Workplace inspections help identify unsafe conditions and work practices so that they can be eliminated or controlled before an accident occurs. Regular inspections are also an opportunity to identify, evaluate, improve and promote components of your workplace safety program.

Health and Safety Inspection Program Policy

**Purpose**

To enable **[Farm Name]** to improve occupational health and safety performance by providing a format for ensuring that workplace inspections are conducted in a proactive and consistent manner.

**Policy**

**[Farm Name]** will conduct health and safety inspections of the premises, tasks, tools, equipment, work methods, practices and procedures. This is to identify and control hazards to prevent accident, injury, illness or property damage.

**Responsibilities**

**How**

Inspections will be conducted using the workplace inspection checklist. The checklist is used to ensure all items are thoroughly inspected and no important areas are missed and that records of each inspection exist.

**Who**

All planned inspections should include employer and worker representatives. If available, a member of the Joint Occupational Health and Safety Committee or a worker health and safety representative should participate. Other employees or inspectors may be present if additional expertise is required. The inspection team should be knowledgeable about

* Regulations and workplace safety rules
* Potential hazards in the workplace
* Work procedures and emergency procedures

**When**

Inspections will be conducted regularly. Tasks, equipment, work methods, practices and procedures that are especially hazardous, or conditions that change quickly, will be inspected much more frequently than those lower in risk.

Inspections will also be conducted when new processes or equipment appear, or when there has been an accident or incident.

Buildings, equipment, implements, tools etc. that are only used occasionally seasonally shall be inspected prior to first use, and then regularly during the seasonal use. First inspection should be completed early enough to allow for any unsafe conditions to be corrected prior to first use.

**Frequency**

WorkSafeBC regulations state “Every employer must ensure that regular inspections are made of all workplaces, including buildings, structures, grounds, excavations, tools, equipment, machinery and work methods and practices, at intervals that will prevent the development of unsafe working conditions.”

Unless specified by regulation, “regular” inspection frequency is based on use and known hazards in the workplace. WorkSafeBC regulations include specific inspection schedules / timeframes for many items. i.e.: tractors and other mobile equipment, lifts or hoists, ladders, personal protective equipment and others.

\*These are examples only, a schedule specific to your farm / ranch operations may be required.

|  |  |  |
| --- | --- | --- |
| **Inspect** | **Frequency** | **Documented Y/N** |
| Barns / Shops / Other Workplace Buildings | Monthly | Y |
| Fences & Gates | \*open field – quarterly  \*animal handling pens – daily while in use | Y  Y |
| Mobile Equipment | Pre-shift | Y |
| Animal Handling Facilities | Prior to every use | N |
| Ladders | Prior to every use | N |
| Tools & Equipment | Prior to every use | N |
| Personal Protective Equipment | Prior to every use | N |

**If your inspections are turning up a lot of hazards it is time to increase how often you inspect.**