
Health, Safety and Environment Inspections Standard

1.0 PURPOSE

This standard describes the process for health, safety and environment inspection and is supported by the Safety and Environment Management Policy which specifies requirements for conducting work and facility inspections.

2.0 DEFINITIONS

2.1 Aspect

An element of an organizations activities, products, and/or services that can interact with the environment.

2.2 Competent

Possessing knowledge, experience and training to perform a specific duty.

2.3 Deficiency Report

A document identifying the inspection findings, with a corrective action date.

2.4 Informal Inspections

The purposeful awareness of an employee observing a facility or work site, which may or may not be documented.

2.5 Inspection

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

2.6 Inspection Checklist

A document identifying the main items that the inspection is covering and includes information on the location, date and inspectors involved.

2.7 Major Facility

A facility that people report to for work, such as power stations, service centers, offices and switching stations.

2.8 Minor Facility

A facility that people do not report to for work, such as storage compounds, pole yards and transformer sites.

2.9 Occupational Health Committee (OHC)

A committee including in scope employees and management. The committee is lead 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.

2.10 OHC Inspections

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

2.11 Planned Inspections (Formal)

A practice used to observe and document findings of a facility or worksite.

2.12 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.

2.13 Risk – Based Inspections

Involve 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.

3.0 METHOD / PRACTICE

3.1 Performing Inspections

- Health and safety performance monitoring shall include formal (planned) and informal inspections.
- An inspection procedure(s) shall be developed by each Division for facilities, equipment, property and worksites under their control.
- Each Division will establish and document the number of planned and OHC inspections to be completed annually. Inspections shall be done at reasonable intervals as determined by the business area or OHC, based on risk, type of facility (major or minor) at a minimum of once per year. Designated managers will be responsible for completion of the inspections.
- Inspections may be an examination of a workplace, worksite, selected work area, property, hazards/aspects, machinery, tools, equipment, vehicles and work practices in comparison to applicable health, safety and environment standards and best practices.
- Inspection of tools, equipment, vehicles and machinery shall be performed by a competent or qualified inspector, as required by regulations or applicable standards.
- Planned inspections include but are not limited to OHC inspections, risk-based inspections, housekeeping evaluations, facility inspections and general inspections.
- Inspections shall verify effectiveness of health, safety, and environmental requirements.
- Planned Inspections shall include:
 - an approved inspection checklist based on the Job Aid - Minimum Requirements for an Inspection Checklist;
 - an inspection / deficiency report;
 - entering SaskPower inspections into safety and environment software;
 - tracking deficiencies and fixes according to the local procedure.
 - verifying that machinery, equipment and tool inspections are current.
 - Corrective action plan with target dates and person responsible , as required.
- OHC inspections shall include:

- inspection teams and scheduled inspections, assigned by the local OHC;
- verifying that machinery, equipment and tool inspections are current.
- As soon as possible upon written notice of an unsafe condition, suitable corrective action shall be taken.
- Findings of an inspection shall be verified with the person responsible to ensure there is not a duplication as well as to prioritize a timelines for correction prior to assigning actions.
- Actions identified from inspections shall be entered into safety and environment software and assigned to responsible person.

3.2 Inspection Review

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.

4.0 REFERENCES

- Saskatchewan
 - *The Occupational Health and Safety Regulations, 1996*
- SaskPower (Located on SafetyNet)
 - Hazard/Aspect Control Policy
 - Safety and Environment Briefing #27: Inspections Standard
 - Minimum Requirements for an Inspection Checklist
 - Good Catch Program