

Manual of Administration

TOPIC: Health and Safety	SUBJECT: Workplace Inspections (Daily)	Code: HS222
		Date of Issue: July 2002
		Revised: May 2007
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PURPOSE: To maintain a safe workplace by monitoring all work locations on a daily basis to ensure conditions are safe and to ensure that the appropriate action is taken when necessary.

PROCEDURE:

A. General

1. A brief inspection of the workplace will be done by each employee at each work location on a daily basis. Employees must be aware of their surroundings and any potential safety risks.
2. The employee will immediately report any safety concerns, that they cannot correct themselves, to their Manager.

B. Inspection

1. Daily workplace inspections should include the following:
 - check if the driveway and sidewalks are snow covered or icy
 - make sure there is no water on the floor
 - check that the lights are in working order
 - make sure there is nothing on the floor that can be tripped over
 - check for anything that could create a potential safety hazard
2. If an unsafe condition is found, and it is one that the employee can deal with, they are required to correct the safety issue, i.e., put salt or sand on an icy sidewalk. Any action that an employee undertakes to correct a safety concern, will be recorded on the daily log sheet.
3. If the employee cannot correct the unsafe condition, they must inform their Manager immediately (see Policy HS020 - Reporting a Health and Safety Complaint).

