



HEALTH AND SAFETY POLICY MANUAL

Subject: Workplace Inspections	Approval Date: December 19, 2016	By-Law No. 93-2016
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5.7 WORKPLACE INSPECTIONS

The *Occupational Health and Safety Act* states that all workplaces employing 5 or more full time employees must elect a worker representative to conduct a monthly inspection of the workplace. The following worksites have 5 or more workers.

1. The Municipal Office.
2. Outdoor Recreation and Facilities.
3. Public Works.
4. The Recreation Center.
5. Balmertown ELC.
6. Red Lake ELC.
7. St. Johns ELC.

In addition, during the operational months, the Cochenour Arena will have a worker representative conducting workplace inspections.

The Human Resources Manager is responsible for ensuring that each of these sites has a worker representative to conduct the inspections and that the worker representative is adequately trained to conduct the inspections.

The Supervisors for these locations are responsible for ensuring that the worker representative is given adequate time to conduct their inspections each month.

Many workers in the Municipality spend the majority of their time away from their worksites. To ensure that safety standards are being maintained both on and off site the Human Resources Manager will conduct a monthly work audit at an offsite location (e.g. Waterbreak, grass cutting).

The Workplace Inspection forms will be maintained by the Human Resources Manager.

Follow Up Inspections

Following every incident that affects the health and safety of an employee within the Municipality the Supervisor of that employee must be immediately informed. Once required First Aid has been supplied and the area has been made safe the Supervisor will fill out an **Incident Form** and inform the Human Resources Manager. If the incident was of a significant level the Human Resources Manager will complete an **Incident Investigation**. The completed Incident Investigation will be reported to the CAO and made available to all Supervisors for review.