

# HAZARD IDENTIFICATION AND INSPECTIONS

## BEFORE AN INSPECTION - CHECKLIST

A BCNU Joint Occupational Health and Safety Committee (JOHSC) worker representative can prepare for a workplace inspection in many ways. Ensuring there are well-trained, focused, and knowledgeable individuals on the inspection team is essential in promoting effective workplace inspections.

Here are some actions a BCNU JOHSC worker representative can take before participating in an inspection:

- > **Introduce** yourself to members at your site so they know you are there to amplify their voices.
- > **Update** your calendar with all scheduled inspections that you may participate in.
- > **Gather information** about the jobs and tasks performed in the inspection location if you are unfamiliar with the work environment and related operations.
- > **Request** a copy of and review the following:
  - Previous **inspection reports** and related control measures implemented
  - Hazard reports** submitted by workers and related control measures implemented
  - Previous **incident investigation reports** and related control measures implemented
  - Existing and applicable **inspection checklists** (e.g., unit specific inspection checklist)
  - Policies and procedures** related to inspections
  - The planned **inspection route**
  - WorkSafe BC inspection **reports and orders** (if applicable)
  - Information about the **operations of each unit** and common hazards encountered
- > **Confirm** which PPE is needed to participate in the inspection safely.
- > **Establish** a process with the employer outlining how BCNU JOHSC worker representatives will be released from their duties to participate in inspections and clarify how the work will be reassigned.
- > **Become familiar** with inspections specific language in the [BC Workers Compensation Act](#) and [OHS Regulation](#).
- > **Learn** about hazard identification and inspections training opportunities through your employer, BCNU and external agencies (e.g. [BCFED Health & Safety Center](#)).

**PRO TIP:** *Worker JOHSC reps must participate in workplace inspections, where feasible. Work collaboratively with the JOHSC to ensure a clear process is established for JOHSC worker representative and front-line worker participation.*