

**Workplace Inspection policy and procedure**

**Helpful Information:** Use the information provided in Module 4 Inspections of the Alberta FarmSafe Plan Manual and this worksheet to create a draft of your Inspection Policy and Procedure. Revise and remove statements below or add statements as you see fit. You will want to refer to current legislation as you do this (re: OHS Act & Code). Once you have done that, delete the grey, italic text. You can combine your statements into paragraph form, or you can keep everything in point form if you prefer. Remember to replace **FARM** with the name of your farm business. This policy structure is relatively generic, so you can add or delete sections (e.g., Scope) as appropriate. Be sure to write everything in plain language that anyone can understand and avoid using safety related jargon where possible.

**Disclaimer:** This document is intended to be a resource document only. The farm will need to customize it and make it farm-specific to address the particular needs, factors, applicable legislated requirements, etc. Once this document has been customized by the farm, this disclaimer, the Helpful Information section, and the logo located in the upper right corner of the page may be deleted and replaced with the farm’s logo. If you require agricultural health and safety assistance, please contact **AgSafe Alberta** at info@agsafeab.ca or visit [www.agsafeab.ca](http://www.agsafeab.ca) for learning opportunities, tools and resources.

|  |
| --- |
| **1.0 Policy Statement**  |
| ***Explain the purpose of the Inspection Policy and Procedure.*** 1.1 The **FARM** recognizes that ongoing, regular inspections of the farms work areas, equipment, tools and work site conditions are necessary to keep everyone safe.1.2 The many benefits of performing inspections, include: identifying and correcting issues before an injury, illness or incident occurs, repairing small issues to prevent larger more costly issues, and to prevent lost time related to breakdowns.1.3 The inspection procedure should be applied to all inspections and completed monthly in all areas of the workplace. |
| **2.0 Purpose** |
| ***Explain the goal or purpose of the Inspection Policy and Procedure.***2.1 The purpose of this inspection policy and procedure is to:* Communicate the standard process for conducting workplace inspections, as well as the responsibilities, frequency of inspections, and resources.
* Keep the workplace safe by identifying health and safety hazards, identifying equipment maintenance issues, checking on issues noted on past inspections, hazard control effectiveness, training needs and housekeeping issues.
 |
| **3.0 Scope** |
| ***Detail who the Inspection Policy and Procedure applies to.***3.1 This inspection policy and procedure applies to family members, supervisors, health and safety committee members (or health and safety representative), workers and volunteers.3.2 This inspection policy and procedure applies to anyone performing an inspection, who we will call inspectors. |
| **4.0 Definitions** |
| ***Include any definitions which someone might not know.*** 4.1 **Formal Inspection –** A planned, relatively thorough inspection of something or a work area which is documented.4.2 **Informal Inspection** – An unplanned, random inspection of something or a work area which may or may not be documented. |
| **5.0 Responsibilities**  |
| ***Outline who is responsible for what.***5.1 **The FARM/Employer responsibilities:*** Creating and maintaining an inspection process to identify, monitor and assess existing or potential hazards.
* Ensure the inspection policy and procedure is being followed and provide the resources necessary to ensure inspections are completed effectively.
* Ensure completed workplace inspections are completed regularly as per farm policy, reviewed, and corrective actions taken in a timely manner.
* Ensure health and safety concerns raised by family members, workers, supervisors, health and safety committee members (or health and safety representative) are resolved in a timely manner.
* Participate in inspections, at minimum, on an annual basis.
* Ensure the farm team is trained on how to perform an inspection and participate in this training themselves.
* Ensure that a copy of the completed Workplace Inspection Form & Report, identifying issues found, actions taken, and issues resolved during the inspection is posted in a highly visible area on the farm.

5.2 **Supervisor responsibilities:*** Inspect work areas and other equipment as outlined in this procedure, including daily inspections, monthly inspections, spot/focus inspections, etc.
* Maintain completed inspection records as per the **FARM’s** requirements.
* Involve workers in inspections, such as on a rotational basis, to support their active and meaningful participation.
* Record deficiencies and corrective actions on the inspection forms.
* Correct deficiencies identified during inspections, as far as reasonably practicable and escalate other deficiencies identified as appropriate.
* Share inspection results and the corrective actions taken to address inspection deficiencies with affected employees.
* Complete inspection training, as required.
* Request inspection training for themselves and/or the workers they supervise as needed.

5.3 **Family Members, Workers, Volunteers, Health and Safety Committee Members (or Representatives)*** Report all potential and actual hazardous conditions and acts on an ongoing basis.
* Participate in workplace and other equipment inspections as outlined in this policy and procedure.
* Complete inspection training, as required.

5.4 **Inspectors** * Prepare for inspection by reviewing past inspection reports, corrective actions, near miss reports, etc. (refer to Section 8 of this document).
* Review workplace requirements as needed (e.g., standard procedures, training records, etc.).
* Wear the required personal protective equipment.
* Use the appropriate Inspection Form to make sure nothing is missed.
* Document all substandard or unsatisfactory conditions using the Inspection Form and suggest ways to make improvements.
* Check to see if previous corrective actions are complete.
* Recognize good practices (positive observations) and note them.
* Take corrective action immediately, where possible.
* Submit the Inspection Form to the **FARM** once the inspection is complete.
* Post a copy of the completed Inspection Form on the health and safety board.
* Keep copies of the Inspection Forms on file.
* Record corrective actions on the **FARM**’s corrective action log.
 |
| **6.0 Training**  |
| ***Outline the training needed to perform the inspection effectively.***6.1Workplace inspection training is provided by the **FARM** through online training and through participation in an inspection with their supervisor or another qualified person. Training will include inspection techniques, hazard identification, assessment and control.6.2 All supervisors, family members, workers, and volunteers will be provided with appropriate training on how to perform an inspection prior to participating in their first inspection. 6.3 All supervisors, Health & Safety Committee Members (or Representatives) will complete workplace inspection training within two months of assuming their position.6.4 If an employee feels that they require further training, they must notify their supervisor.  |
| **7.0 Inspection Types & Schedule** |
| ***Outline the types of inspections to completed, how often they will be completed and who will be completing them.***7.1 **Formal Inspections** A formal inspection is performed once per month in the following areas:* Barn
* Shop
* Farmyard

Each area identified has its own Formal Inspection Checklist & Report Form where the inspection findings are documented. These inspections are performed by various members of the farm team, including senior leadership. A current schedule identifying who performs which inspections on which dates for each area can be found posted in the lunchroom.7.2 **Informal Inspection** An informal inspection can include a supervisor walkthrough, which is an informal check on the work area and how work is being performed. Supervisors will perform this type of inspection of their work areas several times throughout the workday. The dates and times of these inspections are recorded in the supervisor’s logbook, along with any issues noted and corrective actions taken. * Informal inspections are commonly performed by the farm owner and supervisors. These are performed to monitor the workplace on a daily, weekly and as needed basis (e.g., to identify unsafe behaviours or conditions).
* This type of inspection and its findings are recorded in a logbook; this record will include the date, time, findings, corrective actions and a signature.

7.3 **Pre-Use Inspections** A list of equipment and tools requiring pre-use inspections has been developed by the farm. Pre-use inspections are performed by the person who will be using the equipment or tool.  Pre-use inspections which require the inspection to be documented include: * Grain truck pre-use inspections are recorded on the inspection logbook located in the glovebox of grain truck…
* Other…

7.4 **Special Inspections** Other special inspections of the work area may be required following circumstances that may have introduced new hazards, such as a severe weather event. These inspections support the farm in ensuring hazards are identified, assessed and corrected before work begins or resumes. These inspections will be documented using the Formal Inspection Checklist & Report Form for that area and will be performed by inspection teams created at that time. |
| **8.0 Preparing for Formal Inspections**  |
| ***Outline what needs to be done so that the inspection team is prepared and can perform the inspection effectively.*** 8.1Members of the inspection team should review the following to help them identify priorities for the inspection:* Injury reports.
* Incident summary reports.
* Previous workplace inspection records and their results.
* Results of other previous inspections, such as maintenance inspections or fire inspections.
* Specific applicable farm policies and procedures.
* Relevant work procedures and personal protective equipment required while in the work area.
* Emergency preparedness and management measures, emergency action plans, and relevant Personal Protective Equipment.
* Plan and review the inspection route.

8.2 Inform the supervisor of the work area where and when the inspection will take place. Confirm with the supervisor that the inspection team will have suitable access to all areas and verity what personal protection equipment will need to be worn during the inspection. 8.3 Ensure that there are enough copies of the Inspection Form available for the inspection. |
| **9.0 Conducting Formal Inspections**  |
| ***Outline how the inspection will be completed.*** 9.1Inspections must be performed by a trained and competent person. Other individuals may accompany the inspection team (e.g., new worker).9.2 Inspections will be documented using the appropriate Inspection Form. 9.3 During the inspection, inspector(s) will:* Record any hazardous conditions or acts observed and focus on finding facts!
* Inspections should include all areas; even those that are rarely used or not regularly occupied by workers.
* Speak with workers and supervisors to get information about hazardous conditions or actions they may be aware of.
* If something is observed where immediate corrective action is required, the supervisor will be informed. Ensure high risk hazards are dealt with immediately to ensure no one is injured. Record the hazard and the corrective action taken.
* Look for and record successes (e.g., positive behaviours) during the inspection. Provide positive feedback to encourage safe work practices.
* If the supervisor (or a designate) did not participate in the inspection, speak with them before leaving or as soon as possible after. Report all identified hazards and record any corrective actions that have been taken.
 |
| **10.0 Completing the Formal Inspection Report** |
| ***Outline how the inspection report should be completed.*** 10.1The Inspection Report must be completed following the inspection and signed by the inspectors who performed the inspection. 10.2 A copy of the report will be posted on the Health and Safety Board in the Lunchroom within 2 days of the inspection. 10.3 A copy of the report will be provided to the farm owner and supervisor who are responsible for implementing corrective measures within 2 days of the inspection. 10.4 A copy of the report will be provided to the health and safety committee for review following the inspection.  |
| **11.0 Formal Inspection Follow Up and Monitoring** |
| ***Outline what follow up and monitoring will look like.*** 11.1 Following the inspection, the inspection team will discuss and agree upon a date and time to meet and follow up on corrective actions taken. This is done to ensure that corrective action has been implemented, is working as intended and no new hazards have been introduced. 11.2 Where an issue has been identified (e.g., corrective action is a) not in place, b) not working as intended, or c) a new hazard has been created), the farm owner, supervisor and health and safety committee will be informed and will be responsible for taking appropriate actions. 11.3 Where necessary, a review and update of applicable hazard assessments will occur.  |
| **12.0 Communication**  |
| ***Outline how inspections are completed and recorded.***12.1 All workers, family members, and contractors will be made aware of this inspection policy and procedure and their role as it relates to inspections, hazard identification, assessment and control. 12.2 The farm owner and supervisors will communicate this policy and procedure using the following methods:* Orientations
* Staff and pre-job meetings
* Safety meetings
* Postings
 |
| **13.0 Monitoring & Review** |
| ***State how often this policy and procedure will be reviewed.*** 13.1 The **FARM** will review this inspection policy and procedure on a regular basis. Review periods will not exceed three years, and reviews may occur more often if found to be appropriate.  |
| **14.0 Relevant Legislation**  |
| ***Include any applicable legislation here*** 14.1 To be determined….  |
| **15.0 Related Policies, Procedures & Other Documents**  |
| ***List any farm specific or industry specific documents that support or relate to this inspection policy and procedure.*** 15.1 This section can include Industry Standards, Farm Specific Policies, Procedures, Safe Work Practices, and forms. |
| **Approvals** |
|  |  |  |  |  |
|  | *Signature Here* |  | *Signature Here* |  |
|  | First & Last Name Here |  | First & Last Name Here |  |
|  | Title/Position Here |  | Title/Position Here |  |
|  |  |  |  |  |
|  | Print Date Signed Here |  | Print Date Signed Here |  |
|  | Date Signed |  | Date Signed |  |
|  |  |  |  |  |
| **Document Status** |
| Version/Revision Number | Date | Reason |
|  |  |  |
|  |  |  |
|  |  |  |