



POLICY – SA 27

SAFETY INSPECTIONS

APPROVAL DATE:	2022-03-21	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):		REVIEW DATE:	2026

POLICY STATEMENT

To establish the process by which workplace inspections are conducted.

BACKGROUND

The Village of Marwayne believes that workplace inspections are necessary in order to maintain a safe and healthy work environment. Safety inspections assist in identifying new or previously overlooked hazards and to assess the effectiveness of current safety policies, programs and practices. Ensuring that the property safety inspections are conducted helps to reduce the amount of injuries, illnesses, accidents and near misses in the workplace.

OBJECTIVE

To safeguard the Village of Marwayne's Employees and material resources by identifying and addressing unsafe workplace hazards, practices and conditions.



DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Formal Inspections are planned, documented walkthroughs of a workplace, selected area/location of a workplace, vehicle and/or piece of equipment.

Village is the Village of Marwayne in the Province of Alberta.

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and is subject to the terms set forth below:

- All Employees must comply with the Occupational Health and Safety and Workers Compensation Board regulations in the Province of Alberta.
- Formal Inspections must be completed by the Public Works Foreman prior to a carrying job specific tasks. Formal Inspections are needed to critically examine all factors (equipment, processes, materials, buildings, procedures, risks, etc.) that have the potential to cause injury or illness to identify where action is necessary to control hazards and hazardous workplace conditions.
- If at the time of a Formal Inspection an imminent danger is present, the Public Works Foreman and/or designate must immediately inform the Chief Administrative Officer.
- Formal Inspections are completed monthly for all manned sites.
- A review of the Formal Inspections will be conducted by the CAO upon submission.
- Employees are responsible for conducting ongoing safety inspections of their worksite and equipment on a daily basis, regardless of whether or not a Formal Inspection has also been conducted that day.



- Employees must always be aware of their surroundings and refuse unsafe work if and/or when it presents itself.
- Corrective actions will be put in place by the CAO for all unsafe work practices and/or locations, as the case may be, upon completion and submission of a Formal Inspection.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant