

Chapter 14: Inspections and Monitoring

Introduction

Inspections and monitoring are key tools for identifying hazards, unsafe actions or conditions, and gaps in the BCTS Occupational Health and Safety Program. Regular inspections and the monitoring for safety involve:

- The conditions of worksites, buildings, vehicles, equipment, parking lots, fuel and chemical sheds, camps and remote accommodations used by BCTS staff and other locations.
- Conformance to the BCTS OHS program.
- Compliance to legal and other requirements.
- Use of and effectiveness of control measures including PPE.
- Significant changes to working conditions in any of the worksites and any safety incidents relating to those changes.
- Identification of hazards not previously noted.
- Adequacy and currency of First Aid requirements and emergency response procedures.

Inspections may occur frequently, but they are generally a point-in-time evaluation of a facility or action. Inspections must be documented, recorded and filed. Local offices shall provide and use their own formats to inspect facilities associated with their operations. The appendices referenced at the end of this chapter provide standard templates for BCTS short term high risk field project sites and BCTS utilized camps, vehicle circle check guides and a matrix indicating MFR provincial inspection expectations. New hazards, unsafe acts or conditions identified through the inspection process need to be, documented, tracked and followed up in corrective action logs. Follow-up corrective action must also be documented and filed. Inspections are often led by the JOHSC or management and supervisory staff.

Monitoring typically is an ongoing process and ensures that unsafe acts or conditions are identified and addressed. While monitoring may or may not be formally documented, any new hazards, unsafe acts or conditions identified through ongoing monitoring need to be documented Form 15-1 and followed up in corrective action logs. Monitoring may be done by anyone in the organisation but is typically carried out by on-site supervisors and workers competent in the processes or work being done.

Monitoring and inspections aimed at staff and work practices are closely tied to on the job training discussed in Chapter 13. BCTS on the job training checklist may be used to confirm and document staff monitoring.

Inspections and Monitoring of Timber Sale Licences and Contracts

The direction provided in this chapter applies only to BCTS employees, equipment and procedures and process. BCTS monitoring and inspections of

contractors and timber sale licence holders are discussed in Chapters 18, 19,20, 21 and 22.

Responsibilities for Inspection and Monitoring

Timber sales managers and headquarters directors are responsible to ensure that regular workplace inspections occur at BCTS offices and worksites. The actual task of performing the inspection will be delegated to the section supervisor or staff member most familiar with the task or area. Recording of said inspections will occur on locally developed forms intended for that purpose and or worksite. Field worksites and remote accommodations can be addressed via the 14-1 checklist in the appendices.

Inspections will be performed on a regular basis with the frequency based on risk. Vehicles and boats and other tools or motorized equipment should be examined and maintained or repaired before use each day. Workers should monitor and inspect PPE on a daily basis.

The JOHSC is responsible for monitoring the completion of inspections as per the safety program and may conduct some inspections but likely cannot get out to remote field sites on a regular basis. Inspection reports completed by managers, supervisors or other personnel must be submitted to the appropriate JOHSC for review and recommendations.

Corrective Action

All corrective action required as a result of inspections or monitoring must be documented and tracked within the corrective action log to ensure it is followed up and completed in a timely manner.

Considerations for Doing a Safety Inspection

Scheduled inspections must be focused and rigorous, if they are to serve their purpose. Adequate time needs to be given for the preparation, implementation, report writing and follow-up. These are not activities to be done in a rush or merely to achieve goals or statistics.

Preparation

Inspectors need to be familiar with the area or facility to be inspected:

- Area lay out.
- Types of equipment, tools and machinery used.
- Inventory of chemicals and other hazardous materials.
- Standards that are to be maintained, including maintenance standards for machinery and vehicles.
- Previous inspection reports and corrective action logs.
- Required and approved controls for equipment or processes.

Types of Hazards

Inspectors should be looking for the following types of hazards:

- Work practices, sub standard work habits, improper procedures, established procedures used incorrectly.
- Physical problems, excessive noise, vibration in moving equipment, machinery not functioning properly or not guarded.
- Biological concerns, fungi, or other health related concerns that are not supposed to be present.
- chemical hazards – hazardous material not properly stored or used such as cleaning materials, pesticides, vapours, fuel and antifreeze.

Principles for a Good Inspection

- Drawing attention to any immediate dangers, minor issues can wait.
- Having machinery and equipment that is not in safe operating condition shut down and locked out until repaired.
- Using only qualified machinery operators to demonstrate or test machinery operation.
- Noting the location and description of any hazard.
- Notifying supervisors of any situations where employees are unaware of on-the-job hazards.
- Being thorough and methodical.
- Documenting your findings.

Considerations for Safety Monitoring

Monitoring may be looked at as less formal observation of practices or activities of staff as they perform their duties. Monitoring can often be combined or addressed via on the job training or refresher training and re-enforcement of safe work practices. Monitoring documentation may be less formal such as:

- Notes in diaries or handbooks.
- Notes to file.

But in any case such records or evidence of monitoring may need be presented in audits or incident investigations and are a critical part of due diligence on the part of all workers, supervisors and managers.

Inspection and Monitoring Reports

Project Work Plan and Hazard Assessment Checklist 14-1

This checklist is provided to support the planning and completion of field projects via BCTS staff and inspection of remote accommodation used by BCTS staff. It is intended for use when the number of or nature activities associated with the project warrant site specific review of hazards and protocols to ensure completion of the project in a safe manner. It is expected that at commencement of the project and likely on the project site, the highlights of checklist will be discussed among the BCTS staff undertaking the project.

Camps and Remote (Non Commercial) Accommodations Used by BCTS

This section addresses BCTS staff use of accommodations. It includes situations like travel trailers, marine vessels and other employer's camps. BCTS should review information on these facilities before use. Our facilities undergo routine maintenance and these records contribute to our diligence. Uncertain information should prompt alternatives arrangements. Review of the camp conditions should be recorded upon arrival to inform future BCTS activities. Camp owners may provide records which will inform this review. Staff should consider four key attributes being: domestic water supply, food preparation, waste management, general condition and location of the facility. If irresolvable concerns exist, staff should report to their supervisor and arrange alternatives as soon as possible. The objective is to protect BCTS staff in cooperation with the owner of the facility, not to pass judgement on the facility regarding any regulatory requirements. BCTS does review camps as part of our contract conditions intended to ensure our projects are successful and to assist Ministry of Health.

Mobile Equipment Operator Guide 14-2

This guide is used by staff undertaking operator inspections which augment a rigorous mechanical inspection regiment administered for MFR fleet vehicles. Individual operators may use this guide on a daily basis as a checklist and should do a safety inspection before using the equipment as per safe work practices and in consideration of the rigour of mechanical inspections being undertaken.

Any time the equipment needs repair or is not safely or mechanically usable during the daily monitoring; the deficiency must be reported to ensure repair. Consideration should be given to locking out the use of the equipment from other staff to ensure safety of others.

Other Reports

Copies of these reports should be sent to the manager of the business area or headquarters director, the supervisor in charge of the job, the JOHSC and the business area safety contact for recording and tracking. A copy of BCTS inspections may also need to be sent to the MOFR district manager to ensure corrective action and adhere to the terms of service agreements.

Local Procedures

- Each Business Area will need to expand the inspection matrix Appendix to ensure all equipment and facilities used by BCTS staff have defined inspection requirements. (see Appendix 2L Form 14-3)

Forms and Checklists

- Appendix 14-1 Project Work Plan and Hazard Assessment Checklist 14-1
- Appendix 14-2 Mobile Equipment Operator Guide
- Appendix 14-3 Matrix of Inspection Requirements