

Purpose:

- 1 To ensure departments meet government regulations and The City of Red Deer's health and safety standards in providing workers with a reasonably safe and healthy place to work.
- 2 To comply with the Occupational Health & Safety Act.

Policy Statement(s):

- 3 The City has a workplace inspection program. This will help The City ensure, as far as it is reasonably practicable to do so, the health and safety of workers both engaged in the work of The City and not engaged in the work but present at the work site.

(I) Inspection Requirements:

- (a) All City workplaces are inspected at least once a year.
- (b) Inspections will involve as many workers as possible.
- (c) Inspections are conducted as follows:

City Manager, General Managers, Department Managers	One (1) per year
Superintendents	Four (4) per section per year
Foremen/Designates	Ten (10) per section per year

- (d) Failure to meet legislated standards is subject to expensive liability, fines and/or imprisonment.
- (e) Deficiencies, found during workplace inspections, requiring corrective action are documented and acted upon as soon as possible. A person is assigned responsibilities for completion (i.e. Action Logs).

Definitions:

- 4 **Imminent:** A danger, which is not normal for a worker's occupation under which a Danger worker engaged in that occupation would not normally carry out his or her work.
- 5 **Regulations:** Any federal, provincial or municipal legislation concerning health and safety, including the Occupational Health and Safety Act and the various regulations as amended from time to time.
- 6 **Workers:** An employee, volunteer or contractor working for or on behalf of The City.
- 7 **Workplace:** Any location, including a vehicle or powered mobile equipment where a worker is engaged in his or her occupation.
- 8 **Workplace Supervisor:** The person designated as being in charge and/or responsible for health and safety at a workplace, whether or not they are entitled "supervisor."

References/Links:

- 1 Occupational Health & Safety Act
- 2 2201-CP Hazard Assessment, Elimination, and Control
- 3 2206-CA Vehicle and Equipment Maintenance

Scope/Application:

- 1 All departments

Authority/Responsibilities to Implement:

- 1 City Manager:
 - (1) Include the implementation, maintenance, and effectiveness of the workplace inspection program on the agenda of the annual operations review.
 - (2) Take part in at least one inspection per year.
- 2 Superintendents:
 - (1) Ensure the workplace inspection programs are implemented and maintained in their respective areas of responsibility.
 - (2) Delegate the authority to each foreman to implement and maintain workplace inspection programs.
 - (3) Participate in program activities.
 - (4) Comment and sign appropriate reports.
 - (5) Ensure follow-up and remedial actions are being acted on.
 - (6) Advise department managers of problems and special situations.
 - (7) Participate in at least four inspections annually.
- 3 Department Heads/Managers:
 - (1) Develop, document, and maintain inspection programs which deal with the following components:
 - (a) Physical:
 - (i) Housekeeping of the workplace, condition of tools, machinery, equipment, and vehicles at the workplace;
 - (b) Personal Protective Equipment:
 - (i) Storage, proper use, maintenance, condition, and compliance;
 - (c) Chemical:
 - (i) Knowledge of hazards, methods, use and handling procedures, transportation, and disposal methods and emergency procedures, WHMIS;
 - (d) Biological:
 - (i) Laboratory waste protocols.

- (e) Environmental:
 - (i) Light levels, noise, vibration, radiation, etc.
 - (f) Ergonomic:
 - (i) Workplace design, environmental, repetitive and sedentary task observation, lifting technique, etc.
 - (g) Special Protective Devices:
 - (i) Eyewash facilities, fire extinguishers, first aid kits, self-contained breathing apparatus, etc.
 - (2) Customize or add specific items as required to the above components.
 - (3) Sign Inspection Reports.
 - (4) Discuss Inspection Reports at safety meetings if deficiencies have been noticed.
 - (5) Participate in at least one inspection annually.
 - (6) Ensure workers are aware of their responsibilities and duties under the Occupational Health and Safety Act.
- 4 Foremen/Supervisors:
- (1) Participate in workplace inspections in accordance with standards established by City policy and procedure.
 - (2) Arrange for correction of workplace deficiencies.
 - (3) Ensure that remedial actions are carried out.
 - (4) Participate in all safety inspections for their areas of responsibility.
 - (5) Ensure workers are aware of their responsibilities and duties under the Occupational Health and Safety Act.
- 5 HR Team Leader – Wellness and Safety, Human Resources:
- (1) Ensure workplace inspections are being conducted as per government and/or City policies and procedures.
 - (2) Monitor the implementation, compliance, and maintenance of workplace inspection programs.
 - (3) Provide advice and recommendations as requested or required.
 - (4) Review, update, and recommend to the Super Safe Operating Committee any amendments to the workplace inspection policy and procedure.

Inquiries/Contact Person:

- I HR Team Leader – Wellness & Safety

Policy Monitoring and Evaluation

- I This policy will be evaluated every two years with revisions made as required.

Document History:

Date:	Signature:	Title:
Approved: November 26, 2001	"Norbert Van Wyk"	City Manager
Revised: July 11, 2009	"Craig Curtis"	City Manager
Reviewed: April 10, 2012	"Marge Wray"	Human Resources Manager
Revised: July 13, 2020	"Allan Seabrooke"	City Manager
Reviewed: October 9, 2020	"Tracy Bruce"	Human Resources Manager