JHSC Workplace Inspections

November/December 2013
Presented to: Joint Health & Safety Committee (JHSC)
Presented by: Christine Weidner
Health & Safety Officer, Faculty of Arts & Science /EHS
Objective

- **identify** existing and potential hazards,
- **recommend** corrective action, and
- **facilitate** proactive correction.
Inspection Procedure: Step 1

- JHSC members will **sign up** for monthly inspections at JHSC meetings.
- The **inspection schedule** will be **posted on the intranet** and on the **JHSC information board**.
What should I bring?

- **ID badge**
- **JHSC Inspection Report** template (FAS Staff website)
- JHSC Inspection Checklist (FAS or EHS Staff website)
- Pen / Pencil, clipboard
- Digital Camera (optional)
- Health & Safety Laws, Act, Regs. (optional)
Inspection Procedure: Step 2

• *Conduct inspection, interview* employees, and *observe* work practices. Inspectors may also review previous inspection reports.

• *Gather information about staff compliance* with WHMIS (training, WHMIS Binder/on-line access) and other training.
Inspection Procedure: Step 3

- Inspection team members will recommend corrective action where hazards are identified.
Inspection Procedure: Step 4

- Inspection reports will be submitted by the inspection team to Management responsible for corrective actions.
- JHSC members will ensure a copy is uploaded to ‘JHSC portal’ on the EHS Website and/or forward a copy to the FAS Health & Safety Officer (HSO).
Inspection Procedure: Step 5

- Inspectors may also submit work order requests for building related maintenance issues (call 8-3000) on behalf of supervisors/managers for hazards identified during their inspection (record the work request date on the inspection report).
Personal Protective Equipment

• For inspections, wear personal protective equipment (PPE) where required.
• Do not enter the area if you do not have PPE and cannot get any. List this as a deficiency during the inspection.
• Re-inspect the area when PPE is provided.
In Ontario, the Act directs the use of the hierarchy of controls. This means that \textit{elimination} is preferred over \textit{engineering controls}, engineering controls are preferred over \textit{administrative controls}, and administrative controls are preferred over \textit{PPE}.

So, for example, if you have a piece of noisy equipment, it is better to \textit{isolate the equipment} or \textit{add soundproofing} (engineering control) than to issue hearing protection to workers (PPE control).
During the inspection, remember...

• Gain further **understanding** of jobs and tasks.
• Determine underlying **causes** of hazards.
• **Monitor** hazard controls (personal protective equipment, engineering controls, policies, procedures).
During the inspection, remember…

- **Recommend corrective action.** If feasible, consult the supervisor before leaving the area.
- 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.
During the inspection, remember...

- Although a supervisor or staff member may interpret reporting as a criticism, committee members / safety champions are required to report hazards. *Retain objectivity* and maintain an attitude that is *firm, friendly, and fair*. 
JHSC Workplace Inspection Report

Inspection Site (Name, Address): ____________________________
Inspection Team (all participants): ___________________________

<table>
<thead>
<tr>
<th>Item #</th>
<th>Hazard Concern</th>
<th>Priority</th>
<th>Item #</th>
<th>Corrective Action Taken</th>
<th>Action By (person)</th>
<th>Date of Action</th>
</tr>
</thead>
<tbody>
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</table>

Signature: ____________________________  Phone #: ____________________________

Inspection Team Representative

Signature: ____________________________  Phone #: ____________________________

Management responsible for corrective action

Priority Rating
1. Hazard is likely to cause permanent disability, loss of body parts, loss of life and/or extensive loss of or damage to property. When encountered the inspection team shall immediately advise the workers and report findings to the workplace supervisor on duty.
2. Hazard is likely to cause serious injury or illness resulting in temporary disability and/or property damage that are disruptive to the work.
3. Hazard is likely to cause a non-disabling ill or injury or non-disruptive property damage.

Distribution of Report:
- Management responsible for corrective actions
- Joint Health & Safety Committee
- Office of EHS, 215 Huron Street, 7th Floor / 'My JHSC' web

As per the Ontario Occupational Health & Safety Act, a manager or supervisor who receives recommendation(s) shall respond in writing within 21 days.
JHSC Inspection Report…where?

- JHSC inspection templates are available on the intranet.
- On this Faculty’s Website
  (www.artsci.utoronto.ca/faculty-staff) :
  Go to U of T intranet > Faculty of Arts & Science
  > Health & Safety

Contact HSO at 8-8321 or c.weidner@utoronto.ca
On the Faculty website…

- Go to **Faculty of Arts & Science** Website (www.artsci.utoronto.ca/faculty-staff):
  - Choose ‘Health & Safety’ > **JHSC Inspections**

  - Workplace **Inspection Report Template** (word)
  - Link to **Workplace Inspection Checklists** on the EHS website (Refer to Appendix G2, G3 or G4)
How to complete the report...

- The JHSC inspection templates provides columns for **describing observed hazards or concerns** related to employee health and safety and a column for **recommendations to management**.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Hazard Concern</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rm 3003 wood frame on door grille sticking out. Needs to be re-attached.</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Outside rm 3075, broken door lock on electrical box.</td>
<td>3</td>
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<tr>
<td>3</td>
<td>Rm 3053 electrical outlet box not flush to floor, tripping hazard. Recommend reconfiguring furniture to cover trip hazard.</td>
<td>3</td>
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</tbody>
</table>

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<th>Action By (person)</th>
<th>Date of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>C. Weidner initiated maintenance order.</td>
<td>C. Weidner</td>
<td>Jul 30’13</td>
</tr>
<tr>
<td>2</td>
<td>C. Weidner initiated maintenance order.</td>
<td>C. Weidner</td>
<td>Jul 30’13</td>
</tr>
<tr>
<td>3</td>
<td>C. Weidner initiated maintenance order.</td>
<td>C. Weidner</td>
<td>Jul 30’13</td>
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</tbody>
</table>
How to complete the report…

• **State exactly** what has been detected and **accurately identify its location**.
• Look for **deviations** from accepted **work practices**.
• **Do not use** information derived from inspections **for disciplinary measures**.
• Use statements such as, "**a worker was observed not wearing prescribed PPE.**"
The JHSC inspection checklist is designed to guide the inspector through the physical inspection.

There is a checklist available for Offices, Laboratories, and General Industrial areas.

Inspectors may also note hazards or concerns related to health and safety which don’t necessarily fit into the questions printed within the set checklist.
Example of hazards on campus...

<table>
<thead>
<tr>
<th>Examples of significant hazards</th>
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</thead>
<tbody>
<tr>
<td>Chemical Hazards</td>
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<tr>
<td>Confined Space</td>
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<tr>
<td>Vehicle Driving</td>
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<tr>
<td>Heat and cold stress</td>
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<td>Explosives</td>
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<td>Material handling</td>
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<td>Solvents</td>
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<td>Biological Hazards</td>
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<td>Electrical Hazards</td>
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<td>Radiation</td>
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<td>Vibration</td>
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<td>Indoor air quality</td>
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<td>Lock out/Tag out</td>
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<td>Noise</td>
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<tr>
<td>Laser</td>
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<td>Propane Handling</td>
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<td>Compressed Gasses</td>
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<tr>
<td>Ergonomics</td>
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<tr>
<td>Hand Tools</td>
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<tr>
<td>Ladders</td>
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<tr>
<td>Machine Guarding</td>
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<tr>
<td>Office hazards</td>
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<tr>
<td>Fall arrest</td>
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<tr>
<td>Asbestos</td>
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</tbody>
</table>
• Always advise to **Never access the area above the false ceiling** in any building which contains sprayed asbestos fireproofing, unless they have been properly trained to do so.
  – Note: Buildings and rooms with sprayed on fireproofing are labeled with warning signs to indicate its presence.
  – Call Local ‘8-3000’ to report.
Can you spot the hazard?
How to complete the report…

• 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*. 
How to complete the report…

• After each listed hazard, specify the **recommended corrective action** and establish a **definite correction date where feasible**.
• Make **recommendations to management** and sign off if **submitting report to manager / supervisor** in person.
Hazard Rating System...

- Take immediate action as needed.
- Flag items which are a *high priority in the appropriate column*.
- When permanent correction takes time, take any temporary measures you can, such as:
  - roping off the area,
  - tagging out equipment or
  - posting warning signs.
• Inspection team completes the report and distributes to the manager responsible, either in person or by email.
• In the email, highlight the numbered items for follow-up, and offer to provide any assistance as we are here to assist our Faculty with University and Government Health & Safety Law compliance.
• Go to FAS staff website, ‘JHSC inspections’ for a sample ‘JHSC inspection report email template’.
JHSC member responsibilities...

- Upload to ‘MY JHSC’ portal at [EHS website](#) and / or submit signed report to FAS H&S officer for electronic filing / follow-up.
- JHSC members who are claiming time for inspections should remember to cc their union and their JHSC manager co-chair when addressing the EHS office at: [EHS.office@utoronto.ca](mailto:EHS.office@utoronto.ca).
- Prepare to speak to the committee at next scheduled meeting about highlights/findings of your inspection.
**Note:** EHS offers courses in the Spring / Fall for JHSC members including.

JHSC *workplace inspections* and other brief awareness training for *common campus hazards* (e.g. Biosafety, Fire Safety, Hazardous Waste Management). Refer to Training at [EHS website](#).