will not be able to put out the fire before it spreads. Without safety representatives, we would not recognise the risk before it turns into catastrophe.

## Planning Occupational Health and Safety Inspections SO 2

Planning is essential for an effective inspection.

### Aspects to Examine

Every inspection must examine who, what, where, when and how. Pay particular attention to items most likely to develop unsafe or unhealthy conditions because of stress, wear, impact, vibration, heat, corrosion, chemical reaction or misuse. Inspect the entire workplace area each time. Include areas where no work is done regularly, such as parking lots, rest areas, office storage areas and locker rooms.

### Workplace Elements

Look at all workplace elements - the environment, the equipment and the process. The environment includes such hazards as noise, vibration, lighting, temperature, and ventilation. Equipment includes materials, tools and apparatus for producing a product or a service. The process involves how the worker interacts with the other elements in a series of tasks or operations.

## Summary of Inspection Information Requirements

* Basic layout plans showing equipment and materials used
* Process flow
* Information on chemicals
* Storage areas
* Work force size, shifts and supervision
* Workplace rules and regulations
* Job procedures and safe work practices
* Manufacturer's specifications
* Personal Protective Equipment (PPE)
* Engineering controls
* Emergency procedures - fire, first aid and rescue
* Accident and investigation reports
* Worker complaint reports regarding particular hazards in the workplace
* Recommendations of the health and safety committee
* Previous inspections
* Maintenance reports, procedures and schedules
* Regulator inspection reports or other external audits (insurance, corporate specialist)
* Monitoring reports (levels of chemicals, physical or biological hazards)
* Reports of unusual operating conditions
* Names of inspection team members and any technical experts assisting

**Conducting inspections SO 3**

Safety and health inspections should involve the following:

* Speaking to workers and supervisors about their concerns.
* Understanding the jobs and tasks at your workplace.
* Identifying existing and potential hazards.
* Determining the underlying causes of these hazards.
* Monitoring and evaluating existing hazard controls (e.g., protective equipment, policies and procedures).
* Recommending and implementing corrective action based on the inspection’s findings.

If you discover any safety or health risks, you should take action to promptly eliminate or reduce the chances of a workplace incident.

## Types of hazards to look for in a workplace

Types of workplace hazards include:

* Safety hazards; e.g., inadequate machine guards, unsafe workplace conditions, unsafe work practices.
* Biological hazards caused by organisms such as viruses, bacteria, fungi and parasites.
* Chemical hazards caused by a solid, liquid, vapour, gas, dust, fume or mist.
* Ergonomic hazards caused by anatomical, physiological, and psychological demands on the worker, such as repetitive and forceful movements, vibration, temperature extremes, and awkward postures arising from improper work methods and improperly designed workstations, tools, and equipment.
* Physical hazards caused by noise, vibration, energy, weather, heat, cold, electricity, radiation and pressure.

## Inspection time frame

Nobody can accurately estimate how long each inspection will take. The time required depends on what is found, how many questions are asked, and how large and complex the work area is. Inspections are ineffective when the given time allows for only a hasty look.

The purpose is to keep the workplace free of hazards. The schedule should state:

* when to inspect each area or item within the workplace
* who carries out the inspection
* what degree of detail to inspect each area or item

## Inspections frequency

How often inspections are performed will depend on several factors:

* the frequency of planned formal inspections may be set in your legislation
* past accident/incident records
* number and size of different work operations
* type of equipment and work processes--those that are hazardous or potentially hazardous may require more regular inspections
* number of shifts--the activity of every shift may vary
* new processes or machinery

High hazard or high risk areas should receive extra attention.

It is often recommended to conduct inspections as often as committee meetings. Do not conduct an inspection immediately before a committee meeting but try to separate inspections and meetings by at least one week. This time allows for small items to be fixed and gives the committee an opportunity to focus on issues requiring further action.

## How are inspections actually done?

Discuss the planned inspection route before undertaking the inspection. Review where inspection team members are going and what they are looking for. For example, during the inspection, "huddle" before going into noisy areas. This eliminates the need for arm waving, shouting and other unsatisfactory methods of communication.

For inspections, wear personal protective equipment (PPE) where required. If you do not have PPE and cannot get any, do not enter the area. List this as a deficiency during the inspection. Re-inspect the area when PPE is provided.

### Observation

Look for deviations from accepted work practices. Use statements such as, "a worker was observed operating a machine without a guard." Do not use information derived from inspections for disciplinary measures.

Some common poor work practices include:

* using machinery or tools without authority
* operating at unsafe speeds or in other violation of safe work practice
* removing guards or other safety devices, or rendering them ineffective
* using defective tools or equipment or using tools or equipment in unsafe ways
* using hands or body instead of tools or push sticks
* overloading, crowding, or failing to balance materials or handling materials in other unsafe ways, including improper lifting
* repairing or adjusting equipment that is in motion, under pressure, or electrically charged
* failing to use or maintain, or improperly using, personal protective equipment or safety devices
* creating unsafe, unsanitary, or unhealthy conditions by improper personal hygiene, by using compressed air for cleaning clothes, by poor housekeeping, or by smoking in unauthorized areas
* standing or working under suspended loads, scaffolds, shafts, or open hatches

### Inspection Principles

When conducting inspections, follow these basic principles:

* Draw attention to the presence of any immediate danger--other items can await the final report.
* Shut down and "lock out" any hazardous items that cannot be brought to a safe operating standard until repaired.
* Do not operate equipment. Ask the operator for a demonstration. If the operator of any piece of equipment does not know what dangers may be present, this is cause for concern. Never ignore any item because you do not have knowledge to make an accurate judgement of safety.
* Look up, down, around and inside. Be methodical and thorough. Do not spoil the inspection with a "once-over-lightly" approach.
* Clearly describe each hazard and its exact location in your rough notes. Allow "on-the-spot" recording of all findings before they are forgotten. Record what you have or have not examined in case the inspection is interrupted.
* Ask questions, but do not unnecessarily disrupt work activities. This may interfere with efficient assessment of the job function and may also create a potentially hazardous situation.
* Consider the static (stop position) and dynamic (in motion) conditions of the item you are inspecting. If a machine is shut down, consider postponing the inspection until it is functioning again.
* Discuss as a group, "Can any problem, hazard or accident generate from this situation when looking at the equipment, the process or the environment?" Determine what corrections or controls are appropriate.
* Do not try to detect all hazards simply by relying on your senses or by looking at them during the inspection. You may have to monitor equipment to measure the levels of exposure to chemicals, noise, radiation or biological agents.
* Take a photograph if you are unable to clearly describe or sketch a particular situation.

**The powers of safety inspectors**

If an inspector finds dangerous or adverse conditions at the workplace, they may issue the employer with a prohibition notice (prohibit a particular action, process, or the use of a machine or equipment), a contravention notice (immediate prosecution, but in the case of a contravention of a regulation, the employer may be given the opportunity to correct the contravention within a time limit specified in the notice which is usually 60 days), or an improvement notice (require the employer to bring about more effective measures).

The inspector may also enter any workplace or premises where machinery or hazardous substances are being used and question or serve a summons on persons to appear before them. The inspector may request that any documents be submitted, investigate and make copies of the documents, and demand an explanation about any entries in such documents. The inspector may also inspect any condition or article and take samples of it, and seize any article that may serve as evidence.

**Report on Occupational Health and Safety Inspections So 4**

**Information needed to complete an inspection report**

### Diagram of Area

Use drawings of plant layout, or floor plans to help you draw a diagram. Divide the workplace into areas based on the process. Visualize the activities in the workplace and identify the location of machinery, equipment and materials. Show the movement of material and workers, and the location of air ducts, aisles, stairways, alarms and fire exits. Appendix A contains a sample diagram.

Use several simple diagrams if the area is large. Concentrate on particular types of hazards in the area. If chemicals are the main concern, make sure the diagram emphasizes chemicals. Do the same for all other hazards, such as noise and lighting. Explain the contents of the diagram in a legend. Describe the steps of each operation. Obtain worker and supervisor comments on the diagram-they know the area better than anyone else.

### Equipment Inventory

Know what type of machinery or equipment is present. Review technical safety data sheets, or manufacturers' safety manuals. Read work area records to become familiar with the injury and illness potential of the equipment.

### Chemical Inventory

Determine which chemicals are used in the workplace and whether material safety data sheets are available. Find out whether actual and potential sources of chemical exposure are properly controlled. Make sure that all workers have received training in handling chemicals. Check that all chemicals are labelled with pertinent information (such as handling, storage, and waste disposal) according to Workplace Hazardous Materials Information System (WHMIS) requirements.

### Checklists

A checklist helps to clarify inspection responsibilities, controls inspection activities and provides a report of inspection activities. Checklists permit easy on-the-spot recording of findings and comments but be careful. Do not allow the inspection team to become so intent on noting the details listed that it misses other hazardous conditions. Use checklists only as a basic tool. Refer to the related documents for sample checklists that you can use as a guide to develop a checklist for your workplace.

### Reports

Inspection records are important. Past inspection records show what has been identified. They also show what an inspection team concentrated on and what areas it did not inspect. The inspection report can draw attention to possible hazards. However, do not simply repeat or copy previous inspections. Use the inspection report to determine whether previous recommendations were implemented.

## Types of inspection reports that may be useful

The following describes three other types of inspection reports:

* On-going
* Pre-operation
* Periodic

Supervisors and workers continually conduct on-going inspections as part of their job responsibilities. Such inspections identify hazardous conditions and either correct them immediately or report them for corrective action. The frequency of these inspections varies with the amount and conditions of equipment use. Daily checks by users assure that the equipment meets minimum acceptable safety requirements.

Pre-operation checks involve inspections of new or modified equipment or processes. Often these are done after workplace shutdowns.

Periodic inspections are regular, planned inspections of the critical components of equipment or systems that have a high potential for causing serious injury or illness. The inspections are often part of preventive maintenance procedures or hazard control programs. The law specifies that qualified persons periodically inspect some types of equipment, such as elevators, boilers, pressure vessels, and fire extinguishers, at regular intervals.

## Contents of the final report

To make a report, first copy all unfinished items from the previous report on the new report. Then write down the observed unsafe condition and recommended methods of control. Enter the department or area inspected, the date and the inspection team's names and titles on top of the page. Number each item consecutively, followed by a hazard classification of items according to the chosen scheme.

State exactly what has been detected and accurately identify its location. Instead of stating "machine unguarded," state "guard missing on upper pulley #6 lathe in North Building."

Assign a priority level to the hazards observed to indicate the urgency of the corrective action required. For example:

A = Major--requires immediate action

B = Serious--requires short-term action

C = Minor--requires long-term action

Make management aware of the problems in a concise, factual way. Management should be able to understand and evaluate the problems, assign priorities and quickly reach decisions. Take immediate action as needed. When permanent correction takes time, take any temporary measures you can, such as roping off the area, tagging out equipment or posting warning signs.

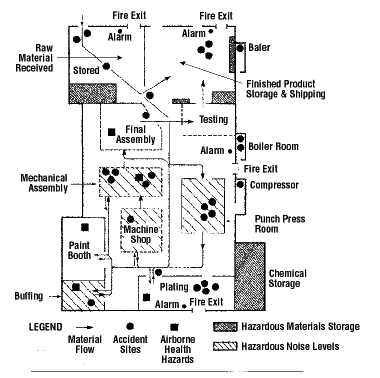
After each listed hazard, specify the recommended corrective action and establish a definite correction date. Each inspection team member should review for accuracy, clarity and thoroughness.

## Follow-up and Monitoring

Review the information obtained from regular inspections to identify where immediate corrective action is needed. Identify trends and obtain timely feedback. Analysis of inspection reports may show the following:

* priorities for corrective action
* need for improving safe work practices
* insight about why accidents are occurring in particular areas
* need for training in certain areas?
* areas and equipment that require more in-depth hazard analysis

The health and safety committee should review the progress of the recommendations, especially when they pertain to the education and training of employees. It is also the committee's responsibility to study the information from regular inspections. This will help in identifying trends for the maintenance of an effective health and safety program.

**Appendix A: an example of a floor diagram**

## Example of Workplace Inspection Report

Inspection Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Areas Covered: \_\_\_\_\_\_\_\_\_\_ Time of Inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Observations** | | | | | | **For Future Follow-up** | | |
| **Item and Location** | **Hazard(s) Observed** | **Repeat Item  Y / N** | | **Priority  A/B/C** | **Recommended Action** | **Responsible Person** | **Action Taken** | **Date** |
|  |  |  |  |  |  |  |  |  |

Copies to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inspected by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## The inspection team

## Inspections should involve representatives from all levels of the company, not just the middle management and workers. Health and safety committee members are obvious choices of personnel to carry out formal inspections, especially if they have received training or certification.

**Other criteria for selecting the inspection team are:**

* knowledge of regulations and procedures
* knowledge of potential hazards
* experience with work procedures involved

Engineers, maintenance personnel, occupational hygienists, health and safety professionals, supervisors or managers may be a part of the inspection team or they may be called upon to help with certain aspects of the inspection, or to help explain equipment or processes. Large workplaces may have more than one inspection team. The various teams can have separate areas to inspect.

## Should supervisors be on the inspection team?

It depends. Supervisors are responsible for taking action to prevent accident and injury. Supervisors have an advantage in safety inspections because of familiarity with workers, equipment and environment. This familiarity is also a disadvantage because it can interfere with a supervisor's objectivity. If the supervisor is not on the inspection team, before inspecting a department or area, the team should contact the supervisor in charge but the supervisor should not act as a tour guide.

If the supervisor of the area does not accompany the inspection team, consult the supervisor before leaving the area. Discuss each recommendation with the supervisor. Report items that the supervisor can immediately correct. Note these on the report as corrected. This keeps the records clear and serves as a reminder to check the condition during the next inspection.

Although a supervisor may interpret reporting as a criticism, inspection team cannot fail to report hazards. Retain objectivity and maintain an attitude that is firm, friendly, and fair.