

4

Ongoing Inspections

Once you have completed Element 4, you will have:

- Developed inspection policies and forms or checklists.
- Planned inspection training and preparation.
- Conducted the inspection and taken corrective action.



Introduction

New practices, technology and equipment are introduced into agriculture all the time! Just as your farming business is constantly changing and evolving, so too must your safety plan evolve. Regular inspections allow you to identify any new hazards present on the farm. Using routine inspections as a way to identify and document issues before they become bigger issues can have many benefits. How would you anticipate inspections adding value to your farm or ranch?

Types of Inspections

Inspections can be formal or informal and can be conducted by management, employees or members of the health and safety committee.

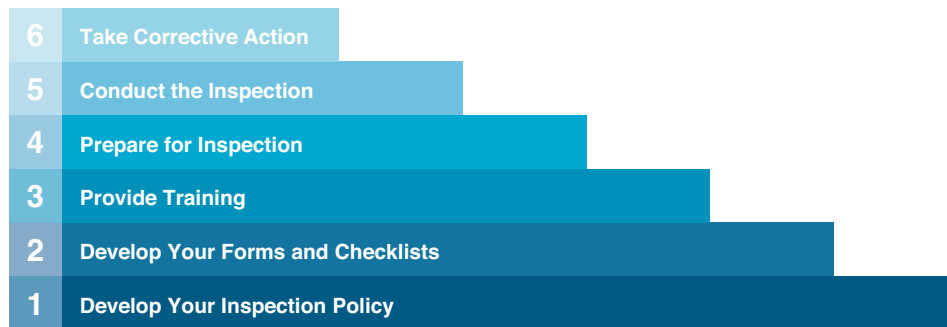
Formal Inspections

Formal inspections are an excellent method to monitor hazard controls to ensure they are effective. The more you check, the safer and healthier your farm or ranch will be. To help you evaluate the safety of all work areas, tools, machinery, equipment, jobs and work processes, you need to plan and document systematic checks of the workplace. Make sure you inspect animal handling and housing facilities as well as chemical storage facilities, application equipment and handling processes.

Informal Inspections

Random undocumented checks on specific tasks or jobs also help you stay on top of all potential hazards or problems. Before starting a job, check tools, equipment, machinery and personal protective equipment. Everyone working on the farm should do informal inspections daily. Responsible farmers and workers should always know the hazards and the condition of every piece of equipment or process used.

STEPS TO DEVELOP FORMAL ONGOING INSPECTIONS





See Appendix 4.1
“Example Inspection
Policy.”



Use Worksheet 4.1
“Inspection Policy”
to develop your own
policy.

STEP 1: DEVELOP YOUR INSPECTION POLICY AND PROCEDURES

Inspections are one of your key methods of identifying hazards present on your farming operation. First, you need to prepare a written directive, policy or procedure describing the process of formal inspections. The policy should answer the following questions.

How often are inspections done?

Set the frequency of inspections depending on the degree of risk. For example, the higher risk sites or work areas should be inspected at least once a month and administrative sites should be inspected at least quarterly. Take into consideration the seasonality of the work. Be sure to include all areas of your facility in your inspection planning.

Who does the inspections?

Assign the responsibility for performing inspections, and encourage supervisors to involve workers in the process. The inspection team can be two or more people as appropriate. Involve the joint health and safety committee if one exists. Also involve senior managers at least once per year.

Who reviews the inspections?

Management review and sign-off is required on the inspection report. Ensure formal inspections are carried out according to the policy and that reports are written.

How are the recommendations implemented?

Develop an action plan for any recommendations.

How is follow-up conducted?

Determine a method to ensure the action plan is completed on time.



See Appendix
4.2 “Example
General Inspection
Checklist.”



Use Worksheet 4.2
“General Inspection
Checklist” to
develop your own
checklist.

STEP 2: DEVELOP YOUR STANDARDIZED INSPECTION FORMS AND CHECKLISTS

Provide staff with inspection forms or checklists to help them identify important items that require inspection; this prevents items from being missed. Inspection forms should be used as a guide and not as a list of everything that could possibly be found. Leave room at the bottom of the list for the team to add new items or comments as necessary.

Prepare an inspection checklist and report form using information from the hazard identification and assessment and hazard control elements, as well as from other sources such as previous incidents or worker concerns. The controls listed on your hazard assessment should be items that you are checking on during your inspection and can be directly transferred from your hazard assessment document to your inspection checklist. Inspection checklists should include both conditions and behaviours relevant to workplace health and safety.

INSPECTION CHECKLISTS KEY POINTS

- Use area specific checklists to reflect the distinct hazards, tools, equipment and controls to be monitored.
- Prioritize identified hazards on the inspection report to ensure that more critical conditions are corrected first (ABC, low medium high, 1 2 3).
- Indicate the inspection team, date of inspection, review signature and corrective action completion dates.

Regularly conduct health and safety inspections of your farm or ranch. Systematically inspect specific areas one at a time to assess the entire operation regularly. Inspect higher risk areas more frequently.

Those most familiar with overall operations should do the inspections; however, a fresh set of eyes may see risks that a person working in the area every day does not. Encourage all workers to regularly inspect tools, equipment and machinery, and to carry out a pre-operation safety check every time they begin to operate any machine or before beginning a work process.

As you revise or develop your checklists, approach your work with an open mind. Think about the potential for injury or illness to any worker, rather than saying, “I know about that hazard already, and I am careful, so I don’t have to do anything about it”. Next time it may be someone other than you doing that work, and they may not have your background knowledge.

STEP 3: PROVIDE INSPECTION TRAINING

In order for an inspection to be conducted effectively, designated personnel must be provided with appropriate training. Keep the following in mind:

- Train the inspection team and document this in the training records.
- On each inspection team, include at least one formally trained person to lead the inspection activity. Other individuals can participate, partnered with the trained, experienced inspector.
- Ensure that all members of the inspection team are oriented to, and wear the required, personal protective equipment applicable to the area being inspected.

STEP 4: PREPARE FOR THE INSPECTION

There are a number of things you need to do to prepare for an inspection. If you have a worker representative or joint health and safety committee, use these individuals to help you identify:

- What must be inspected.
- Who should do the inspection.
- Required tools, equipment, supplies, training and knowledge.

The knowledge or experience could include:

- Applicable legislation: *Alberta Occupational Health and Safety Act*. You may find the Occupational Health and Safety Code and Explanation Guide help with best practices information.
- Clarify procedures that should be followed before, during and after the inspection.
- Use an inspection checklist as a guide for the inspection.



Use Appendix 4.3 “Example Equipment Inspection Checklists” to help you develop your own inspection checklists.



Use Worksheet 4.3 “Equipment Inspection Checklist” to build a checklist specific to your operation for inspection purposes. Add any buildings or activities not on the existing checklist.

INSPECTION CHECKLIST

- Observation of work activities and discussion with workers
- Observation for standard operating practices
- Equipment and tools
- Use, handling, storage and disposal of chemical and biological substances
- Materials
- First aid procedure
- Emergency plans
- Personal protective equipment (PPE)
- Workplace environment (air, temperature, lighting, noise, stress, etc.)
- Musculoskeletal injuries

Prior to inspection, review previous inspection reports, equipment records or incident files in order to clarify the points that require attention during the inspection. Tell the supervisor an inspection will be occurring. Discuss the plan with the supervisor and review issues of concern. Ensure the inspection team is aware of any safety procedures that must be followed during the inspection. Bring checklists, pen and paper, and any other equipment that may be required.

STEP 5: CONDUCT THE INSPECTION

Before you begin the actual inspection, you should understand the impact of worker involvement, physical conditions and work practices and behaviours.

Worker Involvement

Inspection tours are usually done as a team, which will vary in size depending on the size and nature of the work site. Effective inspections involve workers as part of the inspection team. It is important to talk with workers in order to get their input on the hazards associated with their jobs. If there is a health and safety committee at the site, their involvement is important.

Before you can do a physical condition inspection and hazard risk assessment, you have to understand what you are looking for and what you will be looking at. Never run machinery or equipment during an inspection unless you have been trained to safely do so. Use a map of your operation to help you plan your route and ensure all areas and items are covered.

Work Practices and Behaviours

While looking at the obvious physical aspects of the operation, it is critically important to understand what makes workers do the things they do.

Use the following checklist to assess work practices and behaviours.

Yes No

Has the worker been trained to do that particular job safely?	<input type="checkbox"/>	<input type="checkbox"/>
If so, did anyone test or verify that the worker understood the instructions and was competent in doing that job?	<input type="checkbox"/>	<input type="checkbox"/>
Do you verify certification of workers doing jobs requiring specialized training, such as fork lift operators, pesticide applicators, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Are standard work practices adhered to and enforced?	<input type="checkbox"/>	<input type="checkbox"/>
Do your workers know there is an administrative consequence for not following established work practices?	<input type="checkbox"/>	<input type="checkbox"/>
Are maintenance and pre-operational logs maintained and periodically reviewed?	<input type="checkbox"/>	<input type="checkbox"/>
Are visitors, sales representatives, service providers and contractors informed of your health and safety policies?	<input type="checkbox"/>	<input type="checkbox"/>
Have you and workers who are going to work alone or in remote areas have an agreed upon plan for periodic personal safety checks and an emergency response plan?	<input type="checkbox"/>	<input type="checkbox"/>
Does everyone understand the importance of reporting health and safety hazards as soon as they are perceived?	<input type="checkbox"/>	<input type="checkbox"/>
What safety housekeeping do you carry out? _____		

Hints for Quality Inspections

Do not expect to detect all hazards simply by relying on your senses or by looking at them during the inspection. You may have to monitor equipment to assess physical hazards or measure the level(s) of exposure to chemical, noise or biological agents.

- Involve the supervisor, as well as any workers in the area, in the inspection.
- Consider all workplace elements including:
 - **Environment** – noise, vibration, lighting, temperature and ventilation.
 - **Equipment** – materials, tools and apparatus for producing a product or a service.
 - **Work process** – how the worker interacts with the other elements, including livestock, in a series of tasks or operations.
- Shut down and “lock out” any hazardous items that cannot be brought to a safe operating standard until repaired.
- Do not operate equipment. Ask the operator for a demonstration, so you can view the process.
- It is cause for concern if the operator of any piece of equipment does not know what hazards may be present.
- Never ignore any item because you do not have knowledge to make an accurate judgment of safety. Note it and find out.
- Look up, down, around and inside. Be methodical and thorough. Do not spoil the inspection with a “once-over-lightly” approach.

- In your notes, clearly describe each hazard and its exact location. Record all findings before they are forgotten.
- Ask questions, but do not unnecessarily disrupt work activities. Unnecessary interruption may interfere with efficient assessment of the job function and may also create a potentially hazardous situation.
- Encourage employees to bring concerns to their supervisor.
- Consider the static (stop position) and dynamic (in motion) conditions of the item you are inspecting.
- Conduct group discussion with the following question: “Can any problem, hazard or incident arise from this situation?”
- Determine what corrections or controls are appropriate.

STEP 6: TAKE CORRECTIVE ACTION AND FOLLOW UP WITH THE SUPERVISOR

If the supervisor of the area does not accompany the inspection team, consult the supervisor before leaving the area. Report to the supervisor all the positive observations noted during the inspection. Positive feedback can help reinforce good safety behaviours and prevent workplace inspections from becoming fault-finding exercises.

Report items that the supervisor can immediately correct. Note these on the report as corrected. This keeps the records clear and serves as a reminder to check the condition during the next inspection.

Documentation

- Document your final findings on the workplace inspection recording form.
- Name the area inspected, the date and the inspection team’s names on top of the page.
- Assign a priority level to the hazards observed to indicate the urgency of the corrective action required. For example:
 - **A = Major** – requires immediate action
 - **B = Serious** – requires action soon
 - **C = Minor** – requires action later
- After each listed hazard, specify the recommended corrective action and establish a correction date. Ensure someone is assigned to follow up on the recommendation. Provide feedback to workers who report a deficiency.
- The final workplace inspection report should be dated and signed by everyone conducting the inspection and posted in a common area.

Remember that hazard recognition is an ongoing process. Ensure employees have a method to report hazards at any time.



Refer to Appendix 4.4 “Example Incident/Hazard Report Form” for an example of how to document a hazard.

Conclusion

By this point you should have a system in place that lays out your plan for assessing hazards, developing controls and inspecting on a regular basis. Once you complete the checklist below and make the necessary changes, you are ready to move on to Element 5 where you look at the recruitment, orientation and training of workers in order to enhance the safety on your farm.

Element 4

Self Evaluation Checklist

	Yes	No
I have a formal written process that includes frequency of formal inspections by:		
• Managers	<input type="checkbox"/>	<input type="checkbox"/>
• Supervisors	<input type="checkbox"/>	<input type="checkbox"/>
• Workers	<input type="checkbox"/>	<input type="checkbox"/>
I use a site/operation specific checklist during the inspection.	<input type="checkbox"/>	<input type="checkbox"/>
I ensure formal health and safety inspections are carried out in accordance with the process by:		
• Managers	<input type="checkbox"/>	<input type="checkbox"/>
• Supervisors	<input type="checkbox"/>	<input type="checkbox"/>
I quickly correct deficiencies identified in the inspection report.	<input type="checkbox"/>	<input type="checkbox"/>
I have a system in place whereby employees can report unsafe or unhealthy conditions and practices.	<input type="checkbox"/>	<input type="checkbox"/>
I involve workers involved in the inspections.	<input type="checkbox"/>	<input type="checkbox"/>
I provide training for the individuals designated to conduct formal inspections.	<input type="checkbox"/>	<input type="checkbox"/>
I review and sign off inspection reports.	<input type="checkbox"/>	<input type="checkbox"/>
I have a system for reporting unsafe or unhealthy conditions and practices that ensures action is taken by management in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>

Appendix 4.1

Example Inspection Policy

_____ [Farm Name] _____'s Inspection Policy Overview:

It is important that all places of employment, including buildings, equipment, tools and machinery and work practices be inspected. These inspections should be conducted on a regular basis with a maximum interval between inspections of one month.

The owner and a worker from the area being inspected will form the inspection team.

Inspections will be recorded on the standard inspection form provided and copies will be distributed to owner/employer.

Where unsafe or unhealthy conditions, procedures or practices are found in the course of an inspection, the owner shall take action to have the matter remedied without undue delay.

The general manager shall review the inspection reports on a quarterly basis with the safety coordinator. Supervisors are responsible to conduct ongoing informal inspections in their areas of responsibility to ensure day-to-day operations maintain the standards.

Pre-trip or pre-equipment use inspections must be conducted and documented as stated in the general safety procedures.

Contractor/sub-contractors are responsible to conduct inspections in their work areas on a regular basis and forward copies to the prime contractor supervisor.

Date: _____

Signature: _____

Appendix 4.2

Example General Inspection Checklist

Work site Inspection FORM (Sample)

Location	Workshop
Inspection Team	

Item	Observations	Recommended Action	Priority (A/B/C)	Person(s) Responsible	Estimated Completion Date	Actual Completion Date
Work Area						
Is the work area free from clutter and debris?	untidy	pegboard & shelving installed for tools	C	George	Nov. 22/16	
Are floors clear and dry?	Yes					
Are exits free, clear and marked?	back door blocked	move ride-on mower to east wall	A	Karl	Nov. 15/16	
Are all walking and work areas adequately lit?	✓					
Are handrails in good condition?	N/A					
Equipment / Tools						
Are tools and equipment stored properly?	No	See above				
Are guards in place?	✓					
Are damaged tools/ equipment tagged?	✓					
Is furniture maintained?	✓					
Electrical Systems						
Are lock-out systems available and (if applicable) in use?	not available	reminder signage: "key in pocket" rule for equipment maintenance	B	Laurie	Nov. 16/16	
Are extension cords being used correctly?	✓					
Are overhead power lines accounted for?	✓					
Emergency Systems						
Are first aid supplies available and stocked?	✓					
Are eye wash stations maintained and well identified?	✓					
Is fire control equipment regularly inspected?	No	schedule for inspection next to phone	B	Laurie	Nov. 16/16	

Item	Observations	Recommended Action	Priority (A/B/C)	Person(s) Responsible	Estimated Completion Date	Actual Completion Date
Are fire extinguishers mounted and clearly identified?	✓					
Are evacuation maps posted and current?	✓					
WHMIS						
Is the MSDS up to date and available to all staff?	✓					
Are chemicals stored and labeled properly?	on open shelving	install cupboard with a lock	C	Laurie to buy George to install	Nov. 19/16	
Workplace Behaviours						
Are standard work practices adhered to and enforced?	George jumped off tractor without using steps	At safety meeting emphasize using steps provided	A	George Sr.	Nov. 16/16	
Has the worker been trained to use power tools in the shop?	✓					
Are workers who work alone familiar with the procedures?	Karl is well aware of the procedures ✓					
Other(s)						
Reviewed By: George Smith Sr.					Date: Nov. 16/16	

Priority Ranking	
"A" Hazards	To be corrected immediately
"B" Hazards	To be corrected within 48 – 72 hours of report
"C" Hazards	To be corrected within one week of report

Appendix 4.3

Example Equipment Inspection Checklist

Visit www.agriculture.alberta.ca/farmsafety to request access to the full-length equipment inspection checklist.

TRACTORS	1	2	3	4	5	6	7	8	9	10
ID # pieces of equipment										
Operator station, access										
Remove clutter, obstacles										
Improve steps, handrails										
Improve seat										
Steering, brakes, controls										
Reduce play in steering (<20 deg)										
Replace tie rod ends, steering linkages										
Adjust brakes (<6" travel, >2" from floor, even)										
Ensure each control is functional										
Lighting, marking, mirrors *										
Provide 2 headlights										
Provide 1 red tail light, 2 red reflectors, 2 flashers										
Install/replace SMV emblem										
Install/replace mirror on left side										
ROPS, seatbelt **										
Install approved ROPS										
Install seatbelt (for tractors with ROPS only)										
PTO shield										
Install PTO master shield										
Front end loader										
Add counter weights										
Remove loader from tricycle tractor										
Mark hydraulic lines for flow direction										
Other hazards										
Replace tire(s)										
Replace muffler										
Install bypass start cover										
Other:										
Safety features										
Swivel seat										
Two or more mirrors										
Other:										
Operation concerns										
Noise >85dB, use hearing protection										
* Inadequate lighting, do not use on road at night										
** No ROPS, use as stationary power source only										
Tricycle tractor, increased overturn hazard										

When assessing each use the following:

A = Acceptable

R = Requires corrective action

Be sure to insert the date when each completed or corrected

Appendix 4.4

Example Incident/Hazard Report Form

Sample Form: The Farm's Incident/Hazard Report

Name: **Kyle**

Date: **July 12, 2016**

Location: **Equipment Shed**

Person/equipment/animal/chemical/other involved:

Grain Truck, GMC

Description of incident/hazard:

Windshield cracked - will be a problem for driver due to the placement

Suggested corrective action:

Needs to be replaced

Actions Taken:

Truck booked for windshield replacement July 12/16

Date:

Owner/Supervisor Signature: **George Smith Sr.**

Worksheet 4.1

Inspection Policy

Use this worksheet to brainstorm the key parts of your farm or ranch's inspection policy. Will you use a pre-existing checklist or create your own? How often will you perform your inspections? Who will do the inspections? Who will you review the findings with? Where will you keep your records? Will you require training to efficiently perform inspections?

_____ [Farm Name] _____'s Inspection Policy:

Available online at: www.agriculture.aberta.ca/farmsafety

Who: _____

What: _____

When: _____

Where: _____

Why: _____

How: _____

Signature: _____ Date: _____

Worksheet 4.2

General Inspection Checklist

Available online at: www.agriculture.aberta.ca/farmsafety

Work site Inspection form (Sample)

Location

Inspection Team

Item	Observations	Recommended Action	Priority (A/B/C)	Person(s) Responsible	Estimated Completion Date	Actual Completion Date
Work Area						
	Is the work area free from clutter and debris?					
	Are floors clear and dry?					
	Are exits free, clear and marked?					
	Are all walking and work areas adequately lit?					
	Are handrails in good condition?					
Equipment / Tools						
	Are tools and equipment stored properly?					
	Are guards in place?					
	Are damaged tools/ equipment tagged?					
	Is furniture maintained?					
Electrical Systems						
	Are lock-out systems available and (if applicable) in use?					
	Are extension cords being used correctly?					
	Are overhead power lines accounted for?					
Emergency Systems						
	Are first aid supplies available and stocked?					
	Are eye wash stations maintained and well identified?					
	Is fire control equipment regularly inspected?					
	Are fire extinguishers mounted and clearly identified?					

Item	Observations	Recommended Action	Priority (A/B/C)	Person(s) Responsible	Estimated Completion Date	Actual Completion Date
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Are evacuation maps posted and current?

WHMIS

Is the MSDS up to date and available to all staff?

Are chemicals stored and labeled properly?

Workplace Behaviours

Are standard work practices adhered to and enforced?

Has the worker been trained to use power tools in the shop?

Are workers who work alone familiar with the procedures?

Other(s)

Reviewed By:

Priority Ranking

"A" Hazards	To be corrected immediately
"B" Hazards	To be corrected within 48 – 72 hours of report
"C" Hazards	To be corrected within one week of report

Worksheet 4.4

Incident/Hazard Report Form

_____ [Farm Name] _____'s Equipment Inspection Checklist:

Available online at: www.agriculture.aberta.ca/farmsafety

Name:

Date:

Location:

Person/equipment/animal/chemical/other involved:

Description of incident/hazard:

Suggested corrective action:

Actions Taken:

Date:

Owner/Supervisor Signature: