

Workplace Inspections Policy

1.0 Policy Statement

The City of Mount Pearl will conduct regular workplace inspections. Regular inspections of all buildings, excavations, structures, machinery, and equipment are required by the *Occupational Health and Safety Regulations* to identify and correct unsafe conditions or unsafe acts that might cause injury, illness or property damage. All employees are responsible for participating in and contributing to the inspection program.

2.0 Background


Informal inspections shall be conducted by the supervisors daily in their areas of responsibility and the Occupational Health and Safety Officer as on site. Documented formal inspections shall be regularly conducted by the Occupational Health and Safety Officer, supervisors, and members of our Occupational Health and Safety Committees for each workplace.

All identified hazards and observations must be documented on the inspection sheet and reported for implementation of corrective action. If an unsafe condition is discovered by an employee it shall be reported immediately to a supervisor who shall ensure the appropriate action is taken without delay.

3.0 Purpose

To establish a city-wide policy for the City of Mount Pearl that outlines standards for inspections in the workplace to identify existing and potential hazards, and to minimize injury to employees and damage to City of Mount Pearl property.

4.0 Approvals



Steve Kent, Chief Administrative Officer

August 21, 2018

Date