General Safety Inspection Checklist – Guidance Document

The Local Joint Health and Safety Committees (LJHSCs) are responsible for conducting annual site inspections of their areas of responsibility, reviewing and distributing inspection summaries to relevant stakeholders and EHRS, and monitoring follow-up to ensure deficiencies are addressed in a timely manner.

**Inspection Team**

At least one worker and one employer representative should perform the inspection. The EHRS resource person can assist when requested.

**Areas to be Inspected**

All shared spaces should be inspected, including: lunchrooms, storage rooms, open office spaces, meeting rooms, reception areas, and classrooms. Safety committees are not required to conduct inspections of outdoor spaces, parking lots, or private offices.

Annual inspections of laboratories and shops where tools, machinery and equipment are used are the responsibility of departments. Safety committees can assist in conducting these inspections when requested. Safety Committees are responsible for ensuring the departmental lab and shop inspections are being performed. Copies of the department inspections should be requested and reviewed by the local safety committee.

A General Safety Inspection Checklist and a Laboratory Safety Inspection Checklist are available at: www.sfu.ca/safetycommittees.

**Hazard Rating**

A hazard rating matrix is provided and is based on the probability of injury and severity of injury. The hazard rating should be used to determine an appropriate timeline for addressing identified hazards. High hazard items should be prioritized and addressed as soon as possible.

**Steps to be completed by the Inspection Team**

1. Contact the department to advise of upcoming inspection and what to expect.
2. Complete the checklist: identify all areas that were inspected.
3. Send completed inspection checklist and cover memo to department head and EHRS.
4. Discuss the inspection findings at the next safety committee meeting.

The department is responsible for correcting any deficiencies identified, including submitting any work orders to Facilities Services, as necessary.

**Follow-up**

Safety committees are responsible for following up with departments to ensure corrective action has been taken. Follow-up should be commensurate to the hazard level of the identified deficiency.

**Records**

Inspection reports should be kept by the local safety committees for a minimum of two years.