

Planned Inspections

<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created:</b>	<b>Date of Last Revision</b>

<b>Hazards Present:</b>	<b>PPE or Devices Required:</b>	<b>Additional Training Required:</b>
Slips/Trips/Falls	Hard Hat	
Serious injury	Steel toed boots	
Traffic	Eye protection	
	Hand protection	
	Hearing Protection	

**Safe Work Procedure:**

- 1) Identify the inspector or inspection team (management, supervisors and workers)
- 2) Locate and review reports of previous inspections
- 3) Obtain an inspection report form
- 4) Proceed with the inspection tour
- 5) During the tour, get off the “beaten path” and look over, under, around, behind, inside etc.
- 6) Take the time to observe the activities of all personnel
- 7) Take immediate corrective action where there is imminent danger
- 8) Record all hazards (unsafe acts and conditions)
- 9) Rank the hazards on completion of the tour
- 10) Identify corrective action required for each hazard
- 11) Assign a person to be responsible for each corrective action and assign a date/time for completion
- 12) Follow up to ensure corrective action is completed
- 13) Distribute copies of the inspection report to all workers at Safety and Health meetings and to the manager.
- 14) Encourage workers to bring forward their observations of hazards on an ongoing basis.

***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure***

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<p><b>Guidance Documents/Standards:</b></p> <p>MB Workplace Safety &amp; Health Act &amp; Regulations:                  2.4 Inspections of Workplace                  5 Duties of Workers                  6 Personal Protective Equipment                  12 Hearing Conservation &amp; Noise Control</p>	<p>This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years</p> <hr/> <p>Reviewed By WSH Committee:</p>  <p>Date:</p>
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