

Health and Safety Standard

HEALTH, SAFETY AND ENVIRONMENT

INSPECTIONS

1 PURPOSE

This standard supports the Hazard/Aspect and Risk Assessment Policy and establishes the requirements for conducting health, safety and environmental workplace inspections to aid in the prevention of workplace non-compliances, injuries and/or illnesses.

2 SCOPE

This standard identifies the types of workplace inspections, frequency and the responsible groups required to accomplish these inspections at SaskPower.

Inspections are to be conducted to help verify the effectiveness of health, safety, and environmental requirements by identifying and correcting hazardous/unsafe conditions, monitoring the effectiveness of controls and ensuring practices and processes are adequately implemented.

This standard outlines the minimum requirements that shall be met or exceeded by SaskPower workers and contractors. Failure to comply may result in injuries, damage to equipment and property, environmental harm, performance management or any combination thereof.

The use of the word “shall” within this standard denotes a mandatory action, whereas the use of the word “should” or “may” denotes a recommended action.

3 DEFINITIONS

The following definitions apply to this standard:

Aspect – an element of an organization’s activities, products, and/or services that can interact with the environment.

Competent – possessing knowledge, experience and training to perform a specific duty.

Critical Parts Inspections – regular inspections of the critical parts of a machine, piece of equipment or a system that have a high potential for serious accidents. These inspections are often part of a preventive maintenance program or hazard control program.

Deficiency Report – a document identifying the inspection findings, with a corrective action date.

Informal Inspections – the purposeful awareness of an employee observing a facility or work site, which may or may not be documented.

Inspection – an examination of a workplace, selected work area, or hazards/aspects, machinery, tools, equipment and work practices and a comparison of what is found against applicable standards and best practices.

Inspection Checklist – a document identifying the main items that the inspection is covering and includes information on the location, date and inspectors involved.

Major Facility – a facility that people regularly report to for work, such as power stations, service centers, offices and switching stations.

Minor Facility – a facility that people do not regularly report to for work, such as storage compounds, pole yards and transformer sites.

New Equipment Inspections – involve a series of specific tests and checks that are carried out before starting up any new piece of equipment.

Occupational Health Committee (OHC) – is comprised of committee members including employees and management. The committee is led by a management co-chair and a worker co-chair. In general terms, the OHC assists the employer and workers in preventing occupational incidents and illnesses.

OHC Inspections – performed by the OHC Committee and are scheduled to include major and minor facilities, utilizing a documented checklist.

Planned Inspections – are scheduled and documented (formal) walk-throughs of a workplace, selected work area or particular hazards, machinery, tools, or equipment for the specific purpose of identification and documentation of deficiencies.

Pre - Operation/Use Inspections – are carried out before the use of any equipment or work process that has a potential to result in loss.

Qualified – possessing a recognized degree, certificate or professional standing and demonstrating, by knowledge, training and experience, the ability to deal with problems related to the subject matter, the work or project.

Spot Inspections – are carried out on occasion in order to meet a range of responsibilities with respect to the workplace health and safety. They focus on a specific hazard associated with a specific workstation or work area.

Risk - Based Inspections – involves the identification of hazards/aspects so that the associated risk is prioritized. Planned inspections are scheduled, taking into consideration of the hazards/aspects and the degree of risk.

Routine/General Inspections – are carried out on a regular basis in a given work area and they cover all working conditions, including work hazards, processes and practices.

4 REQUIREMENTS

4.1 INSPECTION TYPES

Health, Safety and Environmental compliance monitoring shall be achieved through informal and planned inspections to identify and report any workplace hazards/aspects, unsafe acts and conditions or deficiencies that may lead to work-related injury or illness.

Inspections may be an examination of a workplace, worksite, selected work area, property, hazards/aspects, machinery, tools, equipment, and vehicles in comparison to applicable health, safety and environment standards and best practices.

4.1.1 INFORMAL INSPECTIONS

Informal Inspections are not scheduled and are to be completed by all employees where applicable.

Informal Inspections include but are not limited to continuous:

- Spot Inspections
- Pre-Operation/Use Inspections

4.1.2 PLANNED INSPECTIONS

Planned Inspections are completed by managers, supervisors and the Occupational Health Committee as prescribed by their divisional procedures and OHC terms of reference respectively.

Planned Inspections include but are not limited to:

- Risk-based Inspections
- Housekeeping Inspections
- New Equipment Inspections
- Critical Parts Inspections
- Facility Inspections
- Routine/General Inspection

4.2 ROLES AND RESPONSIBILITIES

Workers:

- Conduct frequent inspections of tools, equipment, workspaces under their control and personal protective equipment (PPE) prior to use.
- Conduct planned inspections as assigned by their supervisor/manager
- Identify and report hazards and concerns to their supervisor/manager
- Follow applicable safe work practices, procedures and processes and comply with workplace requirements

Supervisors and Managers:

- Develop a divisional inspection procedure, checklists and reporting forms
- Plan and schedule inspections in consultation with the OHC
- Conduct inspections and ensure corrective actions are completed to address any non-conformances
- Identify and communicate information about any non-conformances or opportunities for improvement to workers
- Provide the OHC with applicable inspection records for review
- Ensure compliance with workplace health, safety and environment requirements

OHCs and Representatives:

- Verify the completion and accuracy of inspections completed by the business
- Support the business in development of checklists and reporting forms
- Develop checklists, conduct and record planned inspections of the workplace facilities as prescribed by the OHC Terms of Reference or as requested by an

Occupational Health Officer (*The Occupational Health and Safety Regulations, 2020, Section 3-9 & 3-17*)

- Identify and report hazards or deficiencies found during inspections or reviews of inspections completed by the business
- Discuss concerns and recommend controls with workers, supervisors and managers
- Recommend corrective action and follow up to ensure effectiveness

Health & Safety and Environment:

- Support inspections and the development of inspection checklists and forms criteria as requested
- Perform periodic reviews of the inspection program

4.3 MANAGEMENT OF INSPECTIONS

4.3.1 INSPECTION PROCEDURE DEVELOPMENT

An inspection procedure(s) shall be developed by each Division for facilities, machinery, tools, equipment and worksites under their control and shall be communicated to the local OHC or other interested parties as required.

All Planned Inspection procedures shall include the following:

- the development of a list of inspections to be conducted

the development and updating of approved inspection checklists and/or recording form (paper or electronic) specific to the areas being inspected based on the Minimum Requirements for an Inspection Checklist;

- verifying that inspections are completed as required;
- the completion of an inspection/deficiency report and corrective action plan with target dates and person responsible, as required; and
- the process for tracking and entering SaskPower inspections, deficiencies and corrective actions into the applicable software according to the local procedure.

4.3.2 INSPECTION FREQUENCY

Each Division shall establish and document the number of planned inspections to be completed annually.

Inspections shall be done at reasonable intervals as determined by the Division or by the local OHC based on risk and the type of facility (major or minor), but at a minimum as defined per applicable regulations.

Designated managers shall be responsible for completion of the inspections.

4.3.3 PERFORMING INSPECTIONS

Inspection of tools, equipment, vehicles and machinery shall be performed by a competent or qualified inspector as required by applicable regulations or standards.

4.3.4 INSPECTION/DEFICIENCY REPORTS

After an inspection, upon written notice of an unsafe condition, suitable corrective action shall be taken as soon as reasonably possible.

Planned or Informal Inspection findings shall be reported, documented and verified with the person responsible to ensure there is no duplication as well as to prioritize a timeline for correction prior to assigning actions.

Corrective actions developed from inspection findings shall be entered into the applicable software and assigned to the responsible person(s) as determined by the divisional procedure.

4.3.5 INSPECTION REVIEW & FOLLOW-UP

Local management review and/or other meetings where health, safety and environmental concerns are discussed, Managers shall:

- Review inspection reports to identify gaps and trends;
- Use the information to recommend improvements. Information from other sources, such as the Good Catch Program, can be used to supplement inspection information;
- Include information on verification of completeness and effectiveness of actions taken; and
- Address any circumstances where the progress to implement corrective actions have been delayed.

5 IMPLEMENTATION

The requirements of this version of the standard are to be met within six months of the approval date at which time the previous version will be superseded.

6 RESOURCES

6.1 INTERNAL RESOURCES

Related Policies:	Hazard/Aspect and Risk Assessment Policy SaskPower Health, Safety and Environment Policy
References:	Minimum Requirements for an Inspection Checklist
Related Standards:	Hazard/Aspect and Risk Assessment Standard
Additional Information:	Good Catch Program OHC Terms of Reference Safety and Environment Briefing #27: Inspections Standard

6.2 EXTERNAL RESOURCES

Related Legislation:	<i>The Occupational Health and Safety Regulations, 2020, Part 3 General Duties</i>
Additional Information:	Work Safe Saskatchewan Workplace Inspections Training

Ownership

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