

Ingersoll Support Services Inc.

Policy: Workplace Inspections	Policy # HS 4 Section: Health and Safety
Reviewed and Effective: June 26 2019 Date of Origin: March 19 2009	Ministry requirement - OHSA
<i>Ingersoll Support Services will comply with the Occupational Health and Safety Act in making provisions for workplace inspections. A workplace is defined as any place in, on or near to where a worker works. The test: Is the worker being directed and paid to be there, or to be near there? If the answer is 'yes', then it is a workplace. Ingersoll Support Services recognizes and supports the right of the individual receiving support to deny the Joint Health & Safety Committee access to their home.</i>	

Procedure:

1. It is the responsibility of the JHSC to carry out routine workplace inspections. The main office of Ingersoll Support Services is a workplace and will be subject to inspection.
2. In the event of a dispute between the person accessing support and the JHSC, the person should use the grievance policy of both the Health and Safety Committee and Ingersoll Support Services. If a resolution is not reached, a complaint can be filed with the Ontario Human Rights Board. *It is preferable that reasonable agreement be explored without coercion in the most respectful manner to all parties prior to grievances.*
3. The inspection will be carried out consistent with the guidelines established by the Ministry of Labour under the Occupational Health and Safety Act (II,s.9(26,27)) on a monthly basis or less, only if deemed impractical.
4. A workplace inspection checklist will be developed for use in conducting inspections. It will include, but not be limited to:
 - Workplace first aid kits
 - Verification of vehicle inspections
 - Fire safety equipment
 - Recommendations
5. Recommendations based on Inspection Checklists will be forwarded through

Team Supervisors to Managers. Formal recommendations and reports, if required, will be reported to the employer. Responses to recommendations must be made by the employer within 21 days, though preferably less, as per the Act (II,s.9(20)). A response of the employer shall contain a timetable for implementing the recommendations the employer agrees with and/or give reasons why the employer disagrees with any recommendations that the employer does not accept.

6. In addition to the routine workplace inspections carried out by the JHSC, it is the responsibility of the Team Supervisor to carry out periodic workplace inspections, both planned and unplanned, in order to identify safety concerns and workplace hazards.
7. Risk Assessment and Job Hazard Analysis will be carried out annually for each location by the respective JHSC member and Team Supervisor according to training and based on a standardized tool (see HS 8a).
8. Recommendations based on monthly inspections, risk assessments, job hazard analyses and reported near-misses will be recorded and reported to Management and to the Joint Health and Safety Committee.
9. The major components of each building will be checked at least annually to ensure proper functioning. These inspections will include:
 - An annual inspection by the Fire Department
 - An annual inspection by the Local Health Unit
 - A heating equipment inspection annually and servicing as needed
 - The routine inspection of Fire, Smoke and Carbon Monoxide detectors