

**TOWN OF MIDDLETON
CODE E - OCCUPATIONAL HEALTH & SAFETY**

Subject: Workplace Inspection

Number: 4.1

Coverage: Staff, OH&S, & Council,

Approved by: OH&S, Council, & CAO

Effective Date: August 10, 1998

**Revision Date: March 5, 2007, Sept. 2, 2014,
Feb. 20, 2018**

Rationale

The following policy establishes guidelines for worksite inspections to measure levels of compliance and identify unsafe conditions and actions in order to reduce the likelihood of an accident occurring on Town sites.

Policy Statement

1.0) Regular Inspections

- 1.1) The Town will carry out a program of regular safety inspections at all facilities and job sites.
- 1.2) The inspections shall:
 - a) identify and control hazards in the workplace;
 - b) ensure compliance with regulations and safety rules; and
 - c) ensure adherence with safe work practices and job procedures.
- 1.3) Management and employees shall participate in the inspections.

2.0) Informal Inspections

- 2.1) Informal inspections shall be conducted and identified hazards corrected, controlled and reported at the next tool box meeting.

3.0) Formal Inspection

- 3.1) Formal inspections shall be conducted quarterly in all departments.
- 3.2) Formal inspections shall be conducted as outlined by NSCSA member training.

- 4.0) Department heads shall review inspection reports to monitor compliance, controls and act accordingly.

Conflicts

Where there is a conflict between this policy and the Occupational Health and Safety Act or the regulations of the Health and Safety Act, or a Code of Practice required by the Occupational Health and Safety Act, the Act, the regulations, and the Codes of Practice prevail.

References

Nova Scotia Construction Safety Association – Occupational Health and Safety Committee Member Training Course.

Previous Policies

The previous policy "Town of Middleton Workplace Inspection Policy" amended on Sept. 2, 2014 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 20th day of February 2018.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 22nd day of February 2018.

1. Seven (7) Day Notice: February 5, 2018
2. Council Approval: February 20, 2018 *

Effective date of the Policy unless otherwise specified in the text of the Policy.

Marianne Davis
FOR Rachel L. Turner
Chief Administrative Officer