

	Approved by: ACC
	Authorizer: Director, Safety and Security
	Effective Date: September 8, 2010
Procedure Title: Management Health and Safety Inspections	

1.0 **PURPOSE**

The purpose of this procedure is to state the responsibilities of senior managers, managers and supervisors in conducting regular workplace inspections. Regular inspections assist in identifying hazardous conditions or practices before losses occur and demonstrate management commitment and support of the Health & Safety program.

2.0 **SCOPE**

This procedure applies to all managers who meet the definition of a supervisor under the OHSA and have responsibilities to ensure compliance under the Act.

3.0 **DEFINITIONS**

- a) **Competent Person** – means a person who;
 - is qualified because of knowledge, training and experience to organize the work and its performance;
 - is familiar with the Occupational Health and Safety Act and the Regulations that apply to the work; and
 - has knowledge of any potential or actual danger to health or safety in the workplace.
- b) **Employer**
Conestoga College Institute of Technology and Advanced Learning.
- c) **Director/Officer**
The President, Vice Presidents, Executive Deans, Directors, Chairs and other Senior Management employees of Conestoga.
- d) **Supervisor**
Each worker of Conestoga who has charge of a place of work or learning or authority over a worker or student.
- e) **High Risk Area**
Any area or place that any academic or workplace activity is conducted where any machine, process, activity or substance creates a hazardous risk or condition to a worker or student.

4.0 **RESPONSIBILITIES**

4.1 **Employer**

- a) Ensure compliance with duties of employers as defined in the OHSA

4.2 **Director/Officer**

- a) Designate competent managers and supervisors
- b) Ensure a Risk Assessment is completed for high risk areas of responsibility

4.3 Supervisor/Manager

- a) Participate in regular workplace inspections of high risk areas of responsibility
- b) Designate competent persons to participate in regular workplace safety inspections
- c) Identify supervisor or designate to Occupational Safety Office for inspection scheduling
- d) Conduct workplace hazard evaluation, assess risks and implement controls
- e) Ensure all employees and students are made aware of the hazards associated with their areas or assigned tasks
- f) Ensure hazards are identified, documented and managed appropriately.
- g) Ensure compliance with duties and responsibilities of supervisor as defined in Occupational Health and Safety Act

5.0 PROCEDURE

- a) Workplace inspections of all high risk areas of responsibility will be conducted by the supervisor/manager or designate with the Joint Occupational Health and Safety Committee members during the regularly scheduled workplace inspections.
- b) A workplace hazard and risk assessment will be conducted on all equipment, substance, processes or procedure where any risk of injury or property damage is identified.
- c) Assess and evaluate the risk and likelihood of injury associated to hazards in the workplace.
- d) Continuously evaluate control measures in place to determine if measures are sufficient to reduce risks.
- e) Take corrective action of any workplace hazard identified during inspection.
- f) Workplace inspections will be scheduled and managed through the Occupational Safety office.

6.0 TRAINING

All senior management, managers, and supervisors identified in this procedure will be trained by reviewing this document with a signed acknowledgement sheet.

7.0 RELATED DOCUMENTS

- a) Ontario Occupational Health and Safety Act R.S.O. 1990
- b) WSIB Workwell Best Practice Guidelines Element 8.1
- c) Statement of Responsibilities Policy OSP-002
- d) Safety Concern Reporting Procedure OSP-008
- e) Hazard Identification Procedure OSP-018
- f) Personal Protective Equipment Policy OSP-025

8.0 REVISION LOG

Revision Date	Summary of Changes
11 August 2010	Procedure Developed
26 August 2010	Policies and Procedures Committee - Approved
8 September 2010	Academic Coordinating Committee - Approved