

Administrative Procedures Manual	Administrative Procedure 160
	Appendix F
	Workplace Inspections
	APPROVED: March 2025
Page 1 of 3	AMENDED/REVIEWED:
LEGAL REFERENCE:	Section 11, 52, 53, 196, 197, 222 Education Act Occupational Health and Safety Act Worker's Compensation Act Occupational Health and Safety Code Occupational Health and Safety Regulation

Background

Informal and planned health and safety inspections are a valuable tool to prevent workplace injuries, illness, and property damage. Regular inspections provide a systematic way to identify unsafe conditions, new hazards not previously identified, and determine whether hazard controls are in place and working. Inspections are *opportunities to improve* and to catch hazards before an incident occurs. Inspections should be viewed as POSITIVE.

Definitions

Informal Inspection: A spot inspection of a work area and/or equipment conducted as part of an employee's general health and safety responsibilities and daily work routines. Hazards are corrected immediately or may require follow up action.

Planned Inspection: A formal planned and scheduled inspection of the workplace conducted by employees or persons with training or knowledge of the working areas. Results including corrective actions and positive observations are *documented* in a report or on a *checklist*.

Responsibilities

In addition to inspections conducted by various government authorities, school and department administrators are accountable to ensure that both informal and planned health and safety inspections are regularly conducted at their workplace.

The responsibility to carry out site inspections is assigned to supervisors, health and safety representatives and/or employees knowledgeable about the work task. School or department administrators and staff must also participate in inspections conducted by external agencies such as fire, OHS and public health inspections.

In addition to planned inspections, as part of the normal duties for maintaining a safe and healthy workplace, individual employees are responsible for doing informal or spot inspections of their work areas on a regular basis. In higher hazard programs such as science or CTS (Career and Technology Studies), informal inspections should be conducted daily to prevent the development of unsafe conditions.

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Procedure:

1. School administrators / directors shall follow a planned inspection schedule that ensures the *workplace is inspected at intervals, so all areas of the workplace are inspected at least once each school year*. These inspections are supplemented by additional inspections conducted by the Safety Coordinator and external agencies.
2. Planned inspections are supported by informal inspections conducted by staff as part of their daily work routines and targeted inspection programs initiated by the Safety Coordinator (e.g. spot inspections, fire safety inspections). Higher risk areas or areas where there is a significant change to the task or work environment may require additional planned inspections as determined by the school administrator / director or supervisor.
3. Planned inspections are typically separated into three or four inspection cycles conducted by persons knowledgeable with the work area. All staff are expected to participate in inspections and are encouraged to inspect their own work areas using the provided checklist(s).

Sample Workplace Inspection Schedule

Work Area	Sample Schedule
Classrooms/Offices	October
CTS Shops	Monthly
Physical Education, Science	October, March
Administrator Inspections (Full School)	November, February, May
Vehicle Inspections	Monthly
Equipment Inspections	Pre-Use

(Reference the School Safety Plan Checklist)

4. School administrators / directors are expected to participate in workplace inspections at least **three times per school year** by formally or informally touring the workplace to reinforce good health and safety practices and behaviors. This can be achieved by accompanying school staff and/or government inspectors and/or by observing health and safety conditions when doing casual walkthroughs of the workplace.
5. Planned inspection results must be documented on general or program specific inspection checklists in hard copy format or submitted electronically to each school's safety folder on the staff portal. Inspection templates are available on the staff portal.
6. Machinery, tools, and equipment (e.g. hoists, elevators, dust collectors, fire extinguishers etc.) shall be inspected in accordance with the manufacturer's recommendations and/or

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legislation and Division standards.

7. Unsafe acts or conditions identified during inspections shall be recorded and prioritized for action on the inspection checklist. High risk hazards must be promptly reported to a supervisor for corrective action. If danger or undue hazards are found during an inspection, the inspector shall take immediate action to stop the work and correct the situation.
8. Inspection results shall be reviewed and followed up by the school or department administrator in conjunction with affected employees.
9. Results of inspections and corrective actions required shall be communicated to affected staff.
10. Copies of inspection reports are uploaded to the school safety folder on the school portal for review and filing for audit purposes.
11. The Superintendent, Health and Safety Committee, or OHS auditor / inspector may ask to review completed inspection checklists at any time.
12. In the event of a health and safety inspection by external government officials, the school / department administrator shall inform the Associate Superintendent / Secretary Treasurer or Human Resources as soon as possible and provide copies of any inspection reports and/or orders. The administrator, in consultation with other stakeholders will determine follow up corrective action if necessary.
13. The school / department administrator is responsible to ensure all deficiencies are corrected and orders are complied with.